



# Oklahoma Z Car Club Constitution and By-laws

## Article I

### Section 1: Name

The official name of this club shall be the Oklahoma Z Car Club (hereinafter “Club”).

### Section 2: Chapters

Oklahoma Z Car Club is a statewide organization. Individual chapters in various Oklahoma population centers are encouraged, with the understanding that they are part of the overall state Club.

### Section 3: General Purpose

The Club is a non-profit organization formed to provide members with access to knowledge about Z cars, and to provide a forum for members and other interested parties to exchange information.

### Section 4: Specific Club Goals

- A. Promote safe and skillful driving.
- B. Provide a platform for dissemination of technical assistance and expression of common interests, concerns, and grievances.
- C. Plan and regulate functions and/or activities designed to further the Club’s purpose.
- D. Plan and regulate functions and/or activities designed to assist local charitable institutions.

### Section 4: Specific Prohibition

The Club shall not organize, sponsor, plan, assist, sanction or allow its name to be associated in any manner with any automotive function which violates any duly constituted law.

## Article II

### Section 1: Members

- A. The term “member” applies to any person interested in Z Cars as well those who own, hold title to, or possess a Datsun/Nissan Z series, or any Z Car precursor (*eg*: Roadster and Fairlady models), and whose annual dues are current.
- B. The term “family” applies to any two people, legally related, whose annual dues are current and one of whom meets the criteria prescribed in *Article II, Section 1, Paragraph A*.
- C. The term “Honorary Member” applies to those elected to this type of membership for special recognition by the Club. Honorary members are not assessed annual dues.

### Section 2: Annual Dues

- A. Annual dues are payable each year by the end of the month in which the member first joined the Club.
  - i. A two-month grace period will be granted for any member to become current.

- ii. The grace period notwithstanding, the renewal month remains the same as when the member first joined the Club.
- iii. Any member who refers four new members to the Club in a calendar year shall have his or her dues waived for the following year.

B. Annual dues are \$35.

### **Section 3: Membership Cards**

- A. Membership cards will be issued for one year from the member's renewal month upon the Treasurer receiving the member's annual dues.
- B. Each membership card will expire annually on the last day of the member's renewal month.
- C. A family membership is entitled to two membership cards with the same membership number.
- D. Honorary members are entitled to renewal membership cards annually upon receiving the necessary affirmation votes of the membership during the month the honorary member was first elected.
- E. Members agree to return their membership cards if they resign or are expelled from the Club.

### **Section 4: Participation**

- A. All members and honorary members are eligible to cast one vote each.
- B. All members are eligible to participate at functions and/or activities that are open to club members.
- C. The Club welcomes guests and visitors at Club activities and events.

### **Section 5: Resignation**

Club members may proactively resign from the Club by:

- A. Writing a letter of resignation to the Secretary of their "home" chapter, and/or
- B. Returning their membership card.
- C. A resignation becomes effective when received by the respective home chapter Secretary, providing the member resigning has no indebtedness to the Club.

### **Section 6, Expulsion**

- A. A member of the Club may be expelled for:
  - i. Non-payment of annual dues
  - ii. Breaching any Club by-laws and/or rules
  - iii. Bringing negative publicity to bear on the Club
- B. Violations of Club rules, or for other reasons not in the Club's best interests as determined by a majority of officers, are also grounds for expulsion. However, before any action is taken, the alleged offending member may submit in writing or in person his/her position on any charges to Club officers.

## **Article III**

### **Section 1: Officers**

- A. The officers of this Club shall be: Executive Director and Treasurer. Each chapter has its own President and Secretary.
- B. Each officer shall hold a term of one year or until such time as a successor is elected or qualified.
- C. No member may hold more than one elected office, except as provided in *Section 4, Paragraph B, Item ii* in the event a Chapter President must assume the office of interim XD.

### **Section 2: Nomination of Officers**

- A. Nominations for statewide OKZCC positions of Executive Director and Treasurer shall be made at the Club's September chapter meetings. The nominees' names shall be published in the *October Z Navigator*.
- B. Each chapter of the Club shall nominate its own President and Secretary at the September chapter meetings. The individual chapter nominees' names shall be published in the *October Z Navigator*.
- C. No member may accept a nomination for more than one office.
- D. Incumbents are eligible for nomination.
- E. Only current members are eligible for nomination.

### **Section 3: Election of Officers**

- A. Voting for both statewide OKZCC officers and individual home chapter officers shall be held at the October chapter meetings.
- B. Voting may be by written ballot, voice, show of hands, or by acclamation as prescribed in *Robert's Rules of Order*.
- C. Chapter secretaries shall duly record the votes and submit results to the Executive Director within 48 hours.
- D. Election results will be announced at the Club's December joint meeting, and published in the *January Z Navigator*.
  - i. In the event of a tie for an office, members attending the December monthly meetings or annual awards banquet will re-cast votes to break the tie.
  - ii. Absentee ballots will not be counted.
  - iii. Results of tiebreaker voting will be published in the next practicable month's Club newsletter.
- D. Officers will be installed at the Club's December joint meeting and will assume office on the following January 1.

