



Z Car Association of Richmond  
6124 Claypoint Road  
Chesterfield, VA 23832

Page 1 of 9

**December 2010**

## **Z Car Association of Richmond**

### **Constitution and By-Laws**

#### **Article I Name, Purpose & Goals**

##### Section I: Name

The official name of this club shall be "Z Car Association of Richmond" [herein after referred to as "ZCAR"]

##### Section II: Purpose

ZCAR is an organization formed to promote interest, aid, and fellowship in Datsun/Nissan Z/ZX automobiles through technical, competitive and social activities.

##### Section III: Specific ZCAR Goals

- §1 To promote safe driving habits and driving skills by stressing the "three C's" of road safety: CARE, COURTESY, and COMMON SENSE.
- §2 To plan and regulate functions and/or activities which provide a pleasurable environment for the specific enjoyment of the ownership and operation of Datsun/Nissan Z-type sports cars.
- §3 To plan and regulate functions and/or activities designed to further enhance ZCAR's purpose, including, but not limited to, technical sessions, assistance in dealing with local repair establishments, and help in acquiring difficult-to-find parts.
- §4 To create a forum for both sharing information relevant to the promotion of Datsun/Nissan Z-type sports cars, and socializing with others who share this interest.



## Article II Membership

### Section I: Membership Types

- §1 The term "Member" applies to any person holding title to or possessing a Datsun/Nissan Z-car or Fairlady whose annual dues are current.
- §2 The term "Family Member" applies to any two people, legally related or identified as a family unit, whose annual dues are current, and one of whom meets the automotive criteria contained in Article II, Section I, Paragraph 1).
- §3 The term "Honorary Member" applies to those elected to this type of membership for special recognition by ZCAR.
- §4 The term "Associate" applies to any person whose annual dues are current, but does not fall under any of the ZCAR membership types listed above.

### Section II: Membership Fees

- §1 For the 1st year, 1 year membership fee is due upon joining the club.
- §2 During the 2nd membership year, based on original date member joined, prorated membership fees are shown below:

<u>Joining Date</u>	<u>Prorated Fee</u>	<u>Expiration Date</u>
Jan 1 <sup>st</sup> - Mar 31 <sup>st</sup>	$\frac{3}{4}$ x annual fee	end of calendar year
Apr 1 <sup>st</sup> - Jun 30 <sup>th</sup>	$\frac{1}{2}$ x annual fee	end of calendar year
Jul 1 <sup>st</sup> - Sep 30 <sup>th</sup>	$1\frac{1}{4}$ x annual fee	end of year after calendar year
Oct 1 <sup>st</sup> - Dec 31 <sup>st</sup>	1 x annual fee	end of year after calendar year

- §3 Annual membership are assessed as follows:  
Members: \$ 40.00  
Family Members: \$ 45.00  
Honorary Members no fee  
Associate Members: \$ 25.00
- §4 Any member in good standing (i.e. annual dues are current), who enters the Armed Forces of the United States will keep his/her membership status and be exempt from payment of the membership fee while on active duty.



### Section III: Membership Cards

- §1 Membership cards will be issued upon the Treasurer receiving the member's annual dues.
- §2 Membership cards will expire annually at the end of each calendar year.
- §3 A family membership is entitled to two membership cards with the same membership number.
- §4 Each member receiving a membership card agrees to return his or her membership card upon resignation or expulsion from ZCAR.

### Section IV: Voting

- §1 "Members" and "Family Members" are eligible to cast one vote each.
- §2 "Associate" and "Honorary" members are not eligible to vote.

### Section V: Benefits

- §1 "Members" and "Family Members" are eligible to receive a subscription for the club affiliated magazine as part of their membership.
- §2 All members of any type and associates are entitled to all other ZCAR benefits:
  - a. Z Car Clubs of America (ZCCA) membership
  - b. Monthly newsletter
  - c. Monthly ZCAR activities
  - d. Vendor discounts

### Section VI: Resignation

- §1 Any member may resign from ZCAR at his/her discretion by writing a letter of resignation to the ZCAR Secretary and enclosing the membership card(s).
- §2 Resignations become effective when received by the Secretary, providing the member resigning has no indebtedness to ZCAR.



