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*Education not Legislation*

# 2012-2013 District Officers Handbook

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*Dedicated to Freedom of the Road!*



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# Corporate Identity Guidelines

1. Always use the correct spelling of the name of this organization. It should always appear as:  
ABATE of Georgia, Inc.  
District X
2. It is not necessary to use periods in the name even though it is an acronym. Always use all caps for ABATE. Also, spell out Georgia instead of using the abbreviation, as well as for District, when at all possible.
3. Always use your correct Officer Title. Example:  
Your Name  
District X Officer Title  
ABATE of Georgia, Inc.
4. The address for ABATE of Georgia, Inc., is: P.O. Box 116 Austell, Georgia 30168
5. Only use our official logos. ABATE of Georgia, Inc. has 2 logos. They should only be used for official ABATE business and should not be distributed to any third party without permission. Do not resize them improperly as this causes distortion. If you are not sure how to correctly resize them contact the State Office and we will advise you how to do this properly.
6. All business cards must be ordered through the State Office. If not, they must be approved by the State Office before use.
7. All official ID badges must be completed by the State Office. These must not be done by self or outsourced.
8. Artwork for T-shirts or products of any type must be pre-approved by the State Office before being printed.
9. Any distribution of ABATE related information through any form of media (i.e. websites, event listings, meeting schedules, contact info, website links, email distribution lists, etc.) must be approved by the State Office to make sure only correct information is being transmitted.
10. When on official ABATE duty be aware of how your actions adversely affect the image of the organization. Also realize that others may have a hard time correctly identifying whether or not you are on official ABATE duty.
11. Any solicitation of any type on behalf of ABATE should first be approved for IRS Required Solicitation Clause. This includes agreement for sponsorships, T-shirt advertising and any other type of solicitation.
12. Avoid verbal contract agreements whenever possible. Verbal contracts are inadvertently made with little more than a confirming nod of the head. BE AWARE that only the State Directors are authorized to enter into any type of agreement on behalf of this organization.



## District Guidelines

### Events, T-shirts, and Flyers

1. The State Activities Director must approve all District Events. This includes submitting an Event Budget Report (pg 28) even if you do not plan to spend any money. This should be submitted at least 60 days in advance of the event. If the event is not approved or the process is not followed your flyer will not be printed in the Newsletter. NO EXCEPTIONS!
2. All Flyers must be approved by the State Activity Director. We don't want anything circulated in the name of ABATE of Georgia, unless we have seen it first! NO EXCEPTIONS! Get flyers in early for approval otherwise if there are problems your flyers may not get printed in the Newsletter. A copy of all flyers needs to come to the State Office to be maintained on file.
3. **The following information is required on every flyer:**
  - a. All flyers should say ABATE of Georgia, Inc., District # or District #/#, putting your district number and chapter in place of #.
  - b. Name of the Event
  - c. Date & Time of the Event
  - d. Location of the Event including City and State (may want to include address for GPS)
  - e. Contact Name, email address, and phone number *including* the area code.
4. Keep in mind when designing flyers they are printed in the newsletter as Black and White copy. Copy should be approximately 7.5" x 5"
5. Flyers should always be **POSITIVE**. This means leaving off things like "leave attitudes at home" and "leave weapons at home". We would like families and non-members to attend our events; don't look like you expect trouble.
6. Schedule adult events for late in the evening. A curfew for minors is mandatory and must be enforced. Don't advertise wet t-shirt contest; advertising a curfew for minors says it all.
7. DO NOT use any motorcycle trademarks on flyers or T-shirts. This is illegal and opens us up to legal action. All artwork for T-shirts must be pre-approved.
8. DO NOT indicate any intent to distribute alcohol. This includes BYOB. Do not ever use any District funds to purchase alcohol. Above all, do not put "booze, spirits, or beer" on your flyers.
9. If your District does not have the availability of someone who can create professional looking flyers please contact the state with enough lead time for assistance. Do not be afraid to ask for help. We would rather help and have it look professional if being circulated. Keep in mind there is only one person doing the work that four people used to do.

## Website Guidelines

1. Before selecting a URL address for your website, contact the State Office via email at [webmaster@abatega.org](mailto:webmaster@abatega.org).
2. All District Websites must be pre-approved per the Corporate Identity Guidelines and linked to the State Website through our Webmaster. There is no charge for this.
3. All District Websites will be monitored for offensive material.

## Communication Guidelines

1. District Coordinators and Membership Directors shall be allowed access to their district's membership addresses upon requesting them from the State Office and giving reason for such use. The addresses must be kept confidential and used only for District use. It is the sole responsibility of the District Coordinator to ensure this information stays secure. If this privilege is abused then future access may be denied.
2. Keep in mind this is all ABATE's money and the idea is to minimize costs, to maximize more money going towards our cause! There are many ways that are more cost effective. Here are a few examples:
  - a. Utilize the monthly Newsletter as much as possible to get your message out. If done enough in advance this can be a very effective tool.
3. Our Facebook page ABATEGA is a powerful tool to get your message out. Send all posting requests to [secretary@abatega.org](mailto:secretary@abatega.org).
4. The State Office maintains a list of email address and can forward your message if approved by the State Secretary.

