CONSTITUTION & BY-LAWS
OF THE
Z CAR CLUB OF COLORADO

Revised January, 2014

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ARTICLE I - General

Section 1 - Name

The name of this organization shall be the Z Car Club of Colorado, Inc., also referred to as the ZCCC. Individual Chapters of ZCCC shall be named in accordance with the wishes of the members of each chapter.

Section 2 - Purpose

The general purpose of ZCCC is to promote activities of common interest to owners of Datsun/Nissan Z Cars, to promote safe and skillful driving, and to promote camaraderie among Datsun/Nissan Z car owners.

Section 3 - Meetings

Each Chapter of ZCCC shall meet regularly once each month on the day and at the time provided in these Standing rules. The Board of Directors of ZCCC, hereafter referred to as to the Board, for good cause, may change or cancel regular meetings.

ARTICLE II - Officers and Elections

Section 1 - Officers

The voting officers of ZCCC are the duly elected members of the board, as specified in the By-Laws. Collectively they constitute the Board. All duly elected and/or appointed ZCCC officers have a fiduciary duty to the general membership.

A group of members in good standing may form an Associate Chapter at any time and may elect an individual to represent their Chapter at the monthly Board meeting. At the time a Chapter has a group of ten or more ZCCC members in good standing and meet monthly as a Chapter, that elected individual will become a voting member of the Board.

Section 2 - Term of Office

The term of office is one year. President and Vice President may not serve more than two consecutive terms in the same position. Other officers can serve any number of terms to which they may be elected. No member can be forced to run for office.

A newly elected Board, in an effort to promote continuity in ZCCC, may invite the outgoing President or Vice President to serve as an additional member of the Board. That former officer will have voting privileges on all ZCCC matters, but will have no duties or responsibilities.

The President shall appoint at the general meeting in June, a nominating committee of three members to present a slate of nominations at the general meeting in July. Open nominations from the floor shall be accepted at the meeting in August. No members shall accept the nomination for or hold more than one elected office. Every May the description of each board position shall be published in the Odometer.

Section 4 - Election of Officers

The election of officers, each of whom must receive a majority of votes cast, shall be held at the general meeting in September. If the nominated slate of officers presented at the general meeting in September is un-opposed, the board as nominated may be elected by general acclimation. Absentee ballots may be requested in writing from the Secretary and returned to same by mail prior to the election. Absentee ballots shall not be opened until the election meeting. The Secretary will assure that any member who has sent in a marked absentee ballot is not permitted to vote in person at the September meeting. All newly elected officers of ZCCC will be installed at the Annual Meeting and Banquet in October.

In the event of a tie, the ballots shall be recast with only those active members present at the meeting voting, until the tie is broken.

ARTICLE III - Amendments to the Constitution and By-Laws

The Board of the ZCCC or a member in good standing, by written proposals submitted to the Secretary, may propose an amendment to the Constitution and By-Laws, Rules of Order or Standing Rules. Upon such proposal being made, a copy thereof shall be included in the next newsletter, electronically transmitted or mailed to the general membership or mention thereof made in the next newsletter and then handed out at the next general meeting. Copies will be made available to those unable to attend. Voting shall be controlled by the same rules relating to the election of officers, except that no absentee ballots will be allowed. If a majority of the members at the next general meeting vote in favor of the proposal, the amendment shall thereby be adopted.

The Board of the ZCCC or a member in good standing, by written proposals submitted to the Secretary, may propose an amendment to the Rules of Order. Upon such proposal being made, a notification of a vote upon such proposed change shall appear in the next newsletter and a vote will be taken at the next general meeting.

The Board of the ZCCC or a member in good standing may propose an amendment to the Standing Rules at any General Meeting. Upon such a proposal being made, a discussion will be held and a vote will be taken.

Section 1 - Personal Liability

All persons or corporations extending credit to, contracting with, or having any claims against the ZCCC, shall look only to the funds or property of the ZCCC for payment of such contract or claim, or for payment of any debt, damage, judgment, or decree or any other money that may become due or payable to them from the ZCCC so that neither the members, present, past or future, of the ZCCC nor the officers, present, past or future, shall be liable personally therefore.

Section 2 - Financial Liability

Any officer or member who financially obligates the ZCCC in violation of provisions outlined in the ZCCC By-laws will be held personally responsible for such debt.