## Section VII: Expulsion

- §1 A member of ZCAR may be expelled from ZCAR for:
- a. Non-Payment of Dues
  - b. Unwanted Conduct, i.e. for breaching ZCAR by-laws, and rules and/or bringing unwanted negative publicity to bear on ZCAR.
- §2 Expulsion from ZCAR due to non-payment of the dues becomes effective automatically after the membership expiration date.
- §3 No member may be expelled from ZCAR for unwanted conduct unless both the member and ZCAR strictly adhere to the following procedure:
- a. A recommendation to expel a member must be submitted, in writing, to a ZCAR Officer outlining the specific reason(s) for the expulsion recommendation.
  - b. A special meeting of the officers shall be called to review the expulsion recommendation with both the initiator and the member recommended for expulsion in attendance. These members shall be notified at least two weeks in advance of the meeting date.
  - c. "No show" of the member recommended for expulsion at the special meeting shall automatically result in expulsion (special circumstances may be allowed)
  - d. The officers will review the recommendation, try to obtain independent additional information, and vote on whether to accept or reject the expulsion recommendation.
  - e. If the officers vote to reject the expulsion recommendation, both the initiator of the recommendation and the member recommended for expulsion, will be contacted by the President to explain the officers' decision.
  - f. If the officers vote to accept the recommendation, the member recommended for expulsion will be offered the option of either resigning from ZCAR or participating at the next scheduled ZCAR meeting when the subject of the recommended expulsion will be presented for a vote by all members present.
  - g. If the member opts to resign, it will be in accordance with the by-laws covering resignation.
  - h. If the member opts for membership vote, expulsion will be determined by a two-thirds vote of the members present at the next regularly scheduled ZCAR meeting.



## **Article III Officers**

### Section I: Officer Types and Term

- §1 ZCAR shall have two officer types: Elected Officers and Appointed Officers.
- §2 Elected ZCAR's officers shall be the President, Vice President, Treasurer, Member-at-Large and Secretary. Collectively, they shall be referred to as the Executive Board.
- §3 Each officer shall hold term for one year, or until such time as the successors are elected or qualified.
- §4 No member may hold more than one elected office.
- §5 Elected officers can take over a vacated office as acting officer until a qualified member is found to fill the office.
- §6 If a member volunteers to fill an officer position that is vacant, the Executive Board may appoint the member to fill this or a similar position until a permanent replacement is elected.

### Section II: Executive Board

- §1 The Executive Board shall be in charge of all duties required to run ZCAR.
- §2 All decisions shall be made by majority vote (3 affirmative board member votes are required to accept a motion)
- §3 The Executive Board shall appoint as many officers as deemed necessary to conduct ZCAR's business.

### Section III: Nomination of Officers for Election

- §1 The officer nomination committee shall be installed at the October monthly meeting.
- §2 Nominations will be taken from the floor at the monthly meetings in October and November.
- §3 Write-in nominations must be post-marked by December 1st.
- §4 No member shall accept nominations for more than one office.
- §5 Incumbents are eligible for nomination.



Z Car Association of Richmond  
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Page 6 of 9

§6 Only members fulfilling the following requirements are eligible for nomination:

- a. ZCAR member for one year or more
- b. Actively participating in ZCAR meetings and activities
- c. No overdue membership fees

#### Section IV: Election of Officers

- §1 Voting for officers shall take place at the December monthly meeting. No proxy votes will be allowed.
- §2 All voting shall take place by written ballot except when there is only one nominee for an office.
- §3 Members not attending the December meeting have the option to vote by mail or e-mail. Ballots shall be sent to the chair of the nomination committee no later than the Sunday prior to the December meeting.
- §4 The election results will be announced at the December monthly meeting.
- §5 In the event of a tie, those members attending the December monthly meeting will re-cast ballots to break the tie. Absentee ballots will not be counted.
- §6 Officers will be installed at ZCAR's January monthly meeting. They will assume their elected office immediately and bank account information must be updated during the inaugural meeting so both the President and Treasurer have signature authority for ZCAR's bank account.

#### Section V: Officer Responsibilities

- §1 President (Elected Office)  
The President is the Chief Executive Officer of ZCAR with the following responsibilities:
1. Ensure ZCAR operates within the parameters established by ZCAR's Constitution and the by-laws.
  2. Conduct regular monthly meetings.
  3. Call and conduct special meetings.
  4. Represent ZCAR at various functions as required.
  5. Appoint committees as required.
  6. Give notice of meetings as required.
  7. Act as first co-signer for ZCAR checks.



§2 Vice President (Elected Office)

The Vice-President shall:

1. Assume the responsibilities of the office of President whenever the President is unavailable.
2. Act as liaison between various committees and the Board as well as other committees.
3. Actively pursue advertising contracts for the Newsletter.
4. Work with the Treasurer to establish operating budgets for ZCAR functions.