## Newsletter Submission

1. ***GET IT IN ON TIME.*** There will be no exceptions. If it is not at the ABATE office by the 10<sup>th</sup> of the month, it will not get published. Send newsletter information to the State Office by E-mail to [secretary@abatega.org](mailto:secretary@abatega.org). Mark as District X (your district #) Newsletter. Please submit in Microsoft Word.
2. Remember, your District and/or Chapter News should be positive and upbeat. This means instead of fussing at your members for not showing up, you need to show that the meetings are fun and productive. Encourage people to attend.
3. **If you have a change such as a meeting place or time, phone number, Supporter of the Month, or an event that you want in the "What's Happening" section, please make a separate note of it - not in your District and/or Chapter News. Otherwise, it might get missed and not get changed.**
4. People are important to us. Thank folks in the newsletter and remember your members, for example: winners of events, people who have worked events, etc.

Very Important

5. Remember that each page of the newsletter costs money. In all fairness, all District and/or chapter event flyers are allowed one-half page (approximate size is 7.5 inches by 5 inches) free of charge to Districts and/or Chapters. Please submit your District and/or Chapter event flyers to fit this size. Small print on a full page flyer, when reduced to fit on half of a page, may become unreadable. Make sure your print size and location maps can be read when reduced.
6. There is no charge for business card size ads for Supporter of the Month and pats on the back or thanks for District and/or Chapter members' involvement. Items such as Birthday and Anniversary greetings or personal notes will be charged regular advertising rates.
7. If you are submitting an ad to run for more than one month, please note that room in the newsletter is sometimes limited and that room for a full page ad may not be available. The greatest effort will be made to make the ad a full page the month the event is being held.
8. Send interesting articles and tidbits such as articles related towards better motorcycling, photos or other items that are of interest to the readership. Just remember to keep all articles and photographs clean.

## **Risk Management**

### **Typical Event Scenario**

The purpose of this imaginary situation is to explain one of the two types of risks that ABATE must be aware of and protected against. The first risk is the possible loss of our insurance coverage, which would put ABATE out of business. The second risk is the loss of our tax-exempt status, or the assessment of fines and penalties for non-compliance with IRS regulations or failure to disclose all financial dealings. The State Officers must be diligent to protect ABATE's tax-exempt status, as well as the financial and legal obligations. The districts and district officers must be prepared to accept the responsibility for the risks that are always present during district events, meetings, and any activity. This is just an example to help explain the nature of this type of risk.

District Z is planning a 4th of July parade in their local community. The ride requires a parade permit and the permit application must be completed with a proof of \$1,000,000.00 liability insurance. The requirements are met and the permit is granted. The district is approached by the Hard Times Club and is told their club would be happy to split costs and are named as co-sponsors of the parade. The reason they are not able to do the parade by themselves is that they have no insurance. They also agreed to help sell sponsor advertising space for \$20.00 for a small name of business on ride t-shirts and together they sell 100 of the \$20.00 ads. The ride is jointly staffed by some of the club members, district members, and advertising sponsors. When a problem is handled poorly the "other" staff members and an accidental loss is incurred when a fire truck cannot get to a location blocked by the parade, but not on the official route. The misdirected parade is considered the reason and the resulting lawsuit is filed against each

sponsor listed: 100 ad sponsors, 1 co-sponsoring club (with no insurance), and ABATE.

The lawsuit would have targeted the club and member at fault, but they have no insurance or assets. This now leaves ABATE as the primary target (the deep pocket). Our insurance is immediately cancelled for all events and the business office. No more office staff, swap meets, no income, NO MORE ABATE! ABATE didn't have to do anything wrong, just be the deepest pockets. The same risk problem exists when ABATE pays for their name to appear on another organizations event banners, t-shirts, flyers, etc. We are many times the only one with the proper insurance coverage. We cannot profit enough from a district event to consider those risks a good idea and we are now setting up new procedures to eliminate these risks.

**First, we are going to disapprove any joint venture events unless proof of equal insurance coverage is on file in advance. Second, no sponsorships should be entered into by the district or solicited by the district. Third, we are only interested in events which are useful in the purposes of ABATE. These do not include: charitable donations and volunteers; get some community recognition; raise money; have parties; provide other bikers with funds to pay hospital bills or rebuild bike or get more recognition for our "good deeds." We are a political motorcycle rights organization and that's what all events, fundraisers, and expenditures of time or money are supposed to prove. There are plenty of charities and clubs that can do these things. Join with them for that purpose if you want to, but do it as an individual, not as an ABATE representative. Each member is eligible for the same benefits as all others. Rebuild one brother's bike and you will owe every member a rebuild also.**

**POINT: Ask questions, document procedures, and always put ABATE of Georgia, Inc. first.**

### **Risk Management Guidelines**

1. Any person who participates in any function sanctioned by ABATE of Georgia, Inc. is our GUEST. We must do everything a reasonable and prudent person would do to ensure their safety and security.
2. ABATE of Georgia, Inc. is represented solely by the State Office in all legal matters.
3. Any lawsuit, claim for injury or damages should be communicated to the State Office **IMMEDIATELY**.
4. If an accident occurs that may result in a claim, an Incident Report (shown on pg 42) should be filled out with the following information:
  - a. Date, time and location of the "accident".
  - b. Name address and phone number of injured parties.
  - c. Simple narrative of what happened.
  - d. Location and address of authorities contacted e.g., Atlanta Police, Precinct #3
  - e. When and where an accident/incident report can be obtained.

