

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

REVISED 2007

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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 for 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 it 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 motorcyclist 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.

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.

June 2006

1. Motion to require all credit card receipts to be received by the office by the fifth of each month.

May 2006

1. Motion that business liability insurance be required for any state events, starting January 1, 2007.
2. Motion that 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. Motion to require proof of business liability insurance from all vendors at state events.

March 2006

1. Motion that proposals to link from the state website to business can be brought to the state for consideration.
2. Motion that 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.

November 2005

1. Motion to move the March, July, September, & 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.

September 2005

1. Motion the E-Board will review the Legal Service contract and its provider annually and makes recommendations to the BOD on its acceptance.

August 2005

1. Motion that 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.

January 2005

1. Motion that the monthly E-Board meeting be scheduled on the Sunday after the state seminar in future years.

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 made that the meeting chair will pick his/her own Parliamentarian.

November 2004

1. Motion to alternate Internet site list moderators would be the state office, the state coordinator/assistant state coordinator.
2. Motion to set up alternate moderators for the E-Board internet site list set up by Jim Korte and also readdress the policy now in place for doing business outside of the business meeting.
3. Make E-Board meetings non-smoking while business is being conducted.

August 2004

1. Motion to have written reports on non-controversial issues from the State Coordinators and Committee/Panel chairs given at the bimonthly BOD meetings.

July 2004

1. Moved to open formal lines of communication on common issues with NCOM.

March 2004

1. Policy set that unapproved E-Board business will not be discussed outside E-Board meetings.
2. Moved that the chair of the by-law review committee shall be appointed at the December E-Board meeting.

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 expenses be itemized "showing what is being spent for each item."
2. Moved that if speaker fees for ABATE speakers should go to the speaker if the check is made out to them personally. If the check is made payable to ABATE then the funds belong to the organization.

October 2003

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

August 2003

1. Moved to require E-Board members call the state coordinator or the state office manager, anytime they will be absent from the e-board meeting.

February 2003

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

January 2003

1. Moved to accept all Coordinators reports in one vote.
2. Moved that regular E-Board meetings will start at 10am each month, instead of the current switch between 10am and 11am.

August 2002

1. Moved that the minutes have too much "he said/she said" details in them and that should not be allowed.
2. Move to not allow the secretary to make editorial comments in the minutes.
3. Moved not to send E-Board minutes to the chapters until they are approved.

July 2002

1. Moved to create formal policy on hiring policies.

September 2001

1. ABATE owned equipment list to the state office.

January 2001

1. Moved to have a sign-in list and to list guest in minutes.

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.

June 2000

1. No information is sent to another organization unless and official request is made from State's ABATE.

March 2000

1. That E-Board follows RRO and that special reports be moved to the end of meetings.
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 till Dec. 31 to make their final decision in time for the seminar.

June 1991

1. E-Board will meet every 4 weeks and the BOD will meet every 8 weeks.

April 1987

1. Out of order fund. \$1 put in pot who speaks without being recognized. At end of meeting ½ goes to state other ½ goes to name drawn.

A.B.A.T.E. of ILLINOIS, INC. EXECUTIVE BOARD:

STATE COORDINATOR:

REQUIREMENTS: Must insure 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 POLICY:

August 2006

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

April 2005

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

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 ILLINIOS, INC. Should be acquainted, and prepared to work with Robert's Rule 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.

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 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 distribute 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 their responsibility to arrange for a replacement to record meeting minutes.

STATE SECRETARY POLICIES:

August 2006

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

March 2006

1. Motion moved to always use given name (or given and road name), but not name only, in the board minutes.
2. Motion to have the recorded tapes available at board meetings when minutes are being approved.

January 2006

1. Motion that any dialogue to be removed from the draft E-Board minutes would be removed not stricken.

November 2005

1. Motion to move the March, July, September, & 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. Motion to record only oppositions in the minutes, when E-Board votes.

