

A.B.A.T.E.
OF
ILLINOIS,
INC.
ORGANIZATION
POLICY
AND
PROCEDURE
MANUAL

REVISED 2014

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A Brotherhood Aimed Toward Education; A.B.A.T.E. of Illinois, Inc is organized for charitable, educational, civic, benevolent, social, and athletic purposes, including such purposes as the promotion of motorcycle use, acceptance, safety, and enjoyment. Said purposes include promoting of motorcycle interests of the corporation's members and affiliates. Said corporation is further organized to undertake such interactions, including lobbying and litigation support, with various governmental bodies as may be necessary or desirable to promote the motorcycling interests of the corporation's members and affiliates.

So says the legalese at the beginning of our Bylaws; but what does that mean? The bottom line is; A.B.A.T.E. of Illinois, Inc. is a Motor Rights Organization. Yes, we do charitable work. What better way to promote motorcycling, and a positive image of motorcyclists' to the rest of the world? Yes, we educate; we educate our members on the merits of taking the motorcycle safety courses offered by IDOT. We educate anyone who will listen to be aware of motorcycles, both through individual effort and through our Safety and Education program. We also educate legislators that laws, which discriminate against motorcyclists, and motorcycling are unacceptable. On the civic level we encourage all A.B.A.T.E. of Illinois, Inc members to be not only registered, but active voters. We also believe that all citizens should be active in their communities.

EXECUTIVE POLICIES

ALL OFFICERS, BOTH STATE AND CHAPTER, ARE EXPECTED TO CONDUCT THEMSELVES AT ALL TIMES IN A MANNER THAT WILL NOT BRING EMBARRASSMENT TO, OR LEGAL ACTION UPON A.B.A.T.E. of ILLINOIS, INC. OR ANY CHAPTER THEREOF.

ALL OFFICERS BOTH STATE AND CHAPTER ARE REQUIRED UPON LEAVING OFFICE, TO RETURN ALL PROPERTY BELONGING TO A.B.A.T.E. of ILLINOIS, INC. OR ANY CHAPTER THEREOF.

ALL State Officers must be "Bondable" (This guideline is suggested for all chapters.)

EXECUTIVE BOARD MEMBERS ARE INELIGIBLE TO WIN PRIZES IN THE STATE BIKE RAFFLE. (Don't even buy a ticket.)

RESPONSIBLE FOR MAINTAINING THE STANDARDS OF ALL SPECIAL AWARDS, I.E.: RICH NEB, HONORARY LIFETIME AWARDS, ETC, AT A LEVEL COMMENSURATE OF THE DIGNITY OF SAID AWARDS

November 2014

1. Anytime a board meeting is canceled, it will automatically be rescheduled for the first available Saturday, with notification to be sent by mail to the Board of Directors. BOD2014-39

March 2006

1. Proposals to links from the state website to businesses can be brought to the state for consideration.
2. A teleconference meeting should be cancelled, and the call ended, after 15 minutes if a quorum is not present, **amended** to also require notification of teleconference meetings to office manager for billing purposes.

June 2011

1. Accept the Legal Service Plan for three more years.

August 2005

1. As a policy, any information from the E-board members going out to the BOD will also go to all E-Board members as well.

March 2004

1. Unapproved E-Board business will not be discussed outside E-Board meetings.
2. Chair of the by-law review committee shall be appointed at the December E-Board meeting.

October 2003

1. E-mail or phone votes be used only for emergency E-Board issues, as determined by the State Coordinator.

June 2000

1. No information is sent to another organization unless an official request is made from that state's ABATE.

March 2000

1. E-Board follows Robert's Rules of Order.
2. Rich Neb Award. All nominations are closed October 31 of each year. All nominations must be sent by mail to the state office. The committee then has until Dec. 31st to make their final decision in time for the seminar.

June 1991

1. The E-Board will meet every four weeks and the BOD will meet every 8 weeks.

December 1989

1. An unexcused absence is defined as one when the E-Board member has failed to make arrangements to have someone cover their report or has failed to submit a written report. (E-Board motion)
2. After 3 unexcused absences the matter will be brought up to the E-Board for discussion of possible reprimand.

STATE OFFICE POLICIES:

August 2003

1. Require E-Board members call the state coordinator or the state office manager, anytime they will be absent from the E-Board meeting.