- f. Names, addresses and phone numbers of witnesses.
  - g. Was alcohol involved?
5. Be cordial and polite, but **NEVER** admit or assume liability.
  6. The State Office purchases liability insurance on behalf of ABATE of Georgia, Inc. and its Districts. The amount of insurance is \$1,000,000 per accident for bodily injury or property damage. This is liability insurance not accident insurance. It is to protect ABATE from lawsuit. It is not intended to provide benefit to injured parties. Please bear in mind that no insurance policy will cover every possible accident. **Some exclusions are:**
    - a. Any loss arising from racing or any event involving speed or timing.
    - b. Any loss arising from the operation or use of a motor vehicle.
    - c. Injuries to event participants.
    - d. **LOSS ARISING FROM THE SALE OR DISTRIBUTION OF ALCOHOL.**

### **Crowd Control**

Anyone who attends an ABATE function is our guest. Treat everyone as if a long lost friend.

1. The title "Security" must be reserved for "official peace officers". In the past we have loosely use the word "Security" for our Staff personnel. For our members the term "Staff" must be used. Legally and for insurance reasons we cannot identify ourselves as security.
2. Any person who attends an event must sign a Release Waiver Form. Forms **can** be copied from pg 29. This is particularly important if motor vehicles are involved.
3. A parent or guardian must accompany minors. The parent or guardian should sign the waiver next to the printed child's name.
4. Staff personnel should be instructed in proper crowd control techniques.
5. Never touch a person except to prevent injury to that person or oneself.
6. Never try to evict an unruly person alone. The accepted method is to refund the person's admission and politely ask him or her to leave. This changes their status to trespasser.
7. Establish a liaison with the local authorities prior to and during an event.
8. If a large crowd is expected, at least one uniformed officer with arrest authority should be present.

## **Alcoholic Beverages**

It is the long standing policy of ABATE that it does not sell or distribute alcohol. This does not prevent a vendor from selling or distributing alcohol if the following is met.

1. Vendors of alcohol must obtain the proper permits and insurance to sell alcohol at ABATE events.
2. Vendors of alcohol should submit a certificate of insurance to ABATE demonstrating that they have at least a \$1,000,000 Liquor Liability policy.
3. NO alcohol can be sold by ABATE of Georgia or one of its members at any ABATE event.

## **District and/or Chapter Officers Job Descriptions and Guidelines**

District and/or Chapter Officers will take office on the first meeting in October following their election.

### **District Coordinator**

#### **Job Descriptions**

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 Director, and other State Officers.
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 new officers read the State Constitution and By-Laws of ABATE of Georgia, Inc, AND have such officers sign the District and/or Chapter Officers Status Form (pg 24) stating that they have read and understand their duties and agree to abide by the Constitution and By-Laws. The District or Chapter Coordinator will request a copy of the District and/or Chapter Officers Status Form to be read and signed whenever there is a District and/or Chapter Officers change, and submit to the state within fourteen days of said change. Forms can be copied from pg 24.

## **Guidelines**

1. Know your job description.
2. Make sure all of your officers understand their job descriptions and know how to properly fill out required forms.
3. Make sure all officers fill out the District Officer Information Form (pg 23). Make sure any new officers fill these out within 14 days and send the form to the State Office. Extra copies of the form are available from the State Office.
4. When submitting expenses to be reimbursed, whether from the District Treasury or the State Treasury, be sure to fill out an Officers Expense Report (pg 37). These are also available from the State Office. These are self explanatory and if you do not know what category an expense goes into make an educated guess.
5. It is part of the DC's Job Description to send in District News, but this duty, as with all duties of the DC can be assigned. Just remember, it is the responsibility of the DC to make sure that all officers are carrying out their duties.
6. If someone wants to join ABATE of Georgia and give you the money to send in, fill out the Membership Application (pg 25) or a similar version and the temporary card. Give the temporary card, if available to the member and send the rest of the form with the money to the State Office as soon as possible. If people want to join at a later time or send it in themselves, give them the new application card. Additional cards are available from the State Membership Director or can be copied from this book.
7. Make application cards available at meetings and events and encourage members to take a few and give them to friends, etc. Application cards are also available from the State Office.
8. Always represent ABATE of Georgia, Inc. in a POSITIVE manner.

## **District Membership Director**

### **Job Description**

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.

### **Guidelines**

1. Know your job description.
2. Be sure to fill out the District Officer Information Form.
3. Always use the official Membership Application. Throw away any old applications that you may have to avoid confusion. The form itself is self explanatory. Do not write in the OFFICE USE space on the form. This is completed at the office when the membership is processed.
4. If you need more applications contact the State Office.
5. Always keep a record of any Membership Application sent to the State Office. It's best to make copies of the applications before you send them in just in case they get lost in the mail. Make sure you get the person's name, address, email and phone number before you send the application in. This will help us correct any problems should they arise.
6. Always send any memberships in promptly. Remember that the person who joined will be looking for their card, patch, etc. Do not hold memberships for any reason before you send them in.
7. Set up a membership booth at any/all District events and wherever else that you can, to promote ABATE of Georgia, Inc. memberships. If you need extra materials to set up a booth, contact the State Office. Notify the State Office in plenty of time to get the materials to you.