October 2005

1. Motion made to schedule the July E-Board as a tentative, to be held if needed.

January 2005

1. Motion that the monthly E-Board meeting be scheduled on the Sunday after the State seminar in future years.

April 2004

1. Moved that the E-Board meeting tapes be kept until one meeting after the meeting when the minutes are approved.
2. Moved to allow the state secretary to record E-Board meetings for use in preparing the minutes.
3. Motion to allow the State Secretary to record BOD meetings for use in preparing the minutes.

March 2004

1. Motion to 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.

November 2003

1. Secretary will include all handouts with future minutes when they are mailed out to absent E-Board members. Extra copies are being asked by department to be made and given to the state secretary for this purpose.

August 2002

1. Moved not to allow the secretary to make editorial comments in the minutes.
2. Moved that the minutes have too much "he said/she said" details in them and that should not be allowed.
3. Moved not to send E-Board minutes out to the chapters until they are approved.

January 2001

1. Moved to have a sign in list and to list guests in minutes.

December 2000

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

December 1999

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

April 1991

1. BOD meeting time changed to 1pm

February 1990

1. Motion to 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:

February 2004

1. Per Article 5, Section 7, "Taxes" of the State Bylaws: Motion that said chapters will not be allowed to vote at the next meeting, when notification has been given.

January 2004

1. Moved to have a blank excel spreadsheet form for chapters tax 990's put on the State website.

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 expenses be itemized "showing what it being spent for each item.

September October 2003

1. Moved that 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 coincide with the annual budget review.

April 2002

1. New Expense form adopted.

March 2002

1. Moved not to pay mileage that we just stick with gas cost.

February 2002

1. Budget year changed to coincide with offices.

August 2001

1. Donation for DC trip move to put these donations into special account so that it will be used for DC trip only.

November 2000

1. Use good judgment on food expenses and watch your budget.

July 1999

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

December 1993

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

February 1993

1. Galesburg firm will do an annual audit.

December 1991

1. Recommended a yearly audit of ABATE financial records by a CPA. An ABATE member CPA is acceptable.

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. Motion to suspend the reading of the treasurer's report.

May 1989

1. Motion not to 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 AB.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 record, 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 LLINOIS 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 insure 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 PACs, 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 State Newsletter.

STATE LEGISLATIVE POLICIES:

April 2006

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

January 2004

1. Moved to start future lobbyist contract on Nov. 1 and run then until Oct. 31 will coincide with ABATE's fiscal year.

September 2003

1. Moved that 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 for the funds coincide with the annual budget review.

August 2003

1. Motion to give legislative the permission to go forward with legal remedies immediately, as decided by the Legislative Coord. The ABATE 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. Moved to 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. Moved to 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 not accept advertising for candidates who are not endorsed by A.B.A.T.E. of IL, 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 2 vests a year.

November 1991

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

STATE SAFETY & EDUCATION COORDINATOR:

REQUIREMENTS: Must be an active A.B.A.T.E. of ILLINOIS, INC. member for the past year, and 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 & 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 all S&E matters. Should have assistance and leadership 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 report 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 and 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 layout 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:

November 2005

1. Motion to redo the monthly state newsletter ad using “purchasing from xxx” to designate the dealers selling ABATE a bike and “donated by xxx” to acknowledge VESPA of Chicago’s donation of the Vespa scooter.

March 2004

1. If a non-ABATE event was scheduled on the same date(s) and within 100 miles of the state ABATE event, and requesting advertising in the state newsletter, the newsletter editor will bring the ad to the E-Board for a vote on whether if not to publish their ad.

February 2002

1. Not allowing any rights organization to advertise of none motorcycle related.

February 2000

1. Restate the deadline for newsletter 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, no gambling in print.

January 1999

1. All articles and letters must be signed before we publish them.

April 1997

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

August 1996

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

October 1994

1. Ad having to do with sex or drugs not be accepted in the state paper.

April 1994

1. Chapters pay ½ for their flyers.

May 1993

1. To have chapter numbers typed in each county they represent in the state newsletter.

April 1993

1. Chapter report only things that pertained to their chapter not state news, which would be covered by a state officer.

November 1991

1. Request to reserve the front page of the paper for legislative info. (Also in legislative policy).
2. 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 payback 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. Motion that anything submitted to the state paper for printing must have the name of the person submitting.