§3 Treasurer (Elected Office)

The Treasurer shall:

1. Maintain an accurate record of ZCAR's finances.
2. Keep safe and accurate ZCAR's historical financial records.
3. Receive funds for ZCAR.
4. Disburse funds as authorized by ZCAR's Board.
5. Present a statement of ZCAR's finances at each monthly meeting.
6. Maintain a checking account for ZCAR

§4 Member-at-Large (Elected Office)

The Member-at-Large shall:

1. Serve as a member of the Executive Board and provide assistance as requested.
2. Participate at Executive Board meetings.
3. As a voting Board member, represent the interest of the current membership at the Executive Board meetings.
4. Share ideas, guidance, and expertise with the Executive Board.

§5 Secretary (Elected Office)

The Secretary Shall:

1. Record the minutes of ZCAR meetings.
2. Record the attendance at ZCAR meetings and functions.
3. Keep the historical ZCAR records (i.e. scrapbooks, etc.).

§6 Membership Chairman (Appointed Office)

The Membership Chairman shall:

1. Maintain a roster of all current ZCAR members.
2. Maintain membership-related paraphernalia such as membership cards, membership stickers, etc.
3. Coordinate with the V.P.-Activities on such items as membership drives and publicity.
4. Coordinate with the Secretary to ensure members coming up on renewal are properly notified.



Z Car Association of Richmond  
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Page 8 of 9

§7 Webmaster (Appointed Office)

The Web-Master shall:

1. Maintain the domain record for richmondzcar.com.
2. Facilitate hosting for the richmondzcar.com Website and e-mail.
3. Maintain the richmondzcar.com Website with images, database contents, and scripting as necessary to convey the club's mission.
4. Assist club officers in their use of the site's administrative tools and member e-mail list service.

§8 Store Manager (Appointed Office)

The Store Manager shall:

1. Record and maintain inventory of ZCAR-related merchandise (T-shirts, books, patches, hats, etc.) for sale to members, including periodic updates to the store area of the Website.
2. Respond to requests from members wishing to purchase ZCAR-related merchandise, by fulfilling their orders at club meetings.
3. Provide to the club Treasurer an accounting for sales and inventory of club merchandise.
4. Run the ZCAR store booth at the annual ZCAR show.

§9 Newsletter Editor/Publisher (Appointed Office{s})

The Newsletter Editor and Publisher shall:

1. Compile news of ZCAR club-related activities and business issues, and publish the club's newsletter for distribution among its members.
2. Solicit and edit member-submitted articles for the newsletter.
3. Upload finished newsletters to the club's Website.

§10 ZCCA Liaison (Appointed Office)

The ZCCA Liaison shall:

1. Provide news from the ZCCA to ZCAR members, and from ZCAR members to the ZCCA.
2. Report ZCCA-related activities to ZCAR members at club meetings.
3. Represent the ZCAR club's interests at ZCCA business meetings.

§11 Officers and Chairpersons shall submit articles for the monthly newsletter.

Section VI: Conflict of Interest

- §1 Any ZCAR officer officially associated with a ZCAR sponsor, advertiser, or supporter in any manner whatsoever (i.e. employee), will automatically abstain from any and all decisions affecting such a ZCAR sponsor, advertiser, or supporter and abstain from any and all decisions impacting others in a similar endeavor or field of work.



Z Car Association of Richmond  
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Page 9 of 9

## **Article IV Meetings**

### Section I: Regular Monthly Meetings

- §1 Regular monthly meetings shall be held at a time and place to be decided by the membership, and meeting minutes disseminated to all of ZCAR's members.
- §2 In the event of rescheduling the monthly meeting, all members will be notified as soon as possible.
- §3 Except as specified elsewhere in ZCAR's by-laws, all voting at the monthly meetings shall be by simple majority.

## **Article V**

### Section I: Committees

- §1 The President shall appoint such committees as required to conduct ZCAR activities. The responsibilities of each committee shall be clearly defined.
- §2 Each committee will be comprised of an odd number of members.
- §3 All committee votes shall be by simple majority.

### Section II: Amendments to the Constitution and By-Laws

- §1 Amendments may be proposed by any ZCAR member whose membership dues are current.
- §2 All amendments must be submitted to the Secretary in writing.
- §3 The exact amendment will be presented in the next newsletter to inform all members of the proposed change(s).
- §4 Voting on the amendment shall follow the same procedure as the voting to elect officers, excluding the specific time references therein.

\*\*\*\*\* END \*\*\*\*\*