### **Membership Processing Guidelines**

1. Memberships should be forwarded to the State Office as soon as possible. If dues are collected as cash, please obtain a check from your District Treasurer and have the Treasurer deposit the cash in your District account. If your District does not have a checking account, then a check from one of the District Officers or a money order is acceptable. Please do not send cash through the mail. Also, if cash is received, please issue a signed receipt to the member. Any checks received should be sent in with the member's application.
2. Approved membership forms should always be used. Make copies of the applications before you send them in just in case they are lost or mangled in the mail before they reach the State Office.
3. Monthly, you will receive a current membership listing of your District. Any corrections, address changes, etc..., should be noted and the State Office should be notified. If the remark column contains "No Mail", this means that the member's mail has been returned because of a bad address. No further mail will be sent to this member until we receive an updated address.

4. If there is a problem with a membership have the member fill out the Membership Problem Resolution Form (pg 26). Please include the member's card number, whenever possible. This will help eliminate any confusion between members with the same name, or name change. Any information on means of payment, date, and who received payment would help us locate the problem when no membership number can be obtained. Be sure member includes a phone number so we can contact them in case we need additional information.
5. It is necessary for us to maintain confidentiality of our membership listings. Please destroy any old copies you may have. You may bring old listings to the Board of Directors meetings and request that they be shredded at the State Office. **FOR EVERYONE'S PROTECTION, ADDRESS INFORMATION WILL NOT BE INCLUDED ON THE MEMBERSHIP LISTS.**
6. Expiration notices are mailed monthly from the State Office. Each member should receive more than one notice if they haven't renewed. Please note: Members are not moved to the expired list until the month after they expire.
7. We offer businesses 2 options to be recognized either as a Supporter or a Sponsor. See pgs 44-45 for additional information and application

## **Junior Membership**

1. The cost for Junior Membership is \$10. The child must be under age 16.
2. **JUNIOR MEMBER YEARS DO NOT ACCUMULATE TOWARDS THE YEAR REQUIREMENT FOR LIFE MEMBERSHIP ELIGIBILITY!**
3. Junior Members will receive a special card and SPECIAL JUNIOR PATCH. Please DO NOT give them the regular ABATE patches!
4. Junior patches will only be sent from the State Office when processing the membership. The Districts will not be able to keep these in inventory. Receiving the Junior patch and card at the same time makes the Junior Member feel special!
5. Use the regular Membership Applications for Junior memberships; however, please write Junior Membership on the top of the Membership Application.
6. Utilize the Microsoft Excel spread sheet of the Membership Application whenever possible and email to the State Membership Director along with the Excel version of the Pin/Patch Replacement Form. Mail a copy of each form to the state along with a check for payment. If the Membership Director does not have access to Microsoft Excel, then a printed copy of these documents can be mailed to the State Office.
7. Junior Membership cards are similar to regular membership cards but have the letters JR after their Card#.

# District Activities Director

## Job Description

1. To schedule, organize, staff, direct and control 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 get approval of State Activities Director and fellow District and/or Chapter Officers before a commitment is made on an event.
5. To maintain contact with other District and/or Chapter Officers.

## Guidelines

1. Know your job description.
2. Be sure to fill out the District Officer Information Form.
3. Make sure a black and white copy of all flyers come to the State Office. If you want the flyer for your event in the newsletter, it is better if it runs for at least 2 months. Three months is even better.
4. Fill out a standard Event Budget Form (pg 28) for all events at least 60 days in advance of the event. These forms are easy to understand, if you just read it. This is not just more paperwork that we want you to fill out. These forms are to HELP you. They can help you plan for your event, by helping to remind you of the things you need and things you might have forgotten, or even things you might not realize that you need. It lists the expenses that you might anticipate for the event, and helps you plan on how much income you need to break even on the event. It has a place for estimated expenses and income (revenue), and a place for actual expenses and income. During the planning stages, you must fill out the form for any event, even if you will have no expenses, and send it to the State Office for approval. This must be done before any publication in the newsletter or distribution of flyers for the event. Then, when the event is all over, fill out the actual expenses and income, and send it in again. This is a profit and loss statement for our event, without having to fill out another form. IRS requires this information. This can help you in the future also. Keep copies, and when you decide to have the event again, you know how much you paid for various items the last time you had the event, and how profitable it was. You can also put on the form the supplier of various items, bands, printers, trophy places, etc., and then you will know at a glance what band you used for this event in the past, who made the trophies, etc. This is very useful to pass on to whoever follows you into this office. Wouldn't you like to have these kinds of records for all the past events before you took over this office?
5. Districts have the authority to remove persons from an event if they cannot abide by the rules. 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. This is necessary if law enforcement must be called to remove the person.

6. Lend a hand at State Events. This includes working any event that the State Activities Director asks you to work.
7. Always represent ABATE of Georgia, Inc in a POSITIVE manner.

## **District Secretary**

### **Job Description**

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.

### **Guidelines**

1. Know your job description.
2. Be sure to fill out the District Officer Information Form.
3. Be at all District Officer meetings and District meetings. Keep an agenda and take notes and minutes.
4. Lend a hand at State events.
5. Make sure that full minutes of meetings get to the State Office. Minutes need to be as accurate as possible.
6. Make sure District meetings in the newsletter are current and correct.
7. Try to get May proclaimed as Motorcycle Awareness Month in your local county; possible avenues are county commissions or Mayors offices. Try to get others in your District to do other counties as well.
8. Remind membership of on-going programs regularly.
9. Thank people in the newsletter and publicly mention your members.
10. Send letters to state and local politicians and area newspapers. Invite local politicians and press next time you do an event.
11. Keep a District calendar, keep it updated, and pass it on to your successor. This way good ideas don't get lost when the new guys come in.

