



Z Car Association of Richmond
P.O. Box 5673 Midlothian VA 23112

Regarding the following ZCAR By-Law on member benefits: 07/16/12Ver.III

Section V: Benefits

§1 "Members" and "Family Members" are eligible to receive a subscription for the club affiliated magazine as part of their membership.

Members/Prospective Members,

Greetings:

Sadly, after many years association, ZCAR's quarterly provider "Nissan Sport Magazine", has ceased operations. As a result, ZCAR is currently unable to provide an affiliated magazine as part of membership package as indicated by **Section V: Benefits** within ZCAR's By-Laws. This membership feature will be temporarily interrupted until ZCAR identifies a replacement magazine that meets the needs of the membership.

An announcement via the club newsletter will be made when an appropriate magazine has been identified and a club subscription has been secured.

Z Car Association of Richmond

Z Car Association of Richmond Constitution and By-Laws

Article I Name, Purpose & Goals

Section I: Name

The official name 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: Primary 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, regulate and promote diverse functions and/or activities which create an inviting, friendly, & equal environment, focused on the specific enjoyment, ownership and operation of Datsun/Nissan Z/ZX type sports cars, that appeals to the widest number of our members.
- §3 To plan, regulate and promote diverse 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 an open and equal 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 Z 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, 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 members 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.

§5 "Member Status" defined: A "Member" is defined in Article II, Section I, Paragraph 1
An "Active Member" is defined as a Member who attends seventy-five percent of ZCAR meetings in the current calendar year.

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:

Joining Date Prorated Fee Expiration Date

Jan 1st - Mar 31st $\frac{3}{4}$ x annual fee end of calendar year

Apr 1st - Jun 30th $\frac{1}{2}$ x annual fee end of calendar year

Jul 1st - Sep 30th $1\frac{1}{4}$ x annual fee end of year after calendar year

Oct 1st - Dec 31st 1 x annual fee end of year after calendar year

§3 Annual membership fees 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
- e. Access to ZCAR's Website

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. Unfavorable Conduct, i.e. a purposeful breach of ZCAR by-laws and/or bringing negative publicity to bear on ZCAR or its membership. Example includes: fighting, or behavior that incites animosity or injury toward members of the Z community.
- c. First offense will result in the loss of Spirit Points and probation for the remainder of the current year.
- d. Subsequent offenses will result in board proceedings for expulsion under these By-Laws

§2 Expulsion from ZCAR due to non-payment of the dues becomes effective automatically upon the expiration date of membership dues.

§3 No member may be expelled from ZCAR for unfavorable conduct unless the initiator, the member, and ZCAR strictly adhere to the following procedure:

- a. A recommendation to expel a member must be submitted, to a ZCAR Officer outlining the specific reason(s) for the expulsion recommendation.
- b. The Executive Board will review the recommendation, try to obtain independent additional information, and vote on whether to accept or reject the expulsion recommendation.
- c. If the Executive Board votes 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 Board's decision.

- d. If the Executive Board votes to accept the expulsion recommendation, both the initiator and the member recommended for expulsion, will be contacted by the President. A special meeting shall be called to review the 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.
- e. A "No show" of the member recommended for expulsion at the special meeting shall automatically result in expulsion (special circumstances may be allowed)
- f. At the conclusion of the meeting, the Executive board will review all proceedings. If the officers vote to reject the expulsion recommendation, both the initiator and the member recommended for expulsion will be contacted by the President to explain the Executive Board's decision.
- g. If the officers vote to accept the recommendation, the member recommended for expulsion will be offered the option of resignation from ZCAR, or participating at the next scheduled ZCAR meeting when the subject of the recommended expulsion will be presented to all members present to be voted upon.
- h. If the member opts to resign, it will be in accordance with the by-laws covering resignation.
- i. 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. The results of this vote will be final.

Article III Officers

Section I: Officer Types and Term

§1 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.

§2 The Terms of Office for President and Vice President shall be limited to Two years. Incumbents may only be nominated to exceed these term limits by a majority vote. Member reserves the right to resign their office as per established By-Laws: with a letter to the Secretary.

§3 No member may hold more than one elected office.

§4 A member may assume the duties of a vacated office as acting officer, until a qualified member is elected/appointed to fill the office. However, in accordance with the By-Laws, officers within a family membership control only one vote.

