



**CONSTITUTION  
OF THE  
Z CAR CLUB OF COLORADO  
INCLUDING  
BY-LAWS  
RULES OF ORDER  
STANDING RULES, AND  
EVENTS**

**Revised July 2022**

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# **CONSTITUTION of the Z CAR CLUB OF COLORADO**

## **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 Datsun & Nissan enthusiasts, safe and skillful driving, and 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 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. Any person appointed to the position of President or Vice-President by the Board, is deemed to have served the entirety of that term during which they were appointed, the same as if they had been elected to that position, for the purposes of term limitations regardless of when the appointment occurs. 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.

### Section 3 - Nomination of Officers

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. The meeting may be in-person or virtual and the ballots may be physical, or virtual ballots. Unless an absentee ballot is previously requested, only those members in good standing in attendance either in person or virtually at the September general meeting, will be allowed to vote. 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 acclamation. 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. Upon such proposal being made, a copy thereof shall be included in the next Odometer, electronically transmitted or mailed to the general membership 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 Odometer 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.

## ARTICLE IV - Liability

### 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 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 or officers, present, past or future, of the ZCCC 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.

## **BY-LAWS**

### **ARTICLE I - Board of Directors and their Duties**

#### **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. Create committees and appoint committee members, and chairpersons as necessary
5. Arrange Meetings
6. Shall vote on matters for consideration by the Board only in case of a tie
7. Upon retiring from this position, the President shall deliver to their successor, or the Vice-President, all information, passwords and records in their possession necessary to facilitate the smooth transition of authority

#### **Section 2 - Vice-President**

The Vice-President shall:

1. In the absence of the President, preside at meetings of ZCCC and of the Board
2. Coordinate all events of the ZCCC
3. Solicit and appoint members as specific event coordinators
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
6. Determine the number of points awarded for multi-day events
7. Determine who "owns" an event (i.e. the member entitled to sponsor a specific event)
8. Determine if events are conflicting in time or activities
9. Be responsible for acquiring and distributing the Active Member Awards and the Most Active Member Award(s). Expenditure for these awards shall be approved by the Board.
10. Upon retiring from this position, the Vice-President shall deliver to their successor, or the President, all records and information in their possession necessary to facilitate the smooth transition of the duties of Vice President to their successor. Additionally, the retiring Vice-President shall pass on to their successor or the President all information in their possession necessary to facilitate the smooth transition of the duties of Vice-President to their successor

### Section 3 – Secretary

The Secretary shall:

1. Keep records of proceedings at official ZCCC meetings and ZCCC Board meetings
2. Make reports to such organizations with which ZCCC may be affiliated as required
3. Submit the minutes of each regular monthly meeting to be published in the monthly newsletter, the Odometer in a timely manner.
4. Backup Club and Board meeting minutes on a portable electronic device.
5. Performs the duties of the Election Director.
6. Track recipients of "Lifetime of Service Award" and the dates of award.
7. Upon retiring from this position, the Secretary shall deliver to their successor, or the President, all storage devices(s) containing meeting notes, past Board special and general meeting minutes and all other records in their position.

### Section 4 – Treasurer

The Treasurer shall:

1. Have shared 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. 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 and upon request from the Board, through electronic means, the Odometer and by oral reports at Club meetings regarding the financial health of ZCCC
7. Prepare and file the necessary taxes with the IRS by the due date (or file an extension by the date if additional time is required)
8. Update and submit Periodic Report (business in good standing form) with the Secretary of State annually by the required due date and pay any associated fees
9. Ensure at least two Board member signatures are recorded on all ZCCC bank accounts



10. Upon retiring from this position, the Treasurer shall deliver to their successor or the President, all records, check books, ledgers, electronic records, funds and all other items related to the monetary record keeping of ZCCC and any other ZCCC property in their possession. Additionally, the retiring Treasurer shall pass on to their successor or the President all information in their possession necessary to facilitate the smooth transition of the duties of Treasurer to their successor

## Section 5 - Odometer Editor

The Editor shall:

1. Be primarily responsible for the compilation, editing, production, distribution and posting to the webpage of the ZCCC Odometer to all eligible members
2. Define deadlines for all information to be included in each edition of the Odometer
3. Arrange for distribution in a timely fashion to all eligible members, either electronically or by regular mail if requested by the member.
4. Reciprocate with other Z Clubs by distributing to them the ZCCC Odometer, by mail or electronically
5. The ZCCC newsletter, The Odometer, shall be based around the standard masthead and shall contain, but not be limited to the following:
  - a. The President's message
  - b. The Secretary's report
  - c. The Treasurer's report on an as needed basis
  - d. Want ads
  - e. A list of current officers and appointees and their contact information
  - f. The time and place of general meetings
  - g. A schedule of future events for approximately 60 days in advance
  - h. The date, time and location of Board meetings
  - i. Membership information
6. Upon retiring from this position, the Editor shall deliver to their successor, or the President, all detailed instruction for updating and posting the Odometer on the website, creating the pdf version of the Odometer and all related documentation, mailing lists, and software purchased by the Club.

