

KIDS PRO-ICE RACING CIRCUIT BY-LAWS

The By-laws are to set an order of how officers are elected and will help lay out who is responsible for what duty. All racing and safety rules will be published in the ISR rule book.

ARTICLE I GENERAL

Kids Pro-Ice Racing Circuit (the "Organization") is a non-profit kid²ss' snowmobile racing organization. We are made up of a group of families who love to compete in kid²ss' snowmobile racing as a winter recreation sport.

ARTICLE II ORGANIZATION

Said Organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III MEMBERS

Section I. To be a member of the Organization you must pay a yearly family membership fee. Memberships must be paid before a racer competes. Once paid, you are eligible to be a member of the board and participate in voting for board members and critical group decisions. Each paid family membership shall be eligible to hold one position on the board beginning at the 2014 spring elections and have one vote regardless of how many family members are present at a time. Memberships are due by the start of the race season. Membership term shall be from December 1 to December 1 of the following year.

Section II. Compatibility-Activity-Attendance.

- A. All members must conduct themselves in a respectable and orderly manner during ~~O~~rganization activities.
- B. Each member shall accept the responsibility for the safety and conduct of their guest(s).
- C. Each member shall accept the obligation to abide by the Organization By-laws or resign ~~their~~ membership.
- D. Pictures of racers and their families will be taken throughout the year to be used in media, yearbook, and other publications. Members may restrict the use of these

pictures and information by submitting a written yearly request to the President stating the restriction.

- E. All race families, including parents/legal guardians and racers must submit a signed code of conduct document before their racer(s) begins competition.
- F. Any member disgracing themselves or bringing discredit to the Organization or any Organization event will be immediately subject to disciplinary actions, including expulsion from the Organization.
 - 1. Any member having a complaint against a member of the Organization shall present his/her complaint in person to at least 2 board members.
 - 2. Should further investigation be required, a ~~2-person~~ 2-person committee of Board members shall investigate and compile data to present to the Board.
 - 3. A Special Board meeting will then be called to inform all Board members of the complaint. A quorum (at least 50% of the Board) of the Board will meet to vote on a recommendation or action.
 - 4. The Organization President will notify all parties in the complaint of the final action.

ARTICLE IV OFFICERS AND POSTIONS

Section I. Elected Officers/Positions.

The elected positions for the Organization shall be defined as follows:

- Officers:**
- 1. President
 - 2. Vice President
 - 3. Secretary/Treasurer
 - 4. Head Scorekeeper
- Board Members:**
- 1. Officers
 - 2. Track ~~Director~~ Director
 - ~~3~~3. Head Tech
 - ~~4~~4. 2-Kitty Cat Techs
 - ~~5~~5. 2-120 Techs
 - ~~6~~7. Assistant Track Director (~~if filled~~)

Non-Voting

- Board Members:** 1. Assistant Scorekeeper

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Section II. Term.

Officers shall have a term of 2 years. All other elected positions shall have a term of 1 year. The year will be considered May 1st to April 30th.

Section III. Election Process

Nominations and elections may take place at either the Season Banquet or at the Spring Meeting when a quorum is present. To constitute a quorum there must be at least 50% of all board members and 33% of all other paid family memberships. Nominations will be called from the floor. One vote from each family membership represented shall be counted. If no nominations are brought forth the newly elected board members will recruit and fill remaining positions.

Section IV. Vacancy and Replacement.

If the office of any elected position becomes vacant by reason of death, resignation, retirement, disqualification, removal from office or otherwise, a majority of the remaining board members, at a special meeting called for this purpose, shall choose a successor or successors, who shall hold office for the unexpired portion of the term of the vacated elected position.

Section V. Removal.

All elected positions may be removed by an affirmative vote of majority of the qualified votes of members.

Section VI. Compensation.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section VII. Meetings.

Meetings held between board members, and group members shall be as follows:

- A. At least two (2) formal meetings shall be held per year. One of these being pre-race season around October 1st and the other being post-race season before May 1st for election of officers. A notice of 14 days or more must be given to all members, via phone, website, or email, prior to any formal meeting.
- B. Special meetings may be called by the President or a majority of board members at any time or a written petition signed by more than 50% of the paid memberships. A notice of 7 days or more must be given to all members, via phone, website, or email of any special meeting.
- C. A quorum must be present to conduct an official meeting. To constitute a quorum there must be at least 50% of all board members and 33% of all other paid family

memberships. Board members count as voting members. You must be present at the meeting to vote and only one vote is allowed per family membership.