July 2002

1. Moved to create formal policy on hiring policies.

February 2003

1. Allow Pauli Ward to do the State renewals for the chapters as assistant Secretary of each chapter, so she can continue to sign the state chapter's renewal forms. (Corporation papers)

December 2000

1. *Assistants restricted but never voted on chair can set policy-would like to restrict the assistants to address only topics in respect to their position.*

A.B.A.T.E. OF ILLINOIS, INC. EXECUTIVE BOARD

STATE COORDINATOR:

REQUIREMENTS: Must ensure the prompt and timely completion of all organization business. Must have been an active member of A.B.A.T.E. of ILLINOIS, INC for the past two years, an active member of the State Board or Executive Board for at least one year, and a member in good standing. Should have the ability to communicate A.B.A.T.E. of ILLINOIS, INC goals effectively, and positively to both motorcyclists and the general public. Should possess the skills to best serve the interests of A.B.A.T.E. of ILLINOIS, INC in a professional and business like manner. Must

have time to attend the Executive and State Board meetings, and any other meetings or events necessary to assure the success of A.B.A.T.E. of ILLINOIS, INC. Should be acquainted, and prepared to work with Robert's Rules of Order. Must be a registered voter.

RESPONSIBILITIES: Must submit an annual operating budget to the State Board in a timely manner. Writes the agenda for and chairs all Executive and State Board meetings. Has the deciding vote on tie votes of the Executive Board. Is authorized to make expenditures of up to \$5,000.00, without approval of the State Board, but requiring Executive Board approval. Oversees all State level committees, and Executive Officers. Is empowered to make all decisions that do not require State Board approval. Should write a monthly article for the State Newsletter.

STATE COORDINATOR POLICIES:

December 2004

1. Motion that consent agenda will not contain items to be voted on by the BOD.
2. Motion to create a non-voting position of Parliamentarian to assist the chair at BOD meetings.
3. Motion that the meeting chair will pick his/her own Parliamentarian.

April 2005

1. Motion that the ABATE 1 license plate be issued to the ABATE State Coordinator in future years

August 2006

1. Motion to allow the State Coordinator and the Webmaster the authority to approve new affiliates for the state website.

ASSISTANT STATE COORDINATOR:

REQUIREMENTS: Must have been an active member of A.B.A.T.E of ILLINOIS, INC. for the past two years, an active member of the State Board or Executive Board for at least one year, and a member in good standing. Should have the ability to communicate A.B.A.T.E of ILLINOIS, INC. goals effectively and positively, to both motorcyclists and the general public. Should possess the skills to best serve the interests of A.B.A.T.E. of ILLINOIS, INC. in a professional and a business like manner. Must have the time to attend the Executive and State Board meetings, and any other meetings or events necessary to assure the success of A.B.A.T.E. of ILLINOIS, INC. Should be

acquainted, and prepared to work with Robert's Rules of Order. Must be a registered voter.

RESPONSIBILITIES: The Assistant State Coordinator is a voting member of the Executive Board. Performs the duties of the State Coordinator in his absence. Chairs state level committees as delegated by the State Coordinator. Organizes and runs the Annual State Seminar. Acts as the liaison to ABATE Legal Services. Should write a monthly article for the State Newsletter.

ASSISTANT STATE COORDINATOR POLICIES:

February 2011

1. One guest per executive board member be allowed in on the Thursday night of the state party and their name should be provided at least one week in advance to the Assistant State Coordinator. E2011-5

November 2010

1. Promote the membership drive by giving the person who wins a free seminar weekend for the following year. E2010-48

STATE SECRETARY:

REQUIREMENTS: Must be an active A.B.A.T.E. of ILLINOIS, INC. member for the past year and a member in good standing. Must possess the ability to take full and accurate meeting minutes. Must have time to attend Executive and State Board meetings. Must be a registered voter.

RESPONSIBILITIES: The Secretary is a voting member of the Executive Board. Takes minutes of all State level meetings and distributes copies to all appropriate persons. In advance of the next meeting, is responsible for all State level correspondence unless otherwise decided by the board. Must provide written notice prior to all State level meetings, providing time, and location to all members involved. A two week lead time is preferable whenever possible. In the event that the Secretary will be unable to attend, it is his/her responsibility to arrange for a replacement to record meeting minutes.

STATE SECRETARY POLICIES:

April 2011

1. Include all BOD motions in the state newspaper. BOD-18

November 2009

1. Issue resolved by use of "Secretary Notes" E Board minutes.

October 2009

1. State Secretary to place on the minutes a "Secretary Notes" watermark on unapproved minutes. BOD2009-64

September 2009

1. Send to the E-board the Not for Profit Ruling on draft minutes and include the reference on Draft Minutes made in RRO. E2009-50

August 2009

1. E-Board recommended to BOD to not send out E-Board minutes until approved.
2. Motion to reject the recommendation failed.