Section 3 - Confidentiality

The ZCCC membership list and all other ZCCC documentation and business related documentation are confidential and are not to be disseminated without ZCCC Board approval.

ARTICLE V - Expenditures

All members of ZCCC will abide by the guidelines set forth in Article III of the By-Laws.

ARTICLE I - Duties, Board of Directors

Section 1 - President

The President shall:

1. Preside at meetings of ZCCC and the Board
2. Coordinate activities of the Board
3. Call special meetings of the members and/or the Board
4. Appoint committees and chairpersons as necessary
5. Arrange Meetings

The President shall vote on matters for consideration by the Board only in case of a tie.

Section 2 - Vice-President

The Vice President shall:

1. Preside at meetings of ZCCC and of the Board in the absence of the President
2. Coordinate all events of the ZCCC
3. Solicit and appoint members as specific event coordinators and/or committee members
4. Generate and maintain a yearly calendar of events
5. Be responsible for maintaining an up-to-date list of activity points awarded to members

Section 3 - Secretary

The Secretary shall:

1. Keep records of proceedings at official ZCCC meetings
2. Make reports to such organizations with which ZCCC may be affiliated as required

Section 4 - Treasurer

The Treasurer shall:

1. Have custody of all funds
2. Pay expenditures on behalf of ZCCC in accordance with part III Section 1 of these By-Laws
3. Give bond, at ZCCC expense, if required by the Board
4. Receive and pay all debts on a timely basis upon approval of the President or another Board Member in the absence of the President, when receipts or other sufficient documentation for expenditure is attached
5. Receive and pay all debts in the form of reimbursement to Club members within a reasonable time upon receipt of sufficient documentation
6. Account to ZCCC quarterly by reporting to the Club through electronic means and upon request from the Board

books of accounts and any other ZCCC property in their possession

Section 5 - Newsletter Editor

The Editor shall:

1. Be primarily responsible for the compilation, editing, production and distribution of the ZCCC newsletter to all eligible members
2. Define deadlines for all information to be included in each edition of the newsletter
3. Arrange for distribution in a timely fashion to all eligible members
4. Reciprocate with other Z Clubs by distributing to them the ZCCC newsletter

Section 6 - Inter-club Liaison

The Inter-club Liaison shall:

1. Be the primary contact between the ZCCC and other car clubs
2. Promote and coordinate joint events and/or ventures
3. Maintain effective relations with the ZCCA as the ZCCA representative
4. Be responsible for all communication between ZCCC and ZCCA
5. Vote at ZCCA meetings
6. Relay decisions of the ZCCC to the Association director
7. Submit ZCCC news to the ZCCA's newsletter and ZCCA's news to the ZCCC newsletter

Section 7 - Public Relations

The Public Relations officer shall:

1. Generate and maintain the accuracy of the official list of businesses offering discounts to ZCCC members
2. Promote favorable public relations and newspaper articles
3. Club sponsorships

Section 8 – Membership Officer

The Membership officer shall:

1. Maintain the membership database and communicate this information to necessary persons
2. Issue renewal notices
3. Mail out membership cards and member packets promptly

Section 9 - Assistants

Any elected officer or appointed individual may appoint one or more assistants to help them at any time for the smooth completion of their duties. The Board will be advised of the choice, but no vote will be required.

The elected officers (The Board) are authorized and required to conduct the business of ZCCC:

The Board may make final decisions with regard to all ZCCC matters (subject to the spending restrictions specified in Article III). However, any Board decision is subject to a rescission or change by a two-thirds majority vote of the membership present at any regular or special meeting announced in advance to the entire membership.

Section 11 - Newsletter

The ZCCC newsletter, The Odometer, shall be based around the standard masthead and shall contain, but not be limited to the following:

1. The President's message
2. The Secretary's report
3. The Treasurer's report on an as needed basis
4. Want ads
5. A list of current officers and appointees and their contact information
6. The time and place of general meetings
7. A schedule of future events for approximately 60 days in advance
8. The date, time and location of Board meetings

ARTICLE II - Resignation of Officers

Should any of the officers resign or otherwise become unable to hold their office before the end of the elected term, the President shall call a special meeting of the Board, at the earliest possible date, to fill the vacancy. In the case of the President resigning, the Vice-President shall temporarily assume the duties of the office of the President, and in turn call a special meeting of the Board to fill the vacated office.
The resignation of any board member from ZCCC shall be in writing (addressed to the President or to the Secretary) and shall be accepted without question upon receipt by the Board.

