

A.B.A.T.E. OF ILLINOIS

Membership Policy & Procedure Manual

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This copy does not contain any attachments
If you find you need them after reading this, please ask

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This membership policies and procedures
manual has been prepared to assist
A.B.A.T.E. of Illinois Membership Coordinators.

Feel free to call or email the State Office at any time
if you have any questions, comments or suggestions.
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By Paula (Pauli) Ward

1. MEMBERSHIP DUES

There are two types of memberships - a single or couple. There is also the option of joining for 1 year versus 5 years. With a 5-year membership, the fifth year is free.

Membership dues for each type of membership and the amount the chapter keeps and how much to send to the State Office are shown below:

- * **One-year memberships**
 - * **Single \$25.00 per year**
 - * Chapter keeps \$3.00
 - * State's portion \$22.00
 - * **Couple \$45.00 per year**
 - * Chapter keeps \$6.00
 - * State's portion \$39.00

- * **Five-year memberships**
 - * **Single \$100.00 for 5 years**
 - * Chapter keeps \$12.00
 - * State's portion \$88.00
 - * **Couple \$180.00 for 5 years**
 - * Chapter keeps \$24.00
 - * State's portion \$156.00

**We accept credit cards for memberships.
When you receive one using a credit card, please send
or fax (don't do both) to the State Office ASAP.
(Accepting Visa, MasterCard and Discover)**

2. PROCESSING APPLICATIONS

ATTACHMENT 1 is a membership application from the State Office. We would like for all chapters to use this application. They are free to the chapters and available at all Board of Director's meeting or by calling the office.

If your chapter prefers to make up their own, please make sure that they are the same size and have the same information on them. Please **DO NOT** put make of motorcycle on applications. We don't care what they ride, we only care that they believe in the cause.

Receipts and/or temporary cards are to be given to every member whether a new member or a renewal. They should keep these until they receive their permanent membership card from the State Office.

All membership applications should be sent to the State Office in a timely manner. Too often applications are held at the chapter level causing two or three months to pass before a new member receives their membership kit and newspaper. If a member is expected to renew, we should provide them with good service when they join.

Make sure all applications are filled out completely and are legible.

For accounting purposes it works out better if you deposit all separate membership checks in your chapter's bank account and write one check to ABATE for the total amount due.

If a member marks the box to donate \$1 per year to the ABATE/PAC, make sure you include the amount in your fees.

When sending in a renewal, please include the member's membership number on the application. All members keep their original membership number no matter if they have been a member in good standing or have been inactive for over a year.

It is your responsibility to fill in the voting districts when possible. To assist you, you can go online to www.elections.state.il.us. Then click on voting information and find districts.

3. RENEWAL NOTICES

All members have a 30-day grace period after the end of the expiration month. After these 30 days they are then placed on the inactive list. Once they are placed on the inactive list, their renewal date will be the day the membership application is received in the State Office.

If a member renews within the 30-day grace period, they will keep their current month expiration date.

It is the chapters' responsibility to send out renewal notices to their members 30 to 60 days prior to their expiration date.

ATTACHMENT 2 is a renewal envelope that is provided by the State Office to the chapters. These are to be stamped with your chapter's address so they are returned to your chapter. If your chapter does not have a stamp or computer capabilities to generate a label for this purpose, they can be obtained from the State Office.

Personalized chapter renewal envelopes can be purchased through the State Office, they will have the chapters name, address and return address preprinted. They currently cost \$25 per box of 500. These can also be customized to use your membership coordinators home address for the return if desired.

Your chapter can obtain a set of labels in expiration date sequence. This way you can use them to send out to your members prior to their expiration date.

The State Office will send renewal envelopes to all members once they become inactive. This gives the chapter at least two months to get their members to renew.

4. CHAPTER CREDITS

ATTACHMENT 3 is an example of the credit slips sent by the State Office.

A chapter accrues credit by members that send their application and money directly to the State Office or if an error is made in the amount of dues a chapter sends in. The chapter will receive a copy of the applications along with the credit slip. A credit slip should be used to offset the State portion of membership dues. They are not to be used for any other money you may owe to ABATE of Illinois for products, ads, billboards, etc.

The only time that a chapter will receive a check for credits is if the chapter has accrued a large credit amount, usually over \$100.

The only time you will not receive credit for a member that sends their app and money directly to the State Office is when they send back a renewal form that was send to them by the State Office.

Credit slips will be issued approximately once a month to the chapters, to help keep your records current. When the office gets super busy (March thru August) you may get at 6 week intervals.

5. CHAPTER TRANSFERS

A member can belong to the chapter of their choice or be a State member (when you are a state member only, you have no voting rights in any chapter, but you are welcome to attend any chapter's meetings). If a new member joins at one chapter's function they have the option of transferring to the chapter of their choice.

A member can transfer by calling the State Office or through a chapter. The chapter they are transferring to will not receive any member dues until the member renews. The State Office will notify both chapters if a member transfers.

According to the bylaws, a member may only transfer once per calendar year.

Members will be sent a new card reflecting their new chapter.

ATTACHMENT 4 is an example of a Transfer Form.