August 2007

1. Censure the entire E-Board for not following the state by-laws in distribution of the E-Board minutes. Rescinded. **Require** all E-Board minutes be distributed to the BOD as soon as they are distributed to the E-Board. B2006-47

August 2006

1. Require that all E-Board minutes be distributed to the BOD as soon as they are distributed to the E-Board.

March 2006

1. Always use given name (or given and road name) in the board minutes.
2. Have the recorded tapes available at board meetings when minutes are being approved.
3. E-Board recommends that the BOD unapproved minutes go only to their designated BOD reps. E2006-33

January 2006

1. Any dialogue to be removed from the draft E-Board minutes would be removed, not stricken.

November 2005

1. Move the March, July, September, and November E-Board meetings back to the Prairieland building in Decatur, providing that inside access is granted for all meetings and that the building is closed to bar patrons with no alcohol service during the E-board meetings.
2. Record only oppositions in the minutes, when E-board votes.

October 2005

1. Schedule the July E-board as a tentative, to be held if needed.

September 2005

1. Have a "DRAFT" watermark put across the pages on all copies of the draft E-Board minutes before distribution. E2005-86.

April 2004

1. E-board meeting tapes be kept until one meeting after the meeting when the minutes are approved.
2. Allow the state secretary to record E-board meetings for use in preparing the minutes.
3. Allow the state secretary to record BOD meetings for use in preparing the minutes.

March 2004

1. Provide each BOD rep. with a written copy of any proposed bylaw changes, on the day voting for the changes takes place. This is in addition to any other copies or postings supplied earlier. Amended to also include a copy of the Bylaw Review committee recommendations for the change.

August 2002

1. Not to allow the secretary to make editorial comments in the minutes.
2. The minutes have too much "he said/she said" details in them and that should not be allowed.

January 2001

1. Have a sign in list and to list guests in the minutes.

December 2000

1. All chapters must officially check out with the secretary.

February 1990

1. Suspend the reading of the minutes.

November 1987

1. State minutes to be sent to chapters.

STATE TREASURER:

REQUIREMENTS: Must be an active A.B.A.T.E of ILLINOIS, INC. member for the past year and in good standing. Must be bondable.

Must possess the skills to properly maintain financial records of A.B.A.T.E. of ILLINOIS, INC. Should possess good communications skills. Must have time to attend the Executive and State Board meetings. Must be a registered voter.

RESPONSIBILITIES: The State Treasurer is a voting member of the Executive Board. Maintains all corporate financial records. Receives corporate monies and conducts corporate bank transactions. Generates monthly financial reports and presents them to the Board. Files all government reports required by law. Shall maintain and supply on request for review, a copy of all records for any member of the State Board. To ensure that all tax forms and financial statements are produced and filed in a timely manner so as to be in compliance with State and Federal tax codes and laws, as well as the by-laws of A.B.A.T.E. of ILLINOIS, INC.

STATE TREASURER POLICIES:

August 2010

1. All end of year receipts **must** be postmarked by December 31st in order to be reimbursed from the current year's budget. E2010-25

February 2004

1. Per Article 5, Section 7, "Taxes" of the state by-laws: Motion that said chapters will not be allowed to vote at the next meetings, when notification has been given.

November 2003

1. Future budgets must be itemized and must be signed by the board member submitting it. Lincolnland chapter has asked that each officer's expenses be itemized, showing what is being spent for each item.
2. Fees for A.B.A.T.E. of Illinois, Inc speakers should go to the speaker if the check is made out to them personally. If the check is made payable to A.B.A.T.E. of Illinois, Inc, then the funds belong to the organization.

September/October 2003

1. The legal action fund balance will remain in the fund at the end of every year, with a yearly review by the E-board and recommendation to the BOD for the funds coinciding with the annual budget review.

March 2002

1. Moved to not pay mileage, just gas cost.

February 2002

1. Budget year changed to coincide with offices.

August 2001

1. Donation for DC trip- moved to put these donations into a special account so that they will be used for DC trip only.

July 1999

1. The letter excusing us from an audit must be resubmitted with our tax filing each year and the CPA has asked if the wording of the original letter can be used again.
2. Newly appointed treasurer and office manager names will be placed on the account and the bank statements will be sent to A.B.A.T.E. of ILLINOIS, INC. office.