## Section 6 - Inter-Club Liaison & ZCCA Representative

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 Odometer
8. Upon retiring from this position, the Inter-Club Liaison and ZCCA Representative shall deliver to their successor, or the President, all information in their possession necessary to facilitate the smooth transition of the duties to their successor

## 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. Endeavor to obtain Club sponsorships and be the sponsor liaison
4. Upon retiring from this position, the Public Relations officer shall deliver to their successor, or the President, all information in their possession necessary to facilitate the smooth transition of the duties of this position to their successor

## Section 8 - Membership Officer

The Membership officer shall:

1. Maintain the membership database and communicate this information as necessary to authorized persons
2. Issue renewal notices
3. Promptly mail out new member packets consisting of a welcome letter, hard copy membership cards and a ZCCC window decal
4. Provide hard copy membership card to existing members if requested
5. Upon retiring from this position, the Membership officer shall deliver to their successor, or the President, all records, ledgers, electronic records, funds and all other items related to the membership record keeping of ZCCC and any other ZCCC property in their possession. Additionally, the retiring Membership officer shall pass

on to their successor or the President all information in their possession necessary to facilitate the smooth transition of the duties of Membership officer to their successor

#### 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.

#### Section 10 - Authority

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 111). 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.

### 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.

When an officer vacates their position either through resignation or resulting from elections, it is the responsibility of the outgoing officer to transfer all knowledge, tangibles, documents, processes and procedures defining that position to the incoming officer.

### 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.

All other expenditures, with the exception of the telephone bill, expenses connected with the publication of the Odometer, post office box rent, and recurring website fees, must be discussed 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 good 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. Any member wishing to host or organize an event in which ZCCC money is involved (including, but not limited to a track event) shall submit a proposed budget for the Board's review 60 days in advance of the event. This budget shall 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 the 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 30<sup>th</sup>. 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, then Roberts Rules of Order shall apply.

## **RULES OF ORDER**

### **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 receipt by the Membership Chairman of the fully completed membership form and the annual dues in full for the desired membership type, the applicant becomes a member of ZCCC and is entitled to all the activities and benefits of ZCCC.

The definition of a member in good standing is a member whose dues are paid in full and up to date and adheres to the Constitution and By-Laws of the Z Car Club of Colorado.

#### **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: two individuals may belong under the business membership rate. Additional members may be added at the cost of \$15.00 per member. Each business member will be issued a membership card.

New members will get a laminated hard copy membership card. Renewals may request a hard copy membership card or print it from the website.

If a member elects to receive a hard copy of the Odometer 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: \$50.00 per year for two individuals

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 are not paid within two months of the due date, he/she will cease to be a ZCCC member.

Membership dues are non-refundable.

#### Section 4 – Privileges

All members are entitled to all ZCCC privileges including voting on all Club matters, 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 provided in these By-Laws.

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) days' 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 - Meetings

#### 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 location must be approved by a majority of the members at a general meeting when the proposed change in location is voted upon. Prior notice by the Board to the Club is

required by a posting in the Odometer of notice of the intent of the Board to permanently change the meeting location. That notice shall be given in at least two issues of the Odometer prior to the date of the proposed vote.

## Section 2 - Special Meetings

The President or a majority of the Board may, with sufficient notice, call a special meeting. 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. Board meetings 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.



## STANDING RULES

### 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:* If the Club has an active concession, this position will be responsible for ZCCC inventory of parts, equipment, accessories, T-shirts, other clothing, commemorative items and notifying the membership where ZCCC related items are available. 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 Odometer Editor:* Assist in the compilation, editing, production and mailing of the ZCCC Odometer. 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

*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.

*Welcoming Member or Committee:* The committee is made up of a chairperson and committee members that have a minimum of one year of active membership in ZCCC. A single Club member may take the place of a chairperson and committee and will have a minimum of one year of active membership in ZCCC.

*Social Media Director:* The Social Media Director will be responsible for all changes to the ZCCC FaceBook pages, Twitter posts and all other social platforms used by the Club. The Social Media Director will perform maintenance of the ZCCC FaceBook pages and media platforms as necessary. They will monitor postings insuring posts meet the Club mission statement and that member information is secure.

*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.

The Coordinator will be guided by the Board on the maximum amount to spend. Responsibilities for the door prize 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.

