

## **Constitution for ABATE of Georgia, Inc.**

Article 1 This organization shall be known as ABATE of Georgia, Incorporated. It's Purpose is to promote rider education and safety, to oppose discrimination and defend the rights of all motorcyclists.

Article 2 Active members of this organization shall be those individuals that are Paid members in good standing with ABATE of Georgia, Inc.

Article 3 The officers of this organization shall be divided into two levels of authority. State , District and/or Chapter, with the highest level of authority being the State.

The Districts may form Chapters subject to the following guidelines:

Chapters will be formed on an as needed basis.

District at large will approve Chapters. Then the District will bring this to the Board for approval.

The District will be responsible for the Chapter.

The Chapter will have a 6 month probationary period before being allowed a Treasury. The \$2000 limit on Treasuries shall apply to the District as a whole.

A Chapter must have at least 3 officers. Two of these must be a Chapter Coordinator and a Treasurer.

If a Chapter ceases to function, any money, property or records are to be returned to the District.

If the Executive Board concludes that a Chapter has become self-sustaining, active and productive within ABATE of Georgia, Inc. for at least two years, with the first being self-sustaining and the second showing that they can maintain that way by being active and showing growth, then that Chapter may, with approval of their district, petition the State for full District status.

Article 4 The State Officers of this organization shall be: State Director, Legislative Director, Activities Director, Membership Director, Treasurer, Education Director, Secretary and Sgt. at Arms.

Three Regional Directors for the Northern, Central and Southern regions. These are appointed positions and their term does not expire. The appointee may be replaced as needed by the State Director with the majority approval of the Executive Board.

If any State Officer is removed, resigns, or for some other reason the position becomes vacant, the remaining State Officers will appoint a person, without voting privileges, to fill the position until the next scheduled Board of Directors' meeting. Depending upon the Board of Director's approval, the appointed person will become a confirmed State Officer, entitled to vote.

The establishing of a new State Officers position: The State Director will be responsible for proving the need for the new officer's position and the Executive Board will be responsible for assigning the job responsibilities of the new position. The Board of Directors will be responsible for approving the new position and if approved the new officer shall then be elected in the same process established in this Constitution.

Article 5 The District and/or Chapter Officers of this organization shall be: District Coordinator, District Activities Director, District Legislative Director, District Membership Director, District Treasurer, District Secretary and District Sgt. at Arms. District positions are not limited to these offices.

All officers must be current paid members of ABATE of Georgia. All State Officers will be required to have their current phone number and email address published in the newsletter.

The election of State Officers will take place every even year in April and voting will be held at a time and location submitted by the Executive Board and approved by the Board of Directors at 1<sup>st</sup> quarter meeting. New officer terms will begin with in 30 days but not more than 45 days from the election.

Any member in good standing may vote at the election or by absentee ballot. Members who have voted will have their membership number checked off of the membership listing.

Members wishing to vote by absentee ballot must contact the State Office either by telephone or by mail to request an absentee ballot. The ballot shall be sent to the members' address where their newsletter is sent. The absentee ballots shall be returned to a separate Post Office Box that is not similar to the current Post Office Box used by ABATE of Georgia, Inc. The Post Office Box used for absentee ballots shall be rented with the stipulation that no one is allowed to have access to this box until the Friday preceding the elections, at which time ABATE's Legal Counsel or other non-partial individual, designated by a majority vote of the Board of Directors, will obtain the key, retrieve the absentee ballots, and transport them to the elections. Absentee ballots must be received at this Post Office Box not later than 5 pm on the Friday preceding

the election. All absentee ballots received after this time will be declared void and will be destroyed unopened. Any member voting by absentee ballot shall not vote at the election. Absentee ballots will be printed with the names of all declared candidates, although write-in candidates will be allowed except for the position of State Director. All Candidates for the State Director must declare their candidacy in writing to the State Office, postmarked at least 60 days in advance of the election.

Any candidates running for an ABATE office must disclose membership or affiliation with any other motorcycle group, club or any other organization that could pose a conflict of interest as it pertains to the purpose of ABATE.