- D. A majority vote must be obtained to appoint any of the elected positions or resolve any special issues. In case of a tie, the President will make the final vote. Members shall be allowed to vote on special issues, such as rule change proposals, which are brought up at the bi-annual meetings.
- E. Any expenses over \$1000.00 must be approved by the majority of all members. Expenses \$500.00 up to \$1000.00 shall be approved by the majority of board members.
- F. Day to day decisions may be made by the President along with board members.
- G. All Group funds and property shall be handed over May 1st to the newly elected Officers.
- H. If a meeting is not feasible, board members may be requested to vote by email. Record of the vote must be documented and retained with club files and made available to board members. If a board member does not respond to the email their vote is considered to be negative.

Section VIII. Order of Business.

The order of business for any formal meeting held shall be as follows:

- A. Roll Call (a roll call sheet must be passed around to sign) must be taken and a quorum must be established
- B. Dispersal and reading of the minutes from last meeting
- C. Reports from Officers
- D. Reports from any Committees
- E. Old Business
- F. New Business
- G. Election of Officers
- H. Adjournment

Section IX. Duties of Elected Positions.

Each elected position shall have duties they are responsible for throughout the year and at each race. These include but are not limited to the following:

- A. President is generally responsible for all organization activities:
 - 1. Race Promotions.
 - 2. Setting up of all races and race sponsors, including season sponsors.
 - 3. Sets up race day insurance coverage.
 - 4. Financial Duties:
 - a. Approve payment of expenses.
 - b. ~~Approve the distribution of~~ Provide financial reports to all members twice yearly
 - c. Authorized signer on all Organization bank accounts.
 - ~~d. Filing all tax statements.~~
 - 5. Maintaining and updating the Organization website (at least weekly per race season and monthly thereafter).
 - 6. Setting up and presiding over all meetings.

7. ISR and other racing club correspondence and communication.
8. Reporting issues to the board members as a group.
9. Knowing ISR rules, attending ISR annual meeting, and communicating the happenings of the meeting when ISR states the information can be disclosed, sending minutes from that meeting out to membership by August 1st.
10. Attending special board meetings and participating in special board member voting.
11. Securing an adequate number of volunteers for each race event.
12. Appoint by-laws committee or ~~other~~another committee as needed.

B. Vice President is responsible for:

1. Assisting as needed with all Presidential duties.
2. Arranging for trophies and awards for all race ceremonies.
3. Assisting with setting up all races and race sponsors.
4. Authorized signer on all KPI bank accounts.
5. Attending ISR annual meeting.
6. Reporting any issues to President.
7. Attending special board meetings and participating in special board member voting.
8. Setting up all sanitation needs for each race
9. Per Article VI- manages all Group property

C. Track Director/Assistant Track Director (delegated as needed) is responsible for:

1. Making unbiased decisions regarding all races.
2. Setting up the track, including track layout, delineating parking and spectator areas, safety fencing, cones, and other safety measures related to the track at each race.
3. Organizing and overseeing of morning hot laps.
4. Enforcing good conduct of racers and parents. Discipline may include disqualification of a participant and/or exclusion from an event with all fees forfeited.
5. Starting line positioning and officiating.
6. Having responsibility for the conduct of the race, including making final decisions on any issues on the track such as restarts, drivers conduct, etc.
7. Overseeing of driver, sled, and spectator safety.
8. Provides an ice report to the President one week prior to each race and is available if the President makes an additional request prior to the race.
9. Financial Duties:
 - a. Authorized signer on all Organization bank accounts. *Track Director Only

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D. Head Tech is responsible for:

1. Making unbiased decisions regarding all ~~t~~Teching.
2. Assisting the other four elected Techs.
3. Deciding what will be checked at each race.

4. Shall carry and be responsible for the official specifications and certain instruments for measurements concerning verification and control of contestant's snowmobiles.
5. Deciding what disciplinary action if not outlined in the ISR rule book is handed down for not following the rules.
6. Outlining any possible disciplinary issues to the Board prior to a decision concerning disqualification of any race participant. All disqualification decisions will be made by majority vote of all board members present at the race.
7. Attending special board meetings and participate in special board member voting.
8. Identifying additional techs if the need arises.
9. Attending ISR annual meeting.
10. [Recommended to attend ISR Training if available](#)

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E. Elected Techs (4) are responsible for:

1. Making unbiased decisions.
2. Measuring, weighing, and inspecting motor and their components, clutches, gearing, and chassis to make sure they meet spec. set by ISR for a specific class.
3. Reporting all findings to Head Tech.
4. Completing pre-tech inspection of all race sleds.
5. Completing testing as directed by the Head Tech.
6. Attending special board meetings and participating in special board member voting.
7. [Recommended to attend ISR Training if available](#)