December 1993

1. State office will provide a quarterly expense report of his/her department to each E-board member.

August 1991

1. Recommended to all chapters, that as a matter of chapter policy, no two members of the same household will be co-signers on the chapter checking account.

February 1990

1. Suspend reading of the treasurer's report.

May 1989

1. To not publish the financial report in the state newspaper, but to mail copies of the report out to the chapters along with the state minutes.

STATE LEGISLATIVE COORDINATOR

REQUIREMENTS: Must have been an active A.B.A.T.E. of ILLINOIS, INC. member for the past two years, and in good standing. Should possess the skills to communicate A.B.A.T.E. of ILLINOIS, INC. positions effectively to legislators, the press, and the general public. Must have time to attend Executive, State Board meetings, and attend all necessary legislative hearings for purposes of testimony. Must be a registered voter.

RESPONSIBILITIES: The State Legislative Coordinator is a voting member of the Executive Board. Must present a report to all Executive

and State Board meetings. This report should include bill numbers, committees assigned, committee members, voting records, scheduled legislative action, and any bills, which may be of concern to A.B.A.T.E. of ILLINOIS, INC. Should generate weekly legislative updates during legislative sessions where A.B.A.T.E. of ILLINOIS, INC. issues are involved. These should go to the state office, ONDGO, or by mail to Executive Board members and chapter legislative contacts (for these purposes where available, or in emergency situations e-mail will be considered notification). Must work closely with paid Legislative Consultant. Helps organize the Freedom Rally, must ensure the timely completion of all business related to legislative program such as voters guides, advertisements, travel, etc. Must attend all committee hearings and schedule testimony where A.B.A.T.E. of ILLINOIS, INC. issues are involved, or designate a replacement to do so. Shall coordinate all legislative tactics, letter writing, call in campaigns, or whatever else is deemed necessary. Shall prepare, in conjunction with our affiliated PAC's, a voter's guide for statewide and national elections grading all candidates as to their positions on motorcycling issues. Shall hold a seat on State and Federal PAC boards and attend meetings of said boards whenever possible. Must plan and present legislative workshops for the state seminar. Shall plan and coordinate Legislative Day in Springfield. Should write a monthly article for the Sate Newsletter.

STATE LEGISLATIVE POLICIES:

April 2006

1. At ABATE state events, only politicians or candidates that are invited by the legislative coordinator or the PAC's or their specific designees, be allowed to speak.

April 2005

1. The Legislative Coordinator be notified when the Off Road panel meets.

September 2003

1. The legal action fund balance will remain in the fund at the end of the year, with a yearly review by the E-board and recommendation to the BOD so the funds coincide with the annual budget review.

August 2003

1. Give legislative the permission to go forward with legal remedies immediately, as decided by the legislative

coordinator, the ABATE of ILLINOIS, INC. lobbyist, ABATE attorneys, and the state coordinator.

December 2002

1. To pursue protecting off road funds and the rest of the presented legislative agenda, but without limiting ourselves to only these issues.

November 2001

1. Direct ABATEPAC board to file an amended statement of organization for local elections, to be registered as a state and local committee, as directed by the BOD.

October 2001

1. Allow ABATEPAC to be involved in county race fundraisers.

April 1997

1. We do not approve of any language regarding the registering of tattoos.

April 1996

1. ABATE of ILLINOIS, INC. will not accept advertising for candidates who are not endorsed by ABATE of ILLINOIS, INC. PAC committee, either state or chapter newsletters. Chapters shall check with the legislative coordinator before running ads.

May 1992

1. Present a leather vest with ABATE patches to "outstanding legislators". Possible two vests per year.

November 1991

1. Request to reserve the front page of the paper for legislative information.

STATE SAFETY AND EDUCATION COORDINATOR:

REQUIREMENTS: Must be an active A.B.A.T.E. of ILLINOIS, INC. member for the past year in good standing. Must possess a sound working knowledge of the A.B.A.T.E. of ILLINOIS, INC. Motorcycle Awareness Program. Should be an active classroom instructor. Must be able to communicate effectively the substance and aims of the Safety and Education program. Must have time to attend all Executive and State Board meetings and to travel from time to time to different chapters for "Training Workshops". Should present all new Safety and

Education tapes and literature to State Board prior to publication.
Must be a registered voter.