Candidates for State Officer positions must have been a member of ABATE of Georgia for at least one year prior to declaring for office. Candidates for State Director must have been a member of ABATE of Georgia for two years prior to declaring for office.

#### Article 6

#### STATE OFFICER JOB DESCRIPTIONS:

##### State Director

1. To preside at all Executive and Board of Directors' meetings of the organization or to designate another State Officer to preside in their absence.
2. To have general supervision of the affairs of the organization.
3. To appoint persons to committees to handle special events, functions, happenings, etc.
4. To represent the organization on proper occasions and business contracts subject to consultation with other State Officers.
5. To work, aid, and assist other workers of ABATE and other motorcycling functions.
6. To represent ABATE of Georgia at other State and National functions, to maintain contact with other ABATE of Georgia officers and to maintain contact with other motorcycle organizations and clubs on the State and National level.
7. To ensure each State Officer is fulfilling the duties of their office and make assistance available to any not doing so.
8. To help the State Activities Director coordinate all dates for State and \*\*District and/or Chapter events.
9. To supervise \*District and/or Chapter Officers, and intervene only in cases of impropriety or dispute and failure to report to the State to stay in contact with District and/or Chapter Coordinators and to randomly attend \*District and/or Chapter meetings.
- ~~10.~~ To oversee the publication of the ABATE Newsletter

##### Legislative Director

1. To coordinate all the Legislative/Government relations affairs.
2. To develop working relationships with motorcycle safety/awareness programs.
3. To work in liaison with other organizations, clubs, and groups, on State and National levels.
4. To get direction/ approval of the Executive Board on support/oppose on pending legislation.
5. To encourage grass roots participation in the organization and to encourage members to vote and participate politically.
6. To maintain contact and regular updates to District/sustaining chapter Legislative Directors.
7. To coordinate with District Coordinators and District Legislative Directors to promote constituent contacts to Legislators.

##### Activities Director

1. To organize, staff, and direct, all activities and events on the State level.
2. To aid and assist members, clubs organizations, individuals, and others in promotional events for ABATE of Georgia on the local level.
3. To schedule fund raising activities in the support of the treasury for the organization.
4. To promote motorcycling as a whole through scheduling events for all riders.
5. To organize, staff, direct, and control social functions and events in such a manner as to promote the interest of the organization.
6. To establish and maintain records of all activities and events coordinated by this office.
7. To aid and assist other officers and workers at ABATE and other motorcycle events.
8. To maintain regular contact with State and \*District and/or Chapter Officers.
9. To get the approval of the Executive Board before a commitment is made on an ABATE sanctioned event.
10. To coordinate all dates given to \*District and/or Chapter for events.
11. To handle advertising for State Events.

##### Membership Director

1. To maintain proper and current membership files.
2. To receive membership applications and fees, to issue membership cards to individuals furnishing correct address data and proper fees, to transfer funds received to the State Treasurer for deposit in the organizations bank account, to receive and record these transactions.
3. To keep inventory of, and adequate stock of pins, patches, stickers, and other ABATE of Georgia products and to mail these products to members upon request with proper fees.
4. To promote, by various means and programs, ABATE of Georgia membership!
5. To provide Newsletter Editor with information for mailing purposes.
6. To keep records and copies of all returned mail, to make every effort possible to obtain correct addresses on returned mail.
7. To keep new and renewal membership records up to date, on file and on mailing list.

8. Be able to furnish upon request a list of monthly returned mail, monthly new and renewal memberships, and monthly expired memberships.
9. Restrict access to membership files, records, and mailing lists. Maintain updated complementary mailing list on organizations, clubs, businesses, individuals, etc.
10. To handle, process, and mail monthly notice of membership expirations.
12. Work with District Membership Directors on programs to increase membership.
13. Appoint, with the consent of the Executive Board, assistant or regional Membership Directors.