June 1989

1. The board still will decide on what can and will be published in newsletter.

February 1988

1. 1 newsletter per address
2. All newsletter bills and monies from the newspaper come to the treasurer to pay bills on time and keep better track.

STATE ACTIVITIES COORDINATOR:

REQUIREMENTS: Must have been an A.B.A.T.E. of ILLINOIS, INC. member for the past year, and 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 as accurate report of event income and expenses.

STATE ACTIVITIES POLICIES:

August 2007

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

December 2006

1. Motion to sell advance tickets for the State Party. B2006-083

June 2006

1. Motion that ABATE chapters scheduled to use the ABATE sled at their events be required to post a \$100 deposit at pickup and transport the sled themselves.

December 2005

1. Motion to give the Activities Coord. the authority to sign contracts for rental dates of the sled on a "first come, first serve" basis.

February 2005

1. Motion that the Activities Coordinator be allowed to keep and use the products trailer.

October 2004

1. Motion that the Activities Coordinator be allowed to sign all contracts for the state party and reserve dated up to 5 years in advance without BOD review, as this is an annual event and included in the budget.

December 2003

1. Moved to increase mileage on sled delivery and pick up charge to the IRS maximum, deductions (currently 37.5 cents per mile). ABATE rate will raise or fall annually to match IRS deduction.

February 2003

1. State party work procedure-Chapters wanting to work this position need to request their time space preference, by mail, starting April 1, earliest postmarks will be assigned the times they requested. In the event that two chapters requesting the same time slot, and having the same postmarked date, a drawing will be held at the next BOD meeting. Postmarks before April 1 will not be honored.

November 2001

1. Advanced tickets for state party not to be sold to anyone.

June 2001

1. No longer sell advanced tickets to state party.

April 2001

1. Moved to let chapter adopt sled. Make sure gets to chapter that needs it.

March 2000

1. It was decided that whoever works that shift (9pm Sat to 6am Sun) will be reimbursed their entrance fee. No early admittance on Thursday night except for E-Board and security.

February 2000

1. Sled pull-moved to accept first come first serve determined by postmark. If have 2 chapters wanting the same day, decide by lottery. Must be in writing and postmarked on or after Jan. 1.

November 1996

1. Chapter that break radios compensate us totally for the damaged radio, pay for repair or buy a new one.

October 1995

1. Sober people working the state party must pay for their ticket in advance, after the party, if they actually stayed sober and work, they will be refunded for the party admission.

April 1994

1. Let chapter use the new radios only with a deposit of \$350 per radio. The deposit will be returned when the radios are returned in original working conditions.

August 1992

1. AMA recognized as a rights organization.

May 1990

1. Motion made not to plan any state parties on a holiday weekend.

September 1989

1. Motion to put \$1500 spending cap on bands for state party.

STATE BIKE RAFFLE COORDINATOR:

REQUIREMENTS: Must have been an A.B.A.T.E. of ILLINOIS, INC. member for the past year, and 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 assures that raffle bike is transported to all events possible. 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 Assn. 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. That before 2000 bike and all future bikes are committed to purchase, a proposal be brought before the E-Board.

April 1991

1. 10% incentive program. 10% returned to chapters after bike raffle ticket sales are done and bike 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, and 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 comment, etc.) to enable appropriate response. Should remain in close contact with the editor of the Website, and submit as much information as possible.

STATE PRODUCTS COORDINATOR:

REQUIREMENTS: Must be an active A.B.A.T.E. of ILLINOIS, INC. 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 state 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 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. Insures 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 the Co-Coordinators, 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 2 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. Motion to have Regional Coord. put back in charge of organizing the swap meets in their region as was done in the past, instead of the Activities Coord. as is now the case.

August 2004

1. Motion that SE Region pay expenses for the Bean Farm Event.

ADVISORY PANEL POLICIES:

April 2006

1. Motion that teleconference meeting will be cancelled 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. Motion that the legislative coordinator be notified when the off road panel meets.

August 2004

1. Motion to have written reports on non-controversial issues from the state coordinators and committee/panel chairs given at the bi monthly BOD meetings.