12. **PASS ON INFO FROM THE STATE.** This means that you need to know what is happening at the State level and at the Board Meetings. Be sure all this info gets to the District meetings. If the DC remembers to mention everything, fine, but keep a list.
13. Keep records of how Districts vote on Board agenda.
14. Always represent ABATE of Georgia, Inc in a **POSITIVE** manner.
15. All forms in this book can be copied for your use.

## **District Treasurer**

### **Job Description**

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 active. All checking accounts **MUST** have the ABATE of Georgia Federal Tax ID number (58-2092382) on them and the signature of the State Director and the State Treasurer on the account's signature card when possible. 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 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. All checking accounts 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, turn checkbook over to the District Coordinator and assist in changing signature card at the bank.

### **Guidelines**

1. Know your job description.
2. Be sure to fill out the District Officer Information Form.

3. Make sure the State Director and/or State Treasurer are on the account signature card, when possible, and Bank resolution for the District checking account.
4. Any officer that is reimbursed from the District Treasury must fill out an Officers Expense Report and provide receipts. Officers Expense Report forms are available from the State Office and may be emailed to you upon request.
5. IRS requirements do not allow funds to be used to benefit any individual, member or officer in any way. (See letter from IRS on pg 35)
6. Contact the State Office before making any expenditure that may be in question. Just because the membership voted on it or the District Coordinator approved it does not mean that it is appropriate.
7. Always represent ABATE of Georgia in a POSITIVE manner.

### **Responsibilities**

Like any corporation, the assets of ABATE of Georgia, Inc belong to the stockholders. ABATE's stockholders are its members. All of the assets and treasuries belong to ABATE of Georgia, Inc. – not the District – not the State Office.

As officers of the corporation, we are responsible for making a complete and accurate accounting to the membership of all funds received and distributed throughout the year. Our reports are the basis of our financial statements and income tax reports. Failure to report accurately and in a timely fashion puts the ENTIRE organization at risk. We as officers are collectively and personally liable for fines and seizure.

1. Read your Constitution and By-Laws.
2. Maintain complete, accurate and orderly records.
3. Submit reports to the District Officers and State in a timely fashion
4. Work together with local and State Officers for the advancement of the organization.
5. Surrender all monies and records to the new Treasurer or District Coordinator at the end of your term.
6. Review records and financial position with the new Treasurer.
7. Participate in planning and budgeting of assets and expenses for the year.

Special Note: If a District should be suspended for any reason, ALL treasuries and financial documents should be forwarded to the State.

## **Non-Profit Organizations**

**ABATE of Georgia, Inc. is recognized as a non-profit corporation under IRS section 501c(4). This section classifies ABATE as a “Civil League”. We are NOT a charity. Donations of money or goods are NOT TAX DEDUCTIBLE by the donor. We are required to advise all donors of this.**

The tax regulations applicable to non-profit organizations are purposely vague. This gives the IRS the upper hand in non-compliance issues. ABATE simply cannot afford to do battle with the IRS. All Treasures should have some basic understanding of the tax regulations governing nonprofit organizations.

A non-profit organization must operate with its “Statement of Purpose”. The “Statement of Purpose” is the reason why the organization exists, and is defined by the IRS – not by the organization.

1. No benefits, direct or indirect, can go to any specific individual, member, director, or stockholder.
2. As a “Civic League”, activities are limited to civic, charitable, recreational, and educational. Political activities are allowed. Lobbying is permitted.
3. Uniformity is our best defense. All Treasures should do things the same way all the time.
4. Not sure? First, read the Purpose Statement in the Constitution and By-Laws and determine if it is in keeping with our mission. Still not sure? **ASK!!!**
5. Tax issues should be referred to the State Office.
6. We are **NOT** exempt from paying sales tax on purchases.
7. Failure to perform these duties could result in fines and seizure of property by the IRS.
8. All treasury responsibilities revert to the District Coordinator in the absence of the District Treasurer.

## **Charitable Contributions**

The IRS places certain limits and restrictions on charitable activities (See letter included). ABATE of Georgia is NOT a charity. It is a motorcyclists’ rights organization.

1. The organization can only make contributions to recognized charities with the approval of the State Director.
2. A receipt must be obtained for any contribution.
3. Political contributions by a district are expressly prohibited.

## Accounts

Any District that maintains a consistent balance in its treasury should have a bank account. The account should be opened in the name of:

“ABATE of Georgia, Inc. District #”.

1. Every account will use the State’s FEIN (58-2092382).
2. Corporate Resolutions should be forwarded to the State Office for execution and seal.
3. Authorized signatures should include the District Coordinator, District Treasurer, State Director and State Treasurer, when possible.
4. The original bank statement should be mailed to the State Office with the monthly Treasurer Report.
5. Districts are permitted to keep up to \$2,000 in their treasuries. Any amount in excess of this limit should be forwarded to the State Treasury.
6. Articles 15 ABATE of Georgia, Inc. By-Laws (amended 9-30-95) stipulates that Districts will pay 30% of net proceeds from all fundraising activities to the State General Fund.