#### State Secretary

1. To take minutes (or tape) all Executive and Board of Directors meetings. Furnish and maintain copies of minutes.
2. To furnish minutes to current members upon request with name, complete address, and current membership card number.
3. To handle, process, and mail any special notices to members.
4. Provide advance schedule for all motorcycle related events of interest to the organization, State and National.
5. To provide the Membership Director with a list of existing shops, dealers, clubs, and organizations for complimentary mailing list and to keep this list updated.
6. Aid and assist other State Officers and workers at ABATE of Georgia and other motorcycle functions.

#### State Treasurer

1. To establish and maintain financial records of all money received, dispensed, and on hand and to maintain the checkbooks.
2. Coordinate with the State Activities Director to schedule events and activities to maintain a working balance of funds with which to operate the organization efficiently and to review the profit and loss statement after a State Event.
3. To give a report of the treasury at the Executive Board Meeting and to make records available for an audit.
4. To furnish a financial report to any current member upon written or electronic request by the member furnishing name, complete address, and current membership card number.
5. To pay the bills for the regular operation of ABATE of Georgia.
6. To be present at ABATE State Events and collect and deposit all money from such events.
7. To maintain regular contact with other State Officers.
8. To keep a record of membership fees deposited. To monitor District and/or Chapter Treasuries.
9. To work with District Treasures to properly maintain and account all funds.
10. The State Treasurer may, with consent of the Executive Board, delegate any of these duties to an assistant.

#### State Education Director

1. To work with the Georgia Department of Education in introducing curriculum that will provide education and awareness to the classroom as it pertains to motorcyclist.
2. To work with all private sector educational institutions for the same end results
3. To secure the MSF training program or similar and introduce it into our senior centers, civic clubs and other organizations to promote awareness.
4. To create committees to handle local training on a district level as needed.
5. Work with State agencies to add information regarding awareness to the General drivers training manual and Driver training courses both public and private.
6. Work with other ABATE States to adopt programs currently used there for general education.
7. Work with MSF and MRF for Educational opportunities.
8. To work on other Educational Programs as assigned by the State Director.
9. This is an Executive Board position and carries 1 vote.

#### Regional Directors

Regional Directors are assigned as follows.

1. Northern Regional Director Districts 1-5 and all chapters or sub districts with in.
2. Central Regional Director Districts 6-10 and all chapters or sub districts with in.

3. Southern Regional Director Districts 11-15 and all chapters or sub districts with in.

4. The purpose of these positions will be to assist the State office with District Issues, Events, Membership and to act in the capacity of a District Coordinator in the event they are unavailable.

They will be available to handle public speaking assignments. They will work with various local ride groups to make them aware of ABATE of Georgia. They will assist in opening new chapters or districts in their regions.

The Regional Directors will handle other specific issues assigned by the State Director and the Executive Board.

5. These positions are appointed by the State Director and are not subject to Normal State elections. These positions can be terminated and replaced at the discretion of the State Director with the majority approval of the Executive Board .These are NOT Board positions and do NOT carry a vote unless the Regional Director is also a District Coordinator then they do have the 1 vote and the Board position allowed for that position.

#### State Sgt. at Arms

1. To insure that all Executive Board, Board of Directors and special called State meetings are run according to the Constitution and By-laws of ABATE of Georgia or Roberts Rules of Order. When necessary the Sgt. at Arms ,in consultation with the State Director, shall procure the interpretation of Roberts Rules of Order. It shall also be the responsibility of the Sgt. at Arms to ask for the removal of any persons violating the above referenced rules.
2. To staff security at State Events.
3. To recruit District and Chapter Sgt at Arms as needed to work State Events.
4. May appoint, with consent of the Executive Board, temporary assistant Sgt. At Arms.

#### DISTRICT AND/OR CHAPTER OFFICERS JOB DESCRIPTIONS:

##### District Coordinator

1. To preside at all District and/or Chapter monthly meetings, or appoint another District and/or Chapter Officer to take their place.
2. To supervise District and/or Chapter affairs and events.
3. To assist, when necessary, other District and/or Chapter Officers with their duties.
4. To represent ABATE of Georgia on the District and/or Chapter level at other events.
5. To have contact with other motorcycle clubs and organizations on the District and/or Chapter level.
6. To maintain contact with other Officers in their District and/or Chapter.
7. To maintain contact with the State office.
8. To provide the Newsletter Editor with a monthly report to be published in the newsletter.
9. This officer must have a telephone and have the number printed in the newsletter.
10. To insure that all District and/or Chapter Officers duties are fulfilled and to assist when necessary.
11. To be responsible for having all current and/or new officers read the State Constitution and by-laws of ABATE of Georgia, Inc
12. To notify State Office, by proper procedure, of all changes in officer status for their district.