RESPONSIBILITIES: Must communicate with all Safety & Education coordinators of all the chapters on S & E matters. Should have assistance and leadership skills where deemed necessary to assist the chapters in implementing a strong awareness program. Must maintain a good supply of materials needed for the chapter Safety & Education programs. Must keep records of all reports on Safety & Education presentation activity. Should keep the State Board updated on program progress, and numbers presented. Must give progress reports to the state board at the end of each semester. Must promote to the membership and the general public, the Rider Education Program offered by the State of Illinois. Must plan to present Safety & Education workshops for the state seminar. Should write a monthly article for the State newsletter.

STATE NEWSLETTER COORDINATOR:

REQUIREMENTS: Must be an active A.B.A.T.E. of ILLINOIS, INC. member for the past year in good standing. Should be a skilled typist, with computer, word processing experience, with open access to a computer. Should have good organizational skills for layout. Must have 10 hours per month to type, scan, download articles, plus another 10 hours to lay out the paper. Must have time to attend all Executive and State board meetings. Must be a registered voter.

RESPONSIBILITIES: The State Newsletter Coordinator is a voting member of the Executive Board. Must publish the newsletter in a timely manner. Must oversee all contracts with suppliers of services to the newsletter. Shall be responsible for all advertising. Ideally the newsletter should be self-supporting. Shall collect and/or solicit articles for the newsletter. Is responsible for all collections and disbursements of monies for the newsletter. Will maintain a database of all chapter and state activities/meetings for inclusion in the newsletter. Must maintain an e-mail address so articles may be sent, and other information obtained.

STATE NEWSLETTER POLICIES:

August 2010

1. Add a 10% monthly surcharge to chapter's accounts that are 30 days or more overdue in paying for advertising in the state paper.

November 2005

1. Redo the monthly state newsletter ad using "purchasing from xxx" to designate the dealers selling A.B.A.T.E. of ILLINOIS, INC. a bike and "donated by xxx" to acknowledge VESPA of Chicago's donation of the Vespa scooter.

March 2004

If a non-A.B.A.T.E. of Illinois, INC event was scheduled on the same date(s) and within 100 miles of the state A.B.A.T.E. of Illinois, Inc. event, and requesting advertising in the state newsletter, the newsletter editor will bring the ad to the E-Board for a vote on whether or not to publish their ad.

June 2003

1. Note in the state paper, that locator numbers do not denote service areas. E2003-29

February 2002

1. Not allowing any rights organization to advertise if not motorcycle related.

February 2000

1. Restate the deadline for the newspaper is the 15th of the month.

March 1999

1. Not-for-profit rules do not put 50/50 in print, do not put pull-tab, or gambling in print.

January 1999

1. All articles and letters must be signed before they will be published.

April 1997

1. Any ad will not be accepted if it contains material that is not consistent with A.B.A.T.E. of ILLINOIS, INC. stated missions and goals.

August 1996

1. A.B.A.T.E. of ILLINOIS, INC. is not accepting advertising for candidates who are not endorsed by A.B.A.T.E. of ILLINOIS, INC PAC committee in either state or chapter newsletters and that chapters shall check with the legislative coordinator before running ads. (Also in Legislative Coordinator policies.)

October 1994

1. Ads having to do with sex or drugs will not be accepted for the state paper.

April 1994

1. Chapters pay ½ for their flyers.

May 1993

1. Have chapter numbers typed in each county they represent in the state newspaper.

April 1993

1. Chapters report only things that pertain to their chapters, not state news which will be covered by a state officer.

November 1991

1. Request to reserve the front page of the paper for legislative information. (Also in legislative policy)
2. A.B.A.T.E. of Illinois, INC Legal services will have exclusive advertising. They will reimburse us for ad revenue lost thru this exclusivity.

September 1991

1. *Newsletter moved to state office.*
2. Newsletter suggested and passed that the state pay back to the chapters selling the ad 10% of the cost of the ad. This will apply to new ads and renewals of that ad.

December 1990

1. Anything submitted to the state paper for printing must have the name of the person doing so.

June 1989

1. *The Board of Directors will decide on what can and will be published in the state paper.*

February 1988

1. One state paper per address.
2. All state paper bills and monies from the state paper come to the treasurer to pay bills on time and keep better track of such.

STATE ACTIVITES COORDINATOR:

REQUIREMENTS: Must have been an A.B.A.T.E of ILLINOIS, INC. member for the past year in good standing. Must possess good organizational skills. Should possess good communication skills.

Should have working knowledge of laws covering the running of parties and raffles. Must have the time to attend Executive and State Board meetings and organize state events. Must be a registered voter.