## Records and Reporting

As a non-profit organization, our records must be available for inspection by the public at all times. All Treasurers should maintain complete and accurate records of all financial activities.

1. Records should be neat, legible and in order.
2. A Treasurer’s Report must be submitted to the State Office by the 15<sup>th</sup> of the month for previous month e.g., December report is due January 15.
3. **FAILURE TO SUBMIT REPORTS SUSPENDS VOTING RIGHTS AT THE BOARD OF DIRECTORS MEETING.** If reports are delinquent for more than 60 days, the State will take steps to close the District’s accounts and suspend the District’s right to hold a treasury (ABATE of Georgia, Inc. By-Laws; Rules of Suspension, Article 21).
4. **ORIGINAL RECEIPTS, INVOICES, EXPENSE FORMS AND BANK STATEMENTS SHOULD BE ATTACHED TO AND SUBMITTED WITH TREASURES REPORT.**
5. Completing the Treasurers’ Reports is a fairly simple task. (Refer to pg 36-37 for instructions and examples)
6. Each monthly report should be audited and signed by the District Coordinator.

Special Note: Membership dues and/or District Donations should be forwarded to the State Office in the same month that they were reported.

## **Planning Budgets and Events**

1. Every District should establish a plan for growth of the district and set schedules for its events. Treasurers should aid the District in setting budgets for the calendar year and for events.
2. Planning and budgets for events should be submitted on Event Budget Report (pg 28).
3. Event Budget Report should be submitted at least 60 days prior to the event.
4. Necessary permits and licenses should be obtained for the event at least 90 days prior to the event. All permits and licenses should be obtained in the name of:  
ABATE of Georgia, Inc.  
P.O. Box 116  
Austell, Georgia 30168
5. Necessary contracts and property use agreements should be submitted within 90 days of the scheduled event.
6. Final Event Budget Report should be submitted to the State within 30 days after the event.
7. The monthly treasurer's report is NOT the final budget form.
8. Article 15 of ABATE of Georgia, Inc Constitution and By-Laws requires the Districts to pay 30% of net proceeds from all fundraising activities to the State.

## **Expenses and Reimbursement**

Tax regulations applicable to expense reimbursement are numerous and complicated. Tax audits are often a result of inappropriate expense deductions. The following are some general guidelines:

1. Generally, any REASONABLE expense incurred directly on behalf of the organization can be reimbursed. Refer to ABATE of Georgia, Inc By-Laws (Article 11) for expense approvals.
2. Travel expenses to required functions (e.g. Board meeting) can be reimbursed. (\$.25 per mile, not gas receipts)
3. Expenses for meals and entertainment are not to be reimbursed.
4. Expenses must be authorized prior to being incurred.
5. The District should reimburse expenses incurred by District Officers from the District Funds.

Special Note: IRS does not consider cancelled checks as adequate proof of expense. Receipts should be submitted for all expenses whether paid by cash, check, or expense report reimbursement.

## **Accounts Payable and Losses**

1. Good credit is essential for the growth of ABATE. Bad debts not only impact credit, they also reflect on the reputation of the organization.
2. All debts outstanding should be settled in a timely manner.
3. The District must exhaust all of its payment options.
4. Event budget forms must be properly submitted.
5. The Board of Directors will review District accounts annually. The Board will specify an additional action.

Again, remember that ALL of the monies held by the State and the Districts belong to ABATE of Georgia as a whole.

## **Prizes and Payments - Taxes, Withholding and Reporting**

We are required to submit a form 1099 to the IRS on behalf of any person who obtains benefits or prizes valued at \$500 or more, as well as for individuals receiving payment for services of more than \$600 in any calendar year.

The District should obtain a completed signed W-9 form (pg 40) from the beneficiary and send it to the State as soon as practical.

**All forms and reporting to the IRS will be handled by the state.**

## **Instructions for District Treasurer's Report**

The District Treasury Activity Report (pg 36) and the Officers Expense Report (pg 38) for reporting District treasuries are to be completed monthly and mailed by the 15<sup>th</sup> of the next month to the State Office at:

ABATE of Georgia, Inc.,  
P.O. Box 116  
Austell, Georgia 30168

The Officers Expense Report should include original receipts, invoices, and any other financial documents. You should retain copies for your files.

If you have trouble completing the forms, you may:

1. Contact the State Office for assistance. We will be happy to help in any way we can!
2. You might want to fax us copies of what you have done so far and request that the State Office contact you for assistance. Include the telephone number and best time to reach you.

Failure to file reports when due may result in the following actions against your District

1. Forfeit of vote at the quarterly Board of Directors meetings until reports are current.
2. The District may be placed on suspension, which may include any or all of the following:
  - a. Seizure of all District funds

- b. Suspension of all state benefits such as:
  - i. District mailings; all printing and distribution of
  - ii. District flyers; all publications of District flyers
  - iii. District listings in the “What’s Happening calendar
  - iv. District news in the newsletter

Cancelled checks are not considered sufficient proof of an expense by **the** IRS. Invoices, printed receipts and handwritten receipts should be obtained whenever possible.

All expense reimbursements to District Officers should include a complete Officers Expense Report (pg 38) AND original receipts with items circled. Include all payment information where indicated on form.

At the end of the month, complete the District Treasury Activity Report (pg 36). This is not as complicated as it looks and is basically a running ledger of money into and out of the District. If you fill this out each time you have a transaction it will already be complete at the end of the month. Be sure to send in any amounts over the District fund limit and 30% of the profits from District events. If the District has reason to retain the overage for upcoming expenses, please include a request for state approval with full explanation.