*Constitution Analyst:* **Will** help the Board interpret the Constitution and By-Laws. Advise the Board on questions about the Constitution and By-Laws. The Constitution Analyst will be the person who makes revisions to the Constitution and By-Laws as directed by the Board or by the President in certain situations. The Constitution Analyst and the President will have an editable version of the Constitution and By-Laws. All other ZCCC members can see only a secured PDF version. Acts as a doorkeeper, maintains order at the direction of the presiding officer, and is responsible for the comfort of the assembly.

*Election Director:* **Will** be responsible for overseeing all election voting of the ZCCC. The Election Director will be responsible for providing members with physical paper ballots and/or electronic ballots as deemed necessary, will be responsible for tallying all the votes, and reporting the outcome to the General Membership and/or the Board as deemed necessary. The Election Director will appoint one or more assistants as needed.

## 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. It can only be awarded no less than every 5 years commencing with 2002 and to only one person when it is awarded. The Secretary shall keep records of when the Lifetime of Service Award is bestowed on a member and to whom it is awarded.

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(s) 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 between September 1<sup>st</sup> of any year and August 31<sup>st</sup> of the following 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 3 - Communications

The Board shall notify club members via telephone or website/mail poet, MailChimp, FaceBook, or any other electronic means in case of an emergency such as the cancellation or relocation of a meeting or event. The Board may use a calling committee or any other reasonable means to accomplish an urgent or emergency notification to the ZCCC membership

## EVENTS

### Section 1 - Definition

Purpose: To promote comradery among Club members and long-time relationships with-in ZCCC and Z clubs across America

#### Sanctioned Event:

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

1. All sanctioned events must be posted in at least Two or more of the following approved ZCCC platforms for a minimum of 15 days
  1. The Odometer
  11. The Website ([www.zccc.org](http://www.zccc.org))
  111. Z Car Club of Colorado [FaceBook](#) or Z Car Club of Colorado Members [FaceBook](#) Group
2. The Vice President will ensure the date is available on the ZCCC calendar. 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
3. The event description must be sent to the Vice President electronically and must include the following:
  1. When
  11. Where
  111. What
  - 1v. Host or Organizer
  - v. Cost if any
  - vi. Itinerary
4. Once the electronic event description is received and approved by the Vice President, the Vice President will send the electronic event description to all the following:
  1. The Odometer Editor to be published in the Odometer
  11. The Webmaster to be added to the ZCCC Website
  111. The Social Media Director for the ZCCC FaceBook page and group

#### Non-Sanctioned Event:

An event organized or hosted by a ZCCC member(s) that does not meet the criteria for a sanctioned event. If the event is posted in the Odometer, or on the ZCCC Website or on the ZCCC FaceBook page, it must be designated as a Non-Sanctioned event. Points will not be awarded for Non-Sanctioned events.

### Section 2 - Points

Purpose: To encourage hosting and participation in sanctioned Club events

Members receive points as follows:

1. Points are only awarded to members in good standing

2. Attending a sanctioned 1-day event - **1** point
3. Hosting or organizing a sanctioned event - **4** points
4. Making all arrangements for a speaker for a monthly meeting, including inviting, writing an article to the VP for the Odometer, and arranging for their free meal- **1** point
5. 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
6. Points are only received by signature on the event and/or meeting sign-in sheet(s) for sanctioned events
7. Multi-day event participants may be eligible for more than **1** point provided that they have participated in activities related to the event on each day for which they are seeking a point award
8. Travel time/days to and from the event are not days for which points will be awarded unless an event is scheduled and attended by the member. Meals and hotel are considered ancillary to the travel and do not qualify as events so as to be the basis for an award of points
9. The Vice-President shall determine the number of points to be awarded
10. Points for a multi-day event is capped at 5 per participant except for ZCON. The host(s) shall receive the additional requisite number of points for hosting an event to a maximum of 8 points total except for ZCON.
11. The maximum number of points for attending ZCON is 6. The host(s) shall receive the additional requisite number of points not to exceed 9 points total.

### Section 3 - Ownership of an Event

If a member hosts or organizes an event which is new to ZCCC, they retain the "ownership" right to host that event in the future so long as they organize and host the same event at least every other year. If the host does not organize/host the event for two consecutive years, they no longer "own" the event and another member may take "ownership" to organize/host said event. If a disagreement occurs as to the "ownership" of said event, the Vice-President will determine "ownership" of the event in accordance with these Standing Rules.

The "owner" of an event may relinquish "ownership" of that event at any time by notifying the Vice-President of their intent to do so.

If another member wishes to organize/host an event which has been held within the last two years, permission from the previous "owner" must be obtained in advance and details agreed upon.

### Section 4 - Cost

It is the organizer/host'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 organizer/host. ZCCC will provide the following 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 with-in 60 days after the event

#### Section 5 - Additional Responsibilities of Organizer/Host

##### Recycling:

The organizer/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.