RESPONSIBILITIES: The State Activities Coordinator is a voting member of the Executive Board. Organizes (personally or by committee) all state events, with the exception of the annual seminar. Obtains all licenses and permits for events as required by law. Arranges music, contests, and vendors for events as needed. Provides to the State Treasurer an accurate report of event income and expenses.

STATE ACTIVITIES POLICIES:

August 2007

1. Move the authority of the running of the Springfield Swap meet back to the Activities Department. B2007-47

December 2006

1. Sell advance tickets to the State Party. B2006-083

May 2006

1. Business liability insurance be required for any state events, starting January 1, 2007.
2. A notice be added to the vendor letter/application we already send any retail, tattoo, and food vendor, requiring them to provide proof of their current business liability insurance before vending at any state event.
3. Require proof of business liability insurance from all vendors at all state events.

October 2004

1. Activities Coordinator be allowed to sign all contracts for the state party and reserve dates up to five years in advance without BOD review, as this is an annual event and included in the budget.

February 2003

1. State party work procedure- Chapters wanting to work this position need to request their time space preference, by mail, starting April 1st. Earliest postmarks will be assigned the times they requested. In the event that two chapters request the same time slot, and have the same postmarked date, a drawing

will be held at the next BOD meeting. Postmarks before April 1st will not be honored.

March 2000

1. Whoever works the 9 pm Sat-6 am Sun shift will be reimbursed their entrance fee. No early admittance on Thursday night except for the E-Board and security.

August 1992

1. AMA recognized as a rights organization

May 1990

1. Do not plan state parties on a holiday weekend.

STATE BIKE RAFFLE COORDINATOR:

REQUIREMENTS: Must have been an A.B.A.T.E. of ILLINOIS, INC. member for the past year in good standing. Must have time to take the raffle bike wherever necessary to sell tickets. Must attend Executive and State Board meetings when not showing raffle bike in events. Should possess good sales skills. Must be a registered voter.

RESPONSIBILITIES: The State Bike Raffle Coordinator is a voting member of the Executive Board. Must submit a detailed proposal for purchase of raffle bike prior to purchase. Obtains raffle bike, obtains and is responsible for raffle tickets, obtains all licenses and permits required by law, and ensures that raffle bike is transported to all possible events. Keeps and maintains A.B.A.T.E. of ILLINOIS, INC. bike trailer. Turns in monies collected to the state office on a regular basis. Makes arrangements with the Illinois Motorcycle Dealers Association for the drawing to be held at the Labor Day Springfield Mile, and obtain pit passes for the necessary people for the drawing.

STATE BIKE RAFFLE POLICIES:

September 1996

1. Before the 2000 bike and any future bikes are committed to, a proposal to purchase them will be brought before the E-Board.

April 1991

1. 10% Incentive Program. 10% will be returned to chapters after the bike raffle ticket sales are done and the bike is given away in September.

STATE PUBLIC RELATIONS COORDINATOR:

REQUIREMENTS: Must have been an A.B.A.T.E. of ILLINOIS, INC. member for the past year in good standing. Must have solid communication skills and knowledge of A.B.A.T.E. of ILLINOIS, INC. business. Must possess the ability to interact with the media, the general public through press releases, public service announcements, and follow up to make sure the message is getting out. Must attend Executive and State Board meetings. Must be a registered voter.

RESPONSIBILITIES: The Public Relations Coordinator is a voting member of the Executive Board. Should work with the Activities Coordinator to promote A.B.A.T.E. of ILLINOIS, INC. events. Writes promotional material for the media to enhance the image of motorcyclists and motorcycling. Should work with the Safety & Education Coordinator to promote and publicize motorcycle awareness program. Should do, or arrange other officer's interviews with the purpose of generating public awareness of motorcyclists, and motorcycling issues. Produce news releases for the media, implement a system which media systematically issues releases to the appropriate media. Inform the membership of unfavorable, discriminatory, or biased portrayal of motorcyclists in any media (i.e., movies, advertising, editorial comments, etc.) to enable appropriate response. Should remain in close contact with the editor of the state website, and submit as much information as possible.

STATE PRODUCTS COORDINATOR:

REQUIREMENTS: Must be an active A.B.A.T.E. of ILLINOIS, INC. member for the past year and in good standing. Should possess good communication and sales skills. Should have some bookkeeping skills. Must attend Executive and State Board meetings. Must have the time and ability to transport products where necessary to be sold. Must be a registered voter. Must be bondable.