##### District Membership Director

1. To receive membership applications and dues at District and/or Chapter meetings and events, and turn in to the State Director for processing.
2. To set up a membership booth at their District and/or Chapter events, and promote ABATE of Georgia memberships.
3. To maintain contact with other District and/or Chapter Officers.

##### District Activities Director

1. To schedule, organize, staff, and direct all activities on the District and/or Chapter level.
2. To promote motorcycling as a whole by scheduling events for all riders.
3. To establish and maintain records of their District and/or Chapter events.
4. To properly notify the State Activities Director and coordinate with fellow District and/or Chapter Officers on the planning of District events.
5. To maintain contact with other District and/or Chapter Officers.

##### District Secretary

1. To take minutes of monthly meetings and submit a copy to the State and all fellow officers in their District and/or Chapter.
2. To attend and work events in their District and/or Chapter.
3. To furnish newsletter editor with information concerning District and/or Chapter activities.
4. To maintain contact with fellow District and/or Chapter Officers.

##### District Treasurer

1. To collect all money taken in at their District and/or Chapter events, and turn in that money over \$2000 to the State Treasurer and handle other money according to State guidelines. Exceeding the \$2000 limit is subject to State Officers approval.
2. To maintain a District and/or Chapter Treasurer's record of all money sent to the State Treasurer.
3. All District and/or Chapters will open and maintain a District and/or Chapter checking account to be an active District and/or Chapter. All checking accounts MUST have the ABATE of Georgia Federal Tax ID number on them and the signature of the State Director and the State Treasurer on the account's signature card. The District and/or Chapter checking account must have a heading of ABATE of Georgia and the appropriate District and/or Chapter number on the checks. A copy of the monthly checking account statement must be included with the monthly District and/or Chapter Treasurer's report submitted to the State Treasurer. No action for removal of funds will be taken without prior written notification by certified mail, return receipt, to District and/or Chapter Coordinator or ranking officer. Any District and/or Chapter checking account must have at least 2 officers signatures on any check authorized by the District and/or Chapter.
4. To send a monthly Treasurer's report to the State Treasurer.
5. To maintain contact with fellow officers in their District and/or Chapter.
6. To file an updated Treasurer's report within 30 days of an event.
7. To send all financial records to the State Office at the end of their term.

#### District Sgt. at Arms

1. To keep order at their District and/or Chapter meetings. This includes asking those to leave who will not follow the rules of order.
2. To staff security at District and/or Chapter events.
3. To help the State Sgt. at Arms work at any State event that they are asked to work at.
4. To maintain contact with fellow officers in their District and/or Chapter.

#### District Legislative Director

1. To participate in legislative and government affairs.
2. To promote motorcycle safety and motorcycle awareness programs.
3. To liaison with other organizations, clubs, and groups on a local and state level.
4. To encourage members to vote and participate politically on a District and/or Chapter level.
5. To maintain contact with other District and/or Chapter Officers.
6. To advocate letter writing to Federal and State Legislators.
7. To disseminate information and alerts from the State Legislative Director to the District/Chapter members.
8. Submit a monthly legislative report to their District and/or Chapter.
9. To attend and work events in their District and/or Chapter.
10. To encourage participation in the organization.

#### Article 7 EVENTS:

1. All State events must have a written contract, insurance and a security team staffed by the State Sgt. At Arms or appointed security personnel as applicable.
2. All District and/or Chapter events must have insurance when applicable or release waivers must be signed by all attending that event to be sent to the State Office. Also there should be a team staffed by the District and/or Chapter Sgt. At Arms or appointed security personnel as applicable.
3. District and/or Chapters have the authority to remove persons from an event if they cannot abide by the rules specified by the District. The proper procedure is to politely and immediately refund the admission fee and ask them to leave the event and the property immediately. This changes their status to trespasser.
4. Any District and/or Chapter wishing to hold an event that will cost more than \$1000, must get approval by the State Officers before any commitment can be made on that event. A Standard Event Budget Form must be filled out for any event.