July 2004

1. Moved that committee and panels be required to keep minutes and to post meeting change notifications on the state website at least 10 days prior to any

meeting, additionally, all committees and panels will set their yearly schedules by the end of January for the coming year.

March 2004

1. Moved that written reports from committees and panels who report to the BOD be sent to the Secretary, and Office Manager, and delivered orally to each BOD meeting. Written reports from committees and panels who report to the E-Board be sent to the Secretary and Office Manager monthly before the E-Board meetings.

December 2003

1. Moved that the TAP panel be required to make a report at each bi monthly BOD meeting.

November 2003

1. Moved that all chairs of all advisory panels and committees be required to send a status report to the state office and the secretary monthly before a board meeting.

May 2002

1. Moved that the TAP panel report to the BOD.

January 2002

1. Committees-as long as the committees are not a decision-making committee, then we are probably ok with our committee structure except for PAC's. Go ahead with the committee charters approved by the BOD.

November 2001

1. Required each committee that is created to have a charter and when it is to report.

January 1999

1. Standing committee reports must be written and turned in.

MRF POLICIES:

August 2004

1. Motion to 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 6 months to review assess fund the MRF accordingly if needed.

February 2004

1. Moved the E-Board recommend to the BOD that we pursue the formation of a board of SMRO's to direct the legislative agenda to the MRF.

November 2003

1. Remove \$1 from membership app for the MRF donation.

June 2003

1. Move to 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.

October 1991

1. MOTM pledge of \$1 per member beginning January 1992.

March 1991

1. Motion to send money for each A.B.A.T.E. of IL membership to the MRF beginning fiscal year 1992 proposed. The state pay .50, the chapters pay .50 a member, pay quarterly.

WEBMASTER POLICIES:

August 2006

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

April 2005

1. Motion to require a bimonthly progress report/summary, from the state Webmaster, to keep the boards informed on website developments.

BOARD OF DIRECTORS POLICIES:

August 2007

1. Motion to do an annual evaluation of the Non-Preferred Vendor List at the February BOD meeting. B2007-43
2. Motion to move the authority of the running of the Springfield Swap Meet back to the Activities Department. B2007-047

June 2007

1. Motion to not let any other bike ticket sales at state sponsored events (which are state seminar, Freedom Rally, swap meets, state party) but our own bike raffle. B2007-20
2. Motion that all membership drawing monies from the Springfield Swap meet will be donated to the ABATEPAC fund. B2007-31 cancelled by the following motion.
3. Motion that all membership drawing monies from all state events fo to the state organization. B2007-32
4. Motion that Robert's Rules of Order be followed. B2007-18

April 2007

1. Motion to limit bike raffle sales to ABATE state events to our own and to be at all state events. B2007-08 rescinded by B2007-18, and withdrawn by B2007-19

December 2006

1. Motion to sell advanced tickets for the state party. B2006-083

October 2006

1. Motion to rescind the sanction against Northern Illinois Chapter. B2006-065
Reference to December of 2005.

August 2006

1. Motion to allow the State Coordinator and the Webmaster the authority to approve new affiliates for the state website.
2. Motion to require that all E-Board minutes be distributed to the BOD as soon as they are distributed to the E-Board.

June 2006

1. Motion for make up of the oversight panel, referenced in the Legal Service Plan, to consist of the State Coordinator, the Ass't State Coordinator. And the Attorneys Rod Taylor and George Tinkham.
2. Motion that ABATE Chapters scheduled to use the ABATE sled at their events be required to post a \$100 deposit at pickup and transport the sled themselves.

May 2006

1. Motion to require proof of business liability insurance from all retail vendors at all state events.
2. Motion that 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. Motion that the business liability insurance be required, for any state event, starting January 1, 2007.

April 2006

1. Motion that all ABATE of Illinois members be allowed access to all state and chapter events unless specifically restricted as an individual or by class, by state laws, or local ordinances, effective January 1, 2006
2. Motion that all teleconference meetings will be cancelled and the call ended, after 15 minutes, if a quorum is not present, also requiring notification to teleconference meetings to office manager for billing purposes.
3. Motion that 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.