RESPONSIBILITIES: The State Products Coordinator is a voting member of the Executive Board. Will authorize through the Executive Board all A.B.A.T.E. of ILLINOIS, INC. products. Will protect by copyrights, all uses of the A.B.A.T.E. of ILLINOIS, INC. name and original designs of A.B.A.T.E. of ILLINOIS, INC. Will solicit from the membership and other sources. designs to be used on A.B.A.T.E. of ILLINOIS, INC. products. Will maintain a bank account for products' monies. Will maintain a reasonable inventory of state products. Will supply to the chapters on consignment, state products as needed. Will have control over the selection and pricing of state products. Will be responsible for having state products available for sale at all state events and any other event deemed necessary by the board. Shall

prepare a monthly financial statement of the products account, including inventory cost, value, and provide same to board. Shall submit to the state, all account balances in excess of \$5,000.00 on a timely basis unless otherwise authorized by the Executive Board. Arrange with the state newsletter coordinator for advertising of state products.

REGIONAL COORDINATORS:

REQUIREMENTS: Must be an active A.B.A.T.E.of ILLINOIS, INC. member for the past year, and in good standing. Must be able to attend Executive and State Board meetings. Must have the time to travel the region, and support State events. Should possess good communication skills. Where needed the Region may elect Co-coordinators. Ensures the timely completion of chapter responsibilities to the State organization so as to remain in compliance with all State And Federal laws as well as the by-laws of A.B.A.T.E. of ILLINOIS, INC. Must be a registered voter.

RESPONSIBILITIES: The Region Coordinator is a voting member of the Executive Board. (In the case of Co-Coordiators, each region shall have only one vote.) Shall act as liaison between the Region chapters and the Executive Board. Shall act as a liaison between chapters within the region and with other regions. Schedules, plans, and conducts region meetings. Helps as needed to resolve problems within and among chapters in the region. Assures that region chapters are operating within the by-laws of A.B.A.T.E. of Illinois, Inc. Attends two chapter events at each region chapter (including meetings) per year if possible and reasonable within budget constraints. Writes a monthly region update for the State Newsletter. Coordinates, with the help of the State Activities Coordinator, as needed, a region party where it is desired and supported by the region chapters.

REGIONAL COORDINATOR POLICIES:

June 2005

1. The Regional Coordinator will be put back in charge of organizing the swap meets in their region as was done in the past, instead of the Activities Coordinator as is now the case.

August 2004

1. The SE Region pays expenses for the Bean Farm Event.

ADVISORY PANEL POLICIES:

April 2006

1. Teleconference meetings will be canceled and the call ended, after 15 minutes, if a quorum is not present, also requiring notification of teleconference meetings to office manager for billing purposes.

April 2005

1. Legislative coordinator will be notified when the off road panel meets.

July 2004

1. Committees and panels are required to keep minutes & post meeting change notifications on the state website at least 10 days prior to any meeting. Additionally, all com. & panels will set their yearly schedules by the end of January for the coming year.

November 2001

1. Each committee is required to have a charter that states when it is to report.

MRF POLICIES:

August 2004

1. Fund the MRF for 2005 at a minimum of \$.50 per member to be pledged at the MOTM 2004 and given no later than January 2005. After six months, review fund and assess the MRF accordingly if needed.

June 2003

1. Use the membership count on 11/1, which is the start of the organizations fiscal year, as the count for the following years MRF donation.

WEBMASTER POLICIES:

December 2010

1. Change the website so we have the ability to apply or renew memberships online. E2010-50
2. Include all panel/committee member's information on the state website. BOD2010-57

August 2006

1. Allow the State Coordinator and the Webmaster the authority to approve new affiliates for the state website.

April 2005

1. *Require a bimonthly progress report/summary, from the state webmaster, to keep the boards informed on website developments.*

November 2004

1. *Alternate Internet site list moderators would be the state office, state coordinator/assistant state coordinator.*

February 2003

1. E-Board and BOD meeting dates as well as dates for state sponsored activities be sent to webmaster for posting on the state website.

BOARD OF DIRECTORS POLICIES:

August 2007

1. Do an annual evaluation of the Non-Preferred Vendor List at the February BOD meeting. B2007-43
2. Move the authority of the running of the Springfield Swap Meet back to the Activities Department. B2007-47

June 2007

1. Not let any other bike ticket sales at state sponsored events (state seminar, Freedom Rally, swap meets, state party) but our own raffle bike. B2007-20
2. All membership drawing monies from all state events go to the state organization. B2007-32
3. Follow Robert's Rules of Order. B2007-18

December 2006

1. Sell advanced tickets for the state party.

August 2006

1. Require that all E-board minutes be distributed to the BOD as soon as they are distributed to the E-board.

June 2006

1. The oversight panel, referenced in the Legal Service Plan is to consist of the State Coordinator, the Assistant State Coordinator, and the Legal Services attorney.