#### Article 8 REMOVAL OF OFFICERS

1. District Officers  
If a District is having a problem with an officer not performing his/her job the DC should notify the officer in writing outlining the offense and ask for their resignation. If the officer does not resign the issue should be addressed at the next officers meeting and a vote taken to remove. If an officer is found guilty by the Executive Board of dereliction of duty or conduct unbecoming an officer, the D.C. or other ranking officer will discuss the problem with the person and ask them to correct the problem and perform their job. If the problem persists, then the D.C. will inform the State Director and present it to his fellow officers at their next meeting for a vote. If the vote is negative then the D.C. will re-inform the State Director and the officer in question will be removed by his fellow officers.
2. Board Members, District and/or Chapter Coordinators and State Officers  
who fail to execute the function of their office or is guilty of conduct which reflects unfavorably upon this organization may be subject to removal.

#### Article 9

1. ABATE of Georgia District and/or Chapter letterheads will not be used without filing a copy at the State Office. All ABATE of Georgia State stationery will have the State Office return address on it and will not be personalized.
2. The membership list of ABATE of Georgia should be used only by ABATE officers for ABATE business.

#### Article 10

1. We have adopted the Christian Motorcycle Association as our Spiritual Liaison and granted them a non-voting seat on the Board of Directors.

#### Article 11

1. Any expenses incurred by an ABATE officer which he/she seeks reimbursement must be submitted, with receipts, to the Executive Board within 60 days of incurrence. Approval must be properly recorded in the minutes of the Executive Board meeting.
2. In the event that ABATE of Georgia should fail to function, and all operations are halted by the Board; all assets and properties will be donated to non-profit or 501(C)(3) organizations. A 2/3 vote will be taken by those present to decide which organization will receive all assets and properties.

#### **By-Laws for ABATE of Georgia, Inc.**

1. That a Board of Directors is formed for ABATE of Georgia Inc and shall consist of an Executive Board (State officers) and all District and \*Self-sustaining Chapters Coordinators or their proxies. The Board of Directors shall set all policy; approve the budget, events and the creation of new districts and/or chapters. The Board of Directors shall also approve the time and location of State elections. The Executive Board shall oversee the daily operations of ABATE of Georgia.
2. Each District and Self-Sustaining Chapter and each State Officer has one vote. There must be a 2/3 majority of those present to approve any resolutions and/or to change this voting structure.
3. The Board of Directors will meet four times per year. The Executive Board shall meet as called by the State Director. Executive Board meetings can be conducted electronically or physically with 3 days notice.
4. If a Board member cannot attend any meeting they may appoint someone within their District or Self-Sustaining chapter to take their place by issuance of written authority.
5. The Board of Directors may change these by-laws by a 2/3 vote after notifying the membership in the newsletter for two months.
6. Robert's Rules of Order will govern the parliamentary proceedings of this organization unless otherwise provided by these by-laws as follows:
  - 6.1. The agenda will be presented at the beginning of the meeting and a timetable may be set on any issue by a call of the State Director with a majority vote of members present.
  - 6.2. D.C.'s are the official spokesperson for their District.
7. The Board shall authorize the Treasurer to audit the books periodically, and to make a written report to the Board therein.
8. The Board shall require reports of any State Officers at any Board meeting and a reading of the minutes of the previous meeting unless waived by a majority of members present.
9. The State Director or designated Executive Board Member shall preside at all Board meetings. A Parliamentarian may be appointed to insure proper interpretation of the ABATE Constitution, the By-laws and Roberts Rules of Order. The Sgt of Arms will be responsible for an orderly meeting and that the above stated rules and documents are followed.
10. Members may request, from any Executive Board Member, an item to be placed on the agenda provided the request is received in the State office 14 days before the Board of Directors meetings.
11. All State fund expenditures by check may be signed by any 2 of State Director, State Treasurer, or Office Manager.

