



ADDENDUM TO MAY 2024 ODOMETER



OFFICERS/ELECTIONS

We have reached the mid-point of our fiscal year and that means we have club elections on the horizon.

[As outlined in the Constitution under Article B, sections 1-4, and the By-Law article 1, sections 1-8.](#)

Below you will find the description of each of the positions. A nominating committee will need to come together in June to fill the slate of officers. The slate is presented at the General meeting in July and in August, nominations from the floor are taken. The vote will take place at the September General meeting.

[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.

OFFICERS/ELECTIONS

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

OFFICERS/ELECTIONS

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 device(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
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 necessary to facilitate the smooth transition of the duties of Editor to their successor

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

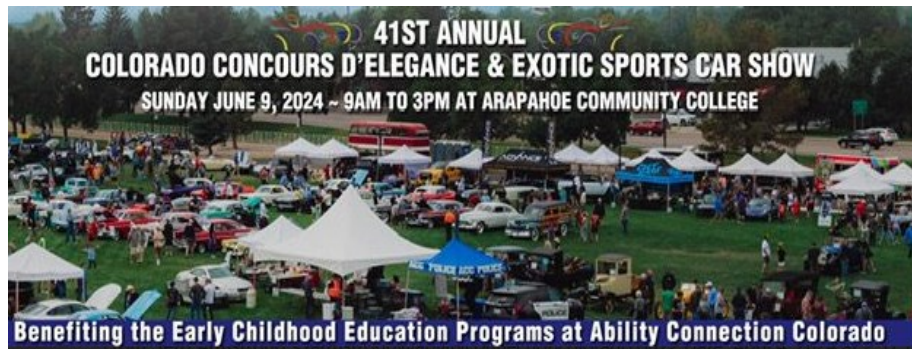
The Public Relations officer shall:

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



CONCOURS D'ELEGANCE DEADLINE UPDATE

The registration cut-off date to get into the program is **May 5, 2024** and the last day for online registration for the event is **May 10, 2024**. **Registrations on the day of the event will be accommodated, but these vehicles will not allowed to be Club judged. The deadline for Club judging is May 17, 2024.** Entrants will receive complete information and instructions no later than May 29 and are encouraged to arrive at the site meeting site at 7:00 AM to drive in as a group or at the event site between 6:30 and 8:00 am. Trailer parking will be available.

To register your Z, and for more information about this important event, please see the Ability Connection website [Home | Ability Connection Colorado](#) and click on Special Events and then Colorado Concours and view the entire article in the May Odometer on Page 16.