ARTICLE III - Expenditures

Section 1 - Board Members

The President of ZCCC may spend up to $300.00 per term, without prior Board approval and will automatically be reimbursed from ZCCC funds for legitimate ZCCC business upon presentation of proper receipt(s). Amounts exceeding this figure must have prior approval from the board.

The other Board members of ZCCC may spend up to $200.00 per term, without prior Board approval and will automatically be reimbursed from ZCCC funds for legitimate ZCCC business upon presentation of proper receipt(s). Amounts exceeding this figure must have prior approval from the board.

at the Board meetings and approved for payment prior to the expenditure. Any single expenditure in excess of $1000.00 (except events, as detailed in section 2, paragraph 2, below) must have approval of the general membership prior to the expenditure. Premiums for liability insurance may be approved by the Board.

Section 2 - General Members

ZCCC members wishing to be reimbursed from ZCCC funds for goods or services not connected to specific events must first contact the Board regarding the nature of the expenditure and its necessity to the ZCCC. The Board must discuss and vote on the expenditure prior to the expenditure occurring. Upon approval, the member will be reimbursed from ZCCC funds upon presentation of proper receipt(s).

An event is a ZCCC planned activity that is announced in advance and open to all ZCCC members wishing to host or organize an event in which ZCCC money is involved (including, but not limited to, the track event) shall submit a proposed budget for the Board's review well in advance of the event. This budget should include cost and income (if any) of the event. The Board will review the budget and approve or deny the request as soon as possible to expedite necessary advance deposits and the planning of the event. The Board shall not refuse any reasonable request. Events are further discussed in the 'Events' section below.

ARTICLE IV - Fiscal Year

The fiscal year of the ZCCC is from October 1st through September 30th. Any individual auditing the financial books of ZCCC will create a full disclosure statement as soon as possible following the end of the fiscal year as a result of the audit of the ZCCC books. This statement will be available to any member in good standing, upon request.

ARTICLE V - Miscellaneous

ZCCC business shall be conducted in accordance with the rules and procedures as described in the preceding articles. At all times when a procedure or debate is not addressed by the Constitution, By-Laws, Rules of Order or Standing Rules, Roberts Rules of Order will be used.

ARTICLE I - Membership

Section 1 - Members

Membership is open to all persons interested in Z car and other auto related activities. All Members must submit a completed membership form; such form to be prescribed by the Board and which shall include the statement, "I agree to support and adhere to the Constitution and By-Laws of the Z Car Club of Colorado, Inc." Upon acceptance of the membership form and dues, the applicant becomes a member of ZCCC and is entitled to all the activities and benefits of ZCCC.

Section 2 - Membership

Single: one individual.

Family: multiple individuals in one household. . Membership cards will not be issued to individuals under the legal driving age.

Business or Corporate: two individuals may belong under the corporate membership rate. Additional members may be added at the cost of $15.00 per member. Each business or corporate member will be issued a membership card.

Out of State: any member who resides out of the State of Colorado.

No limitation on electronic distribution of the newsletter. If a member elects to receive a hard copy of the newsletter there will be an additional charge.

Section 3 - Dues

Every member of ZCCC shall pay annual dues in such sums as may be prescribed in the By-Laws of the ZCCC listed below:

Annual dues for members of the ZCCC are:

1. Single: $35.00 per year
2. Family: $45.00 per year
3. Business or Corporate: $50.00 per year for two individuals
4. Out of State Single: $25.00 per year

Membership dues renewal will be due twelve months from the month joined (anniversary date). If dues are not paid by the last day of the anniversary month, the member will lose all benefits and privileges until the dues are paid. If dues aren't paid within two months of the due date, he/she will cease to be a ZCCC member.

Membership dues are non refundable.

All members are entitled to all ZCCC privileges, including voting on all club matters, accessory discounts, the use of available ZCCC facilities and admittance to all ZCCC events at member rates.

Section 5 - Duration of Membership

Membership shall continue during the existence of the ZCCC unless terminated as hereinafter provided.

Termination for other causes; the membership of any member may be terminated by the Board for any act which is deemed clearly detrimental to ZCCC. The Board may terminate the membership by a vote of not less than two-thirds of the Board members present at a meeting called for that purpose. In such case, the member in question shall be given at least ten (10) day's notice in writing of such pending action and shall be given an opportunity to submit a written answer to the Board. He/she shall also have the privilege of appearing before the Board to state his/her case. Service of such notice shall be made by personal delivery or by certified letter to his/her last known address.