December 2005

1. Motion that any member or officer of Northern Illinois Chapter of ABATE of Illinois that publishes, mails, or hands out offensive materials or violates the chapter newsletter and flyer guidelines from this date forward shall have their membership revoked for a period of not less than 5 years, subject to the Bylaws of ABATE of Illinois. If any article, ad or flyers in any publication from Northern Illinois chapter violated BOD set policy or State Bylaws, then all officers and members involved with these actions will be called to the very next BOD meeting with the expressed purpose of removing their membership for a period of not less than five years.
2. Furthermore, all flyers, publications and newsletters for the chapter must: 1.) be sent to the State Coordinator and the state office until further notice from the BOD. (This will serve as an ongoing check.) 2.) All officers of the Northern Illinois chapter must approve any and all flyers, publications, and newsletters before being mailed until further notice from the BOD.
3. If any of the above is not followed, all members and officers involved will be called to the State Board of Directors for the expressed purpose of having their membership removed for a period of not less than 5 years.

April 2005

1. Motion to ask the BOD to vote annually on the choice of Rod Taylor as the approved attorney to administer ABATE Legal Services for ABATE of Illinois, Inc.
2. Motion any chapter requesting "Liquor Liability" insurance for an event, will be held responsible by the state for and 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. Motion to prohibit use of ABATE titles or positions for personal gain.
2. Motion to pass the Non-preferred Vendor list as written.
3. Effective immediately: It is the policy of ABATE of Illinois Inc. that no member, chapter officer, or officer in the name of ABATE 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 Board of Directors of ABATE of Illinois Inc. Except as follows: Any individual or entity that is eligible to advertise in an official ABATE of Illinois publication or ABATE of Illinois Chapter publication may include the words ABATE member in advertisement.

ABATE of Illinois membership and experience while serving as an officer or volunteer may include in a resume.

December 2004

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

October 2004

1. Motion that monies collected from the mystery raffle (at the December BOD meeting only) be used for a BOD Christmas Party.

June 2004

1. Motion that ABATE of Illinois and their sub-ordinates, including chapter and state newsletters and other publication, will NOT CARRY advertisements from entities on the 'Non-Preferred Vendors' list.

April 2004

1. Motion to allow the State Secretary to record BOD meetings for use in preparing the minutes.
2. Motion that all pagers and cell phones will be turned off during any board meeting.

March 2004

1. Motion to 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. Motion to make the Office Manager responsible for copying and distributing the copies required.

February 2004

1. Per Article 5, Section 7, "Taxes" of the State Bylaws: Motion that said chapters will not be allowed to vote at the next meeting, when notifications has been given.

April 2003

1. Start meetings with the pledge.

October 2003

1. Motion that 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. Motion to give legislative the permission to go forward with legal remedies immediately, as decided by the Legislative Coord. the ABATE Lobbyist, ABATE attorneys, and the State Coordinator.

February 2003

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

January 2003

1. Motion to accept all coordinator reports in one vote.

June 2002

1. Moved to support motorcycling in all of its facets.

February 2002

1. Budget year changed to coincide with offices.

December 2000

1. That all chapters must officially check out with the secretary.

June 2000

1. That Region coordinators not list all of their chapters events and not have chapters announce their events at BOD meetings. Coordinators should just talk about region business.
2. No information is sent to another organization unless and official request is made from the state's ABATE.

March 2000

1. That the E-Board follow RRO and that special reports are moved to the end of meetings.

December 1999

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

December 1991

1. Recommended a yearly audit of ABATE financial records by a CPA. An ABATE member CPA is acceptable.

October 1991

1. All chapters must be chartered under the State ABATE.

September 1991

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

June 1991

1. E-Board moved to pass that the E-Board will meet every 4 weeks and the BOD would meet every 8 weeks.

September 1988

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

April 1987

1. Out of order fund. \$1 put in pot who speaks without being recognized. And end of meeting $\frac{1}{2}$ goes to the state other $\frac{1}{2}$ goes to the name drawn.