12. Membership dues are to be paid yearly, being due every calendar year from date of initial membership. Members will be mailed a renewal notice once month before their membership expires.
13. Membership dues are \$30 for a single membership or \$50 for a couple's membership. Lifetime membership is \$300 with 10 years of proven membership. These dues to be paid to the State General Fund and sent to the appropriate State Officer for documentation.
14. Membership Privileges:
  - 14.1. Any current member is entitled to receive the monthly newsletter.
  - 14.2. Any first year member will receive an ABATE of Georgia patch, and 1 year pin upon initial joining.
  - 14.3. Any second or later year member will receive the appropriate year pin upon renewal.
  - 14.4. Any current member is eligible for an admission discount at most ABATE of Georgia events.
  - 14.5. Any current member is eligible to vote on matters brought up before the membership.
  - 14.6. Any current member may obtain a copy of the monthly financial report from the State Treasurer. Member must submit the request in writing and furnish complete address and membership card number.
  - 14.7. Couples memberships carry all membership benefits for both members, but only one newsletter will be mailed to that household.
  - 14.8. Any member that should lose their membership card can obtain a new card at no cost, but they must notify the State Director upon loss of card.
  - 14.9. Any qualified current member is eligible to run for a State or District office at the appropriate elections.
  - 14.10. Any current member may participate at District meetings or the appropriate elections.
  - 14.11. Junior ABATE membership cost is \$5 per year. Junior members are only entitled to a membership card and one patch upon joining. All Junior members must be under age 16.
15. Each District and Self-Sustaining Chapter will forward 30% of new profits to the State General Fund.
16. No alcoholic beverages will be sold or provided by ABATE of Georgia, Inc or its members unless properly licensed and insured. Documentation must be sent to the State Office in advance.
17. Any member may be expelled for conduct unbecoming a member of ABATE. Charges must first be made in writing and given to the State Director. The accused member will be given a hearing before the Executive Board. The Executive Board shall take the evidence and make final recommendations to the Board of Directors for advice and consent.
18. A "Campaign Mailing" will be available to every declared and qualified candidate for State Office in March of each election year.
19. All State and District and Self-Sustaining Chapter Officers will be required to abide by the by-laws and Constitution of ABATE of Georgia, Inc.
20. Districts and Chapters will be responsible for submitting all required reports to ABATE of Georgia, Inc by the 15<sup>th</sup> of each month. If a District or Self-Sustaining Chapter is delinquent in submitting the required reports:
  - 20.1. At the first Board Meeting where a District or Self-Sustaining Chapter is determined to be delinquent notice will be sent to the District Coordinator.
  - 20.2. If the same District or Self-Sustaining Chapter is determined to be delinquent at the following Board Meeting, at the time the District or Self-Sustaining Chapter may also lose it's voting rights, privilege of hosting ABATE events, buying ABATE products, and fall under the rules of suspension, subject to a Board vote.
  - 20.3. Voting and privileges shall be reinstated when the State Director receives notification from the State Treasurer that the delinquent District or Self-Sustaining Chapter is up to date.
21. When the District or Chapter is found by the Board to meet the grounds for suspension or requests suspension in writing with the signatures of at least 3 District or Chapter Officers:
  - 21.1. Their treasury holdings, books, records, receipts, and material goods will be surrendered to the Executive Board.
  - 21.2. All remaining current members will be notified by the State of suspension, actions and will be placed as At Large members and given the opportunity to transfer to another District or Chapter.
22. Reactivating an Inactive District  
District may be reactivated providing:
  - 22.1. They are approved by the Board of Directors.
  - 22.2. They must have at least 3 officers, 2 of which must be District Coordinator and Treasurer.
  - 22.3. They must conduct themselves according to the Constitution and By-Laws for a 6 month "conditional" period.
  - 22.4. At the completion of the conditional period they will hold an election for official District Officers.

These articles and constitution include amendments dated 4-15-2011, 4-20-2011,7-18-2011,8-5-2011.