F. Treasurer:

1. ~~Paying for all club expenses and making deposits in a timely manner.~~
2. ~~Maintaining financial reports and providing financial reports to President as requested. This includes weekly reports during the race season.~~
3. ~~Completing financial duties, including bookkeeping, banking, etc.~~
4. ~~Assisting in the collection of membership fees and sponsorship payments.~~
5. ~~Maintaining club financial computer.~~
6. ~~Completing all tax and annual filings.~~

FG. Secretary/ [Treasurer](#):

1. Maintaining and updating all Organization membership documents, ~~nts, nts,~~ including the Code of Conduct.
2. Supplying, preparing, and maintaining insurance waivers for all races.
3. Providing or assisting in setting up area for completion of insurance waivers.
4. Maintaining and publishing minutes from all Organization meetings.
5. Collecting all membership fees.
6. Maintaining Organization marketing materials.
7. Assisting in setting up all races and race sponsorships.
8. Ordering and maintaining the Organization Tek vest inventory.

9. Maintaining Racer Bib Numbers.
10. Overseeing Organization merchandise purchasing and inventory.
11. Assisting paid members with obtaining access to ISR rules.
12. Overseeing the Race Banquet.
13. Paying for all club expenses and making deposits in a timely manner.
 - a. Authorized signer on all Organization bank accounts.
14. Maintaining financial reports and providing financial reports to President as requested. This includes weekly reports during the race season.
15. Completing financial duties, including bookkeeping, banking, etc.
16. Assisting in the collection of membership fees and sponsorship payments.
17. Maintaining club financial computer.
18. Completing all tax and annual filings.

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HG. Head Scorekeeper:

1. Conducting the weekly scorekeeping and weekly point tabulation for all classes.
2. Working closely with the Head Flag person and Track Director to maintain integrity of scoring.
- ~~3. Completing accurate score and record reports for all race events.~~
34. Keeping the Head Flag person informed of positions, laps run, and other pertinent race information, including a complete copy of the race specs prior to hot laps.
- ~~45. Providing or organizing Opening, setting up, and closing~~ the scoring trailer for all race events.
56. Opening, maintaining, and closing the registration for all race events.
- ~~76. Setting up each the race in SeriesTracker~~ Series Tracker for all race classes & events.
78. Determining and recruiting the number of assistants needed to accurately score all events.
89. Supplying all needed scoring print outs prior to start of the race event.
940. Collecting and checking all score sheets after each race event, collating each race event, and ensuring that the President and Vice President have results printed out for ceremonies, trophy and award procurement, and timely reports for website postings of cumulative totals per racer and announcements of mid-season graduations.
- ~~140. Familiarizing themselves completely with the ISR and club rules.~~
- ~~112. Knowing how to properly score a race and how the scoring program works.~~
- ~~13. Knowing how to maintain and run the scoring program.~~
124. Maintaining club scoring computer, walkie-talkies, printer, and all necessary scoring tools such as binders, markers, and writing tools.
- ~~135. Preparing the Heat Board for each race event.~~
146. Supplying a mechanism for determining race order in finals.
157. Keeping and updating a weekly an Excel workbook documenting season points.

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168. Calculating end of season points for members and for use in Banquet and yearbook needs.

179. Preseason, set up race registration for members in [SeriesTrackerSeries Tracker](#).

ARTICLE V RACER ELIGIBILITY

Section I. In 2009 the members of KPI voted in the document *Rules of Eligibility* for all classes, including age requirements and race experience. All racers are required to meet the eligibility requirements.

Section II. Exception requests must be brought to the KPI President for initial review. Reasonable and appropriate requests will be presented to all board members by the President for a board vote.

~~**Section III.** Disqualification rules as described in the ISR rulebook will be followed with the exception that if disqualified a racer would lose that day's standings/points in that class as well as forfeit the next point race in the class(es) that he/she was disqualified.~~

ARTICLE VI GROUP PROPERTY

Section I. All Group property whether it be purchased or acquired through gifts or donations are solely owned by this organization unless otherwise stated by donors.

Section II. All Group property shall be the responsibility of the board members and managed by the Group Vice President.

ARTICLE VII BY-LAW CHANGES

Section I. Any proposed changes to the By-laws must be submitted to the board for review. The board may make the changes or offer them to the membership for a vote. All changes will be made available to the membership at biannual meetings. Copies of the current By-laws shall be available to any member upon request.

ARTICLE VIII DISSOLUTION OF ORGANIZATION

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

REVISION HISTORY

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