Send all membership application forms with a separate payment by money order, personal check or District check and list on the District Treasury Activity Report. Send in as soon as possible to avoid any delay in processing. Check with your District Coordinator to see if he/she requires a copy and approval of reports before submitting to the State Office.

## **District Sgt. At Arms**

### **Job Description**

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 and oversee security at District and/or Chapter events.
3. To help the State Sgt. At Arms work staffing at any State event that they are asked to work at.
4. To maintain contact with fellow officers in their District and/or Chapter.

### **Guidelines**

1. Know your job description.
2. Be sure to fill out the District Officer Information Form.
3. Provide staffing teams at all District events. Always have a staff person at the gate at District events.

4. Protect any ABATE property, or anything rented or borrowed by ABATE. This includes the money, radios, tables, etc.
5. Districts have the authority to remove persons from an event if they cannot abide by the rules. 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. This is necessary if law enforcement must be called to remove the person.
6. Complete an incident report and submit to the State Office for any incidents that ABATE may be held liable for. If you are not sure, submit the report. Include any signed waivers for the event where the incident occurred. .
7. Always represent ABATE of Georgia in a POSITIVE manner.

## **District Legislative Director**

### **Job Description**

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 maintain contact with the State Legislative Director. When the Georgia General Assembly is in session (normally January through March), this contact must be at least weekly.
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.

### **Guidelines**

1. Know your job description.
2. Be sure to fill out the District Officer Information Form.
3. Stay in contact with the legislators in your District. This is necessary to maintain up to date information on our legislative contact list. This list should be distributed to our members.

4. Stay in contact with the State Legislative Director. Important information is passed along quickly this way and by networking we keep our information more accurate.
5. Teach members how to contact their legislators with letters and calls. Letter writing should be done at meetings and events. Calls should be made during business hours.
6. Lend a hand at State Events. Assist as needed in letter writing and providing Legislative information.
7. Always represent ABATE of Georgia in a POSITIVE manner.
8. Have voter registration forms available for all interested.
9. Encourage voter registration address changes prior to deadline to register for elections.

# Forms and Reports

# ABATE of Georgia, Inc.

## District Officer Information Form

District # \_\_\_\_\_ Chapter \_\_\_\_\_

Please print clearly and legibly

This information is required even if you don't need business cards.

<b>Full Name</b> (as listed on your membership card)	
<b>Name you normally go by</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Phone Numbers</b> (cell will be used in publication)	<b>Home #</b>
	<b>Cell #</b>
<b>Email Address</b>	
<b>District #</b>	
<b>Officer Title</b>	
<b>Calendar Year Term Elected</b>	
<b>Date this form submitted</b>	
Signature	I agree to support and uphold the Constitution and By-Laws of ABATE of Georgia Inc., as amended during my tenure. I have read them thoroughly and understand my duties and the purpose statement governing the actions and activities of the organization.

**If you would like a business card, please fill in the following information.** Do you want the State Office information on the back of the cards or do you want them blank?

NAME AS YOU WOULD HAVE IT APPEAR ON THE CARD.

EXAMPLE: John "Biker Joe" Johnson

Your Name: \_\_\_\_\_



Officer Title: \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Fax# \_\_\_\_\_ Email Address \_\_\_\_\_

Please include at least one contact telephone number. The rest is optional.

Which style Business Card would you like? Please circle choice or both. 50 cards will be printed unless otherwise indicated. Please enter the amount needed if different. \_\_\_\_\_

<p><b>ABATE OF GEORGIA, INC.</b> AMERICAN BIKERS ACTIVE TOWARD EDUCATION</p> <p>EDUCATION NOT LEGISLATION</p>  <p>DEDICATED TO FREEDOM OF THE ROAD</p> <p>Your Name _____ District _____ Officer Title _____</p> <p>(000) 000-0000      your@email.address</p>	<p><b>ABATE OF GEORGIA, INC.</b> AMERICAN BIKERS ACTIVE TOWARD EDUCATION</p> <p>EDUCATION NOT LEGISLATION</p>  <p>DEDICATED TO FREEDOM OF THE ROAD</p> <p>Your Name _____ District _____ Officer Title _____</p> <p>(000) 000-0000      your@email.address</p>
---	---

# ABATE of Georgia, Inc. District Officers Status Form

I have read and understand the ABATE of Georgia, Inc. Constitution and By-Laws and District Guidelines and agree to abide by the rules set forth in each.