In case of a decision to terminate membership, the secretary shall, within seven (7) days after the date of the decision, notify the member in question in writing of the pending decision to terminate membership. Such member may, within fourteen (14) days after the date of such notice, give written Notice of Appeal to the Secretary of his/her intention either to appeal to ZCCC or to acquiesce. Silence is considered acquiescence.

In the event of an appeal, the Board shall set a date to hear the appeal to be held within twenty-one days after the receipt of the Notice of Appeal. The appeal will be heard by an ad hoc committee consisting of five members currently in good standing, two of which are selected by the Board and two of which are selected by the appellant. The President of ZCCC will be the fifth member of the ad hoc committee and will chair all meetings.

The action of the Board shall be final if no appeal to ZCCC is made. If an appeal is made, the action of the ad hoc committee shall be final.

ARTICLE II - Meeting, Quorum

Section 1 - Regular Meetings

The regular monthly meetings of ZCCC shall be held on the first Wednesday of each month at 7:00 p.m. Notice of any changes or cancellations of the regular meeting shall be given to all members of ZCCC. The Board may make temporary changes in the meeting location. A permanent change in meeting new location must be approved by a majority of the members at a general meeting when the location is voted upon.

Section 2 - Special Meetings

Notification of the place, date, hour and purpose of the meeting shall be given to the membership and/or Board as appropriate.

Section 3 - Board Meetings

Regular meetings of the Board shall be once each month. Special meetings of the Board may be called by the President whenever deemed necessary, or at the request of two members of the Board, due notice having been given. The Board meeting will be open to all members in good standing. Appropriate notice of the time and place of each meeting will be timely made.

Section 4 - Annual Meeting

The first general meeting of the new fiscal year shall be known as the Annual Meeting and Banquet. Newly elected officers of ZCCC will be installed at this time.

Section 5 - Quorum

The lesser of twenty percent of the membership or 15 members shall constitute a quorum at all meetings of the general membership. A simple majority shall constitute a quorum of all committee meetings. A majority of the members of the Board shall constitute a quorum.

Section 6 - Intoxicants

The ZCCC does not condone the use of intoxicants. The ZCCC will not purchase or provide intoxicants to anyone for consumption at any event. Consumption of intoxicants will be discouraged at all driving events.
All intoxicated individuals will be responsible for their actions, financially and otherwise, and any consequences related thereto. ZCCC members will be encouraged to safely keep the keys for the vehicle of an obviously intoxicated individual and to arrange for alternate transportation.

Section 1 - Appointed Positions

The President may appoint members to the following positions and any other positions deemed necessary for the efficient operation of the organization:

Concessions: primarily responsible for ZCCC inventory of parts, equipment, accessories, T-shirts, other clothing and commemorative items. The concessionaire shall coordinate with Event Chairpersons as appropriate. All proceeds will be given promptly to the ZCCC Treasurer and reported quarterly to the Board regarding inventory, expenses and income.

Assistant Newsletter Editor: assist in the compilation, editing, production and mailing of the ZCCC newsletter. In the absence of the Editor, the Assistant Editor will assume the duties of the Editor.

Historian: will have possession of the ZCCC historical material, and will be responsible for the update and maintenance of same.

Sergeant-at-Arms: will keep order (per Roberts Rules of Order) at general meetings.

Calling Committee Chairperson: will coordinate telephone notification of events to the general membership.
Webmaster: will be responsible for any changes and upkeep to the ZCCC web page.

Motorsport Coordinator: will be responsible for securing track dates and will attend all Colorado Motorsport Council meetings and will report to the general membership as necessary.

Concours Coordinator: will be responsible for arranging all Concours events and will report to the general membership as necessary.

Z Car Club Association Representative will:

1. Be responsible for all communication between ZCCC and ZCCA
2. Vote at Z CCA meetings
3. Relay decisions of the ZCCC to the Association Director
4. Submit ZCCC news to the ZCCA's newsletter and ZCCA news to the ZCCC newsletter

Welcoming Committee: the committee is made up of a chairperson and committee members that have a minimum of one year of active membership in ZCCC.

Facebook Master: The Facebook Master will be responsible for all changes to the Facebook page and all maintenance of the ZCCC Facebook page.