6. ADDRESS CHANGES

Address changes should be sent to the State Office as soon as possible. Many kits and renewal envelopes are returned to the State Office for bad addresses, which is an expense we need to cut down on.

Address changes can be emailed or sent to the State Office using ATTACHMENT 5.

If a membership kit is returned to the office due to an undeliverable address, the kit will be sent to the chapter membership coordinator. They are then responsible to ensuring that the member receives the kit and for notifying the State Office of the members correct address.

7. MEMBER BENEFITS

When joining ABATE of Illinois for the first time, a new member will receive an ABATE of Illinois patch. Patches are mailed out from the State Office in the new members membership packet.

In addition to a patch, a new member will receive the following:

- * 13 issues of the ABATE of Illinois News
- * Membership Card
- * A bumper sticker
- * Downed Rider information and card
- * Political Action Committee information
- * Current year rocker and rocker for expiration year for new members. Renewing members will receive rocker for expiration year.
- * Current list of chapter officers (if signed permission is on file at the State Office) See ATTACHMENT 6

All mutli year members will be sent all year rockers when they join if available.

Additional year rockers can be purchased through ABATE Products for \$1 each. Patches can be purchased for \$3.00.

8. MEMBERSHIP DRIVE

Each year ABATE of Illinois holds a Membership Drive. The drive runs from January 1st through December 31st of each year.

If a member signs up (recruits) 10 or more new members and/or gets a member that has been inactive for 12 or more months, they will receive a one-year's free membership.

(Sitting at a membership table at an event the requires all entrants to be an ABATE member does not constitute recruitment – Recruitment is actively going out and seeking new members)

All free memberships are awarded after January 1st of the following year. If a member signs up enough members to earn a free membership mid year and their membership is due in the fall, to keep current they will still have to pay their dues when due, then after January 1st, they will be awarded another year.

Multi year members will receive an updated card in January and additional year rockers if applicable.

Please try to have all your applications from the end of the year to the State Office by January 10th. Membership Awards are given to the Chapter and individual that signs up the most members at the Seminar each year and I need time to get all the figures done, so that the awards can be ready on time.

The member that signs up the new members will be awarded a certificate of appreciation. If this member paid dues for a couple, he will be awarded a free couple's membership. Also any couple that signs up 10 or more will be awarded a year's free couple membership. Getting ten inactive members to renew counts toward one new member.

When signing up members, couples count as two members. If a five (5) year member is signed up, that only counts as one member, not five (5).

Make sure the member signing up the new ones puts their name on the application where it says, "Where did you hear about ABATE?"

You should also keep track of who signs up how many, in case a member thinks that they have earned a free membership and the State Office did not award one. If possible, please send a list of the members you have as signing up 10 or more to the State office by January 5th.

9. MISCELLANEOUS INFO

a) **REPLACEMENT CARDS:** If a membership card is lost or stolen, a name change is needed or a membership card needs corrected, notify the State Office and a new card will be issued at no cost to the member.

b) **SPLIT COUPLES:** If two members join as a couple and they later split up and have different addresses, they will each begin receiving copies of the ABATE of Illinois News.

c) **MEMBERSHIP LISTS:** An updated membership list will be mailed after the 1st of each month to the chapter's Membership Coordinator. If additional lists are needed, contact the State Office. Additional lists can be obtained at any time by request.

d) MAILING LABELS: Labels are available from the State Office for both active and inactive members upon request. These can be done in zipcode order, by last name or by the members' expiration date.

e) ADD-ONS: If a member joins or renews and decides later on that they want a couple membership instead of a single, they can pay \$20.00 for the additional member and become a couple. The add-on will expire the same month as the original member and they will receive only one newspaper. The chapter will send \$17.00 to the State Office to cover the add-on's fees. Make sure to put the members name they are adding to on the application and write add-on somewhere on the application.

f) MULTI YEAR MEMBERS: Are members that have paid for more than one year. These members membership card should reflect the number of years paid for.

If you have a multi year single that wants to become a multi year couple, I will calculate the difference of their months left and the new member's expiration date and "split the difference" to calculate a common date expire.

g) DUAL MEMBERS: A dual member is a member that belongs to more than one chapter. According to the bylaws you can only be a voting member of ONE chapter. Dual membership will be denoted with an (*) after the last name. The primary chapter (voting chapter) will be denoted after the * with a (^). This will show on their membership card as well as your membership list

h) MEMORIAL FUND: ABATE of Illinois has a Memorial Fund that is funded by donations. In the case of a member's death, \$100.00 will be sent to the chapter. The chapter can use this for memorials, flowers, give to family, etc., as they see fit. It is the responsibility of the chapter's membership coordinator to notify the State Office of a death, so that a check can be sent out as soon as possible.

i) AIL INSURANCE: ABATE of Illinois now has accidental death and dismemberment insurance for all members. Accidental death pays \$3000.00. If you have a member that dies of the result from an accident, please contact the State Office. To process the claim I will need a copy of the member's death certificate and name and address of the beneficiary. I will then forward to our agent for processing. The process usually takes 3 to 4 weeks to process and get the check back to the beneficiary. For a dismemberment claim, they only pay for above the wrist or ankle. They do not pay for fingers or toes.