§5 Upon appointment by the Executive Board, qualified volunteers may assume the duties of a vacated officer position, until a permanent replacement is appointed/elected.. (By-Laws regarding Family Membership may in some cases make a volunteer ineligible.)

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 Committee Chair Persons as deemed necessary to conduct ZCAR's business.

Section III: Nomination of Officers for Election

§1 The nomination chairman and his/her committee will be appointed and installed at the October monthly meeting.

§2 Nominations will be accepted from the floor at club 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 Only members fulfilling the following requirements are eligible for nomination:

- a. ZCAR member for one year or more
- b. Membership fees must be current to accept a nomination.
- c. For positions of President and Vice President: Only Active Members (those attending 75% of ZCAR meetings in the past year) are eligible.

Section IV: Election of Officers

§1 No proxy votes will be allowed.

§2 Candidates for uncontested offices will be appointed without need for a vote.

§3 Each Individual and Family membership type is entitled to one vote, which may be cast either at the December meeting, or up to two days prior to it (for those who cannot attend the December meeting) via the ZCAR Website Voting Booth. For Family membership type, only the primary member shall have voting rights.

§4 Voting at the December meeting shall take place by written ballot. Voting via the Website will require a login which securely identifies the voter, registers his or her vote confidentially, and precludes him/her from voting again, either on-line or at the December meeting.

§5 Vote count observation will be conducted by two persons consisting of: The Nomination Chairman and either the Secretary of ZCAR (Primary Officiate) or, if unavailable, ZCAR's Member@Large (Secondary Officiate). Both of these observers will have password-protected access to the list of remaining eligible voters (downloaded from the Website) one day prior to the December meeting. They will also both have access to the confidential on-line voting results.

§6 Election results will be announced during the December monthly meeting.

§7 In the event of a tie, those members in attendance at the December monthly meeting will re-cast ballots to break the tie.

§8 A New Officer Turnover Meeting shall be scheduled/completed prior to Jan 1st. Out-going ZCAR officers will turn over materials and train in-coming officers. Those materials and training may include but are not be limited to: Changes in signature authority, PayPal account access, ZCAR assets (e.g. promotional materials, office supplies & equipment, documented operating procedures, etc.), Web-server administrative tools and e-mail accounts, etc. The newly-appointed officers should assume their duties at the end of the turnover meeting.

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. Expenses over \$25 require dual approval of the treasurer and President prior to release.
6. Present a statement of ZCAR's finances at each monthly meeting.
7. 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 Chair)

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.

§7 Webmaster (Appointed Chair)

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 email list service.

§8 Store Manager (Appointed Chair)

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 Activities Chairman (Appointed Chair)

The Activities Chairman Shall:

1. Identify local events suitable to ZCAR precepts and for ZCAR member attendance.
2. Coordinate with event leader as necessary to review suggested routes and waypoints, offering guidance to assure ZCAR member safety.
3. Update ZCAR's Calendar with monthly events as they become known.
4. Keep editor/publisher apprised of approved upcoming events for timely inclusion in ZCAR's newsletter.

§10 Newsletter Editor/Publisher (Appointed Chair{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.

§11 ZCCA Liaison (Appointed Chair)

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.

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

Section VI: Conflict of Interest

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

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.

By-Laws - 16 July 2012 Rev III, Affirmed by the membership this date & submitted to the Secretary.

_____ signed copy on file _____ / _____ .

Sam Stevens - President Richmond ZCAR. Date

_____ signed copy on file _____ / _____ .

Greg Carter - Vice President Richmond ZCAR. Date

_____ signed copy on file _____ / _____ .

Nancy Fetty - Secretary Richmond ZCAR. Date

_____ signed copy on file _____ / _____ .

Maggie Wilson - Treasurer Richmond ZCAR. Date

_____ signed copy on file _____ / _____ .

Jack Waters - Member @ Large Richmond ZCAR Date

Revision contains the following updates: Change of Term – President / Vice President, Addition of Activities Chair / duties, Clarification Officer vice Chairperson, Clarification of details related to Expulsion, Definition of Member/Active member status, Effect on Spirit Points related to Unfavorable Conduct, Clarification of Voting procedures, Identification of Vote Collection Officers.