May2006

1. Require proof of business liability insurance from all retail vendors at all state events.
2. Add a notice to the vendor letter/application we already send to any retail, tattoo & food vendor, requiring them to provide proof of their current business liability insurance before vending at any state event.
3. Business liability insurance is required for any state event, starting January 1, 2007.

April 2006

1. All ABATE of Illinois, Inc members be allowed access to all state & chapter events unless specifically restricted as an individual or by class, by state laws, or local ordinances, effective January 1, 2006.
2. All teleconference meetings will be cancelled & the call ended after 15 mins. if a quorum is not present. Also, notification is required to the state office for billing purposes.
3. At ABATE state events, only politicians or candidates that are invited by the Leg. Coord. or the PAC's or their specific designates, be allowed to speak.

April 2005

1. Ask the BOD to vote annually on the choice of Rod Taylor as the approved attorney to administer ABATE Legal Services for A.B.A.T.E. of Illinois, Inc.
2. Any chapter requesting "Liquor Liability" insurance for an event will be held responsible by the state for any deductible due as the result of a claim from their event. Chapters will still have the option of appeal to the BOD if they are unable to pay the whole deduction amount.

February 2005

1. Prohibit use of A.B.A.T.E. of Illinois, Inc. titles or positions for personal gain.
2. Effective immediately: It is the policy of A.B.A.T.E. of Illinois, Inc. that no member, chapter officer, or officer use the name of A.B.A.T.E. of Illinois, Inc. or any of its chapters in any for profit venture, solicitation, or advertisement, including their employment, without the express consent of the BOD of A.B.A.T.E. of Illinois, Inc. Except as follows: Any individual or entity that is eligible to advertise in an official A.B.A.T.E. of Illinois publication or A.B.A.T.E. of Illinois chapter publication may include the words ABATE member in an advertisement.

ABATE of Illinois, Inc membership & experience while serving as an officer or volunteer may be included in a resume.

December 2004

1. The meeting chair will pick his/her own parliamentarian.
2. Create a non-voting position of Parliamentarian, to assist the chair at BOD meetings.
3. A consent agenda will not contain items to be voted on by the BOD.

October 2004

1. Monies collected from the mystery raffle at the December BOD meeting only, will be used for a BOD Christmas party.

June 2004

1. ABATE of Illinois, Inc and their sub-ordinates, including chapter and state newsletters and other publications, will NOT carry advertisements from entities on the "Non-Preferred Vendors" list.

April 2004

1. Allow the state secretary to record BOD meetings for use in preparing the minutes.
2. All pagers and cell phones will be turned off during any board meeting.

March 2004

1. Provide each BOD rep with a written copy of any proposed bylaw changes, on the day voting for the changes takes place. This is in addition to any other copies or postings supplied earlier. **Amended** to also include a copy of the Bylaw Review Committee recommendations for the change.
2. The Office Manager will be responsible for copying and distributing the copies required.

April 2003

1. Start meetings with the Pledge of Allegiance.

October 2003

1. The Legal Action Fund balance will remain in the fund at the end of every year, with a yearly review by the E-board and a recommendation to the BOD for the funds, to coincide with the annual budget review.

August 2003

1. Give Legislative the permission to go forward with legal remedies immediately, as decided by the Legislative Coord., the A.B.A.T.E. lobbyist, A.B.A.T.E. attorneys, and the State Coord.

February 2003

1. The E-board and the BOD meeting dates as well as dates for state sponsored activities be sent to the webmaster for posting on the state website.

January 2003

1. Accept all coordinator's reports in one vote.

June 2002

1. Support motorcycling in all of its facets.

February 2002

1. Budget year changed to coincide with offices.

December 2000

1. All chapters must officially check out with the secretary.

June 2000

1. No information is sent to another organization unless an official request is made from the state's A.B.A.T.E.

December 1999

1. Sign in sheet will be started for the BOD.

October 1991

1. All chapters must be chartered under the State A.B.A.T.E. organization.

September 1991

1. Springfield as the permanent meeting spot passed by the BOD.

June 1991

1. E-board will meet every four weeks & the BOD will meet every 8 weeks.

April 1991

1. BOD meeting time changed to 1 p.m.

September 1988

1. Have a Christmas party with the December meeting with the BOD voting on how much to spend on the gathering each year.