### **Section 4: Responsibilities of Officers**

- A. The Executive Director (XD) is the Chief Executive Officer of the Club, with the following responsibilities:
  - i. Ensure that the Club operates within the parameters established by the Club's *Constitution and By-laws*.
  - i. Call and conduct special meetings.
  - ii. Represent the Club at various functions as required, or approve alternative representatives as required.
  - iii. Appoint committees as required.
  - iv. Ensure that election results are submitted for publication in the *Z Navigator*.
- B. Club chapter Presidents are responsible for conducting monthly chapter meetings and carrying out directives from the Executive Director
  - i. Chapter Presidents have sole authority and responsibility for securing meeting places for their chapters.
  - ii. Chapter Presidents shall stand ready to assume the responsibilities of the Executive Director in the event of the XD's incapacity or resignation. In such case, the Club shall vote at the next monthly chapter meetings to confirm a Chapter President to serve concomitantly as interim Executive Director pending election of a new XD.
- C. Club chapter Secretaries shall be responsible for:
  - i. Recording the minutes of Club chapter meetings and submitting them for publication in the Club newsletter.
  - ii. Maintaining a current roll of all members.
  - iii. Giving notice of meetings as required
  - iv. Recording chapter attendance and functions.

- v. Safekeeping historical Club records.
- D. The Club Treasurer shall be responsible for:
  - i. Maintaining the Club's financial records.
  - ii. Keeping the Club's historical financial records.
  - iii. Receiving funds for the Club.
  - iv. Disbursing Club funds as authorized by the Executive Director
  - v. Presenting a statement of the Club's finances for quarterly publication in the Club newsletter.
  - vi. Maintaining a checking account for the Club with the provision that all checks against that account be countersigned by another officer or designated signatory.

### **Section 5: Conflict of Interest**

Any Club officer officially associated with a Club sponsor, advertiser, or supporter in any manner (egg: employee) will abstain from any decisions affecting such a Club sponsor, advertiser, or supporter, and shall abstain from any decisions impacting others in a similar endeavor or field of work.

## **Article IV**

### **Section 1: Monthly Meetings**

- A. Monthly chapter meetings will be held at regularly prescribed times and days each month, such schedule to be published in each issue of the *Z Navigator*.
  - i. A regular monthly chapter meeting may be rescheduled by the Chapter President if a specific scheduled date presents a conflict.
  - ii. All reasonable attempts must be made to notify members of any change in date, location and time of such rescheduled meetings.
- B. A quorum for any Club chapter monthly meeting shall be at least 20 percent of current members on the chapter's rolls at the time of the meeting.
- C. Except as specified elsewhere in the Club's by-laws, voting at monthly meetings shall be by simple majority.

### **Section 2: Special Meetings**

- A. Special meetings may be called by the Executive Director or two other officers.
- B. Officers must be informed of any special meeting in advance, as feasible.
- C. The purpose and results of any special meeting must be communicated to the members at the next regularly scheduled monthly chapter meetings, and published in the next scheduled Club newsletter.

## **Article V**

### **Section 1: Committees**

- A. The Executive Director shall appoint committees as required to conduct Club business and activities. The responsibilities of each committee must be clearly defined.
- B. Each committee will be comprised of an odd number of members.
- C. All committee votes will be by simple majority.
- C. An Advisory Board of Directors will meet as required to review and advise current officers on Club matters and to fulfill corporate obligations. This board will be comprised of past presidents, current officers, committee chairpersons, and other appointees as needed. The results of all Advisory Board meetings will be presented at the next club chapter meetings. An Advisory Board meeting may be called by any two current officers or any three other

board members provided that all have received notification as soon as feasible before such meeting.

**Section 2: Amendments to the *Constitution and By-laws***

- A. Amendments may be proposed by either a majority of the officers or 20 percent of the current membership.
- B. All amendments must be submitted to the Executive Director in writing.
- C. The exact amendment will be presented by the XD as soon as feasible to be published in the Club newsletter to inform all members of the proposed change(s).
- D. Voting on the amendment shall follow the same procedure as the voting to elect officers, excluding the specific time references therein.

**Section 3: Operating Policies**

- A. The Club may adopt informal “operating policies” from time to time in order to facilitate conducting business in a timely manner. Such operating policies are adopted by a consensus of opinion by the membership rather than a formal election to amend the *Constitution and By-laws*.
- B. Any member may challenge an operating policy by making a formal motion to suspend the policy unless and until it is adopted as part of the *Constitution and By-laws* as provided in Section 2.