Door Prize Coordinator: The Door Prize coordinator will be responsible for the purchase of items for door prize drawings held at the end of scheduled meetings and other selected events.

for the door prized drawing can be shared between multiple individuals. They will administer the sale of tickets and conduct the drawing by which the 50/50 and other door prizes are to be distributed. The drawing tickets are priced as follows; $1.00 per ticket, or 7 tickets for $5.00. Any member wearing any Z-related item will receive 1 additional ticket with or without buying any tickets. The 50/50 prize will be one half of the drawing ticket revenue with the other half going to the ZCCC treasury.

Section 2 – Awards

Lifetime of Service Award:
The Lifetime of Service Award is available for recognizing an individual who has demonstrated a long-term commitment to the advancement of the ZCCC. As such, it can only be awarded every 5 years commencing with 2002.
To qualify for the award, the individual must:

1. Have 15 years of service in ZCCC
2. Served 6 years on the Board
3. Served as President once or Vice-President twice
4. Participated in national and regional events.

President's Award:
The President may make an annual award to a deserving member of ZCCC based on contributions made by the member(s) to the benefit of ZCCC.

Active Member Award:
A ZCCC member is eligible for an active member award if they accumulate 15 or more points in a fiscal year.

Most Active Member Award:
Most active award is given to the ZCCC member who accumulates the most points in a fiscal year. In case of a tie, multiple active member awards will be presented.

Section 1 - Definition

Sanctioned Event:
An event organized or hosted by a ZCCC member(s) that meets the below criteria. Points will be awarded for sanctioned events.

1. All events must be posted in the Odometer for a minimum of one issue for at least 15 days
2. A Google blast may be disseminated by the Vice President but may not be used instead of a posting in the Odometer
3. The date must be available on the ZCCC Calendar. The Vice President is responsible for posting events
4. More than one event may be scheduled on the same day as long as the times do not overlap or the events do not involve similar activities
5. The event may be disseminated through the ZCCC Facebook page by the Face Book Master provided the Vice President has provided approval for the posting. A posting on Facebook may not be used instead of a posting in the Odometer
6. The following information must be provided in the posting
    i. When
    ii. Where
    iii. What
    iv. Host or Organizer
    v. Cost if any
    vi. Itinerary

Un-Sanctioned Event:
An event organized or hosted by a ZCCC member(s) that does not meet the above criteria. Points will not be awarded for un-sanctioned events.

1. A Google blast is acceptable at any time prior to the event. It must be sent out by the Vice President
2. Does not meet the 30 day minimum posting in the Odometer
3. A notification via Facebook is acceptable at any time prior to the event. It must be sent out by the Facebook Master

Section 2 - Points

Members receive points as follows:

1. Attending a sanctioned event – 1 point
2. Hosting or organizing a sanctioned event – 4 points Members hosting an event with another member(s) may split the 4 points. The Vice President must be advised of the points division at the time the event is being held or when the sign-in sheet is turned into the Vice President
3. A point is only received by signature on the event and meeting sign-in sheet for sanctioned event

Section 3 - Ownership

If a member hosts or organizes an event which is new to ZCCC, they retain the right to host that event in the future until they no longer they wish to do so.
If another member wishes to host or organize an event which has been held in the past, permission from the previous host must be obtained in advance and details agreed upon.

A past event host or organizer gives up ownership if they have not hosted that event for 2 consecutive years

Section 4 - Cost

It is the host or organizer's responsibility to inform attendees of all costs in advance of the event. This includes, but is not limited to lodging, admission, meals etc. Food and drink at some events may be provided by attendees in a 'pot luck or picnic style' as indicated by the event host or organizer. ZCCC will provide for sanctioned events if needed:

1. Non alcoholic beverages (soda pop and water)
2. Paper goods and picnic supplies

Any costs incurred for sanctioned events may be reimbursed as follows:

3. Extraordinary costs not to exceed $150.00 must be requested one month prior to the event and approved by the Board
4. All receipts must be submitted for reimbursement to the Treasurer prior to 60 days after the event

Section 5 - Additional Responsibilities of Host

Recycling:
The Host of an event is responsible for recycling all recyclable materials that result from the event hosted. This includes but is not limited to: aluminum cans or other aluminum, plastics, glass and clean cardboard. If the Host doesn't have a recycling program available to them, they must inquire of other participants in the event to help out with the recycling. It is incumbent upon ZCCC to try and protect the environment.