1	_____	_____	_____
	Officer's Name	Position	Date
2	_____	_____	_____
	Officer's Name	Position	Date
3	_____	_____	_____
	Officer's Name	Position	Date
4	_____	_____	_____
	Officer's Name	Position	Date
5	_____	_____	_____
	Officer's Name	Position	Date
6	_____	_____	_____
	Officer's Name	Position	Date
7	_____	_____	_____
	Officer's Name	Position	Date
8	_____	_____	_____
	Officer's Name	Position	Date
9	_____	_____	_____
	Officer's Name	Position	Date
10	_____	_____	_____
	Officer's Name	Position	Date
11	_____	_____	_____
	Officer's Name	Position	Date
12	_____	_____	_____
	Officer's Name	Position	Date
13	_____	_____	_____
	Officer's Name	Position	Date
14	_____	_____	_____
	Officer's Name	Position	Date
15	_____	_____	_____
	Officer's Name	Position	Date

# ABATE of Georgia, Inc. Membership Application

<b>Recruiter Use</b>
How Paid _____ \$ _____ Amount _____
Date Received _____ <input type="checkbox"/> Pin <input type="checkbox"/> Patch
Registered Voter <input type="checkbox"/> Yes <input type="checkbox"/> No
Mail Newsletter <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>OFFICE USE</b>
New Card Number _____
New Card Number _____
Expiration Date _____
Date Processed _____

## ABATE of Georgia, Inc. Membership Application 0209

Membership Dues: Single \$30, Couple \$50, Junior \$10.  
Make check or money order payable to ABATE of Georgia, Inc.  
Send to ABATE of Georgia, Inc., P.O. Box 116, Austell, GA 30168

Name \_\_\_\_\_ DOB \_\_\_\_\_  New  Renew  
Name \_\_\_\_\_ DOB \_\_\_\_\_  New  Renew

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
County: \_\_\_\_\_ District: \_\_\_\_\_ Phone: \_\_\_\_\_  
Occupation: \_\_\_\_\_ **Referred By:** \_\_\_\_\_  
Email Address: \_\_\_\_\_

Legislative Donation (Optional):  
 \$10  Other \_\_\_\_\_  Mail Pins(\$3 for 2)

I agree to comply with ABATE rules for sanctioned motorcycle activities. I understand that all benefits become effective upon receipt of my membership card. I agree not to hold ABATE responsible for accidents that may occur at sanctioned events. Membership dues and donations are **NOT** tax deductible for federal income tax purposes.

Applicant's Signature: \_\_\_\_\_  
 Visa  MC Credit Card# \_\_\_\_\_  
Exp Date: \_\_\_\_\_ 3 Digit Pin: \_\_\_\_\_

<b>ABATE OF GEORGIA, INC. TEMPORARY CARD RECEIPT</b>
_____ Name _____
_____ Name _____
_____ Date _____
_____ \$ _____ How Paid Amount
_____ Location / Event _____
_____ Recruiters Name / Signature _____
GOOD FOR 45 DAYS (Valid only if signed and dated) Questions call State Office 770-881-7438 www.abatga.org

<b>Recruiter Use</b>
How Paid _____ \$ _____ Amount _____
Date Received _____ <input type="checkbox"/> Pin <input type="checkbox"/> Patch
Registered Voter <input type="checkbox"/> Yes <input type="checkbox"/> No
Mail Newsletter <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>OFFICE USE</b>
New Card Number _____
New Card Number _____
Expiration Date _____
Date Processed _____

## ABATE of Georgia, Inc. Membership Application 0209

Membership Dues: Single \$30, Couple \$50, Junior \$10.  
Make check or money order payable to ABATE of Georgia, Inc.  
Send to ABATE of Georgia, Inc., P.O. Box 116, Austell, GA 30168

Name \_\_\_\_\_ DOB \_\_\_\_\_  New  Renew  
Name \_\_\_\_\_ DOB \_\_\_\_\_  New  Renew

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
County: \_\_\_\_\_ District: \_\_\_\_\_ Phone: \_\_\_\_\_  
Occupation: \_\_\_\_\_ **Referred By:** \_\_\_\_\_  
Email Address: \_\_\_\_\_

Legislative Donation (Optional):  
 \$10  Other \_\_\_\_\_  Mail Pins(\$3 for 2)

I agree to comply with ABATE rules for sanctioned motorcycle activities. I understand that all benefits become effective upon receipt of my membership card. I agree not to hold ABATE responsible for accidents that may occur at sanctioned events. Membership dues and donations are **NOT** tax deductible for federal income tax purposes.

Applicant's Signature: \_\_\_\_\_  
 Visa  MC Credit Card# \_\_\_\_\_  
Exp Date: \_\_\_\_\_ 3 Digit Pin: \_\_\_\_\_

<b>ABATE OF GEORGIA, INC. TEMPORARY CARD RECEIPT</b>
_____ Name _____
_____ Name _____
_____ Date _____
_____ \$ _____ How Paid Amount
_____ Location / Event _____
_____ Recruiters Name / Signature _____
GOOD FOR 45 DAYS (Valid only if signed and dated) Questions call State Office 770-881-7438 www.abatga.org

# ABATE of Georgia, Inc. Membership Problem Resolution Form

## ABATE of Georgia, Inc. Membership Problem Resolution Form

Please circle one of the following

Change of address      Not receiving newsletter      Did not receive new card      Need replacement card

Misspelled Name      Name Change      Wrong # of years listed

Add to Vendor list      Add to Shop Pack list

For problem resolution you MUST fill out the following info:

CARD NUMBER (if known) \_\_\_\_\_ CORRECT RENEWAL YEAR (if known) \_\_\_\_\_

NAME \_\_\_\_\_

(For Misspelled Name - list incorrect and correct spelling. For Name Change - list old name and new name)

OLD ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

NEW ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

PHONE (including area code) \_\_\_\_\_ COUNTY \_\_\_\_\_ DISTRICT \_\_\_\_\_

Comments or any other info that would help us resolve your membership problem:

---



---



---



---

ACTION TAKEN \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_

### Instructions for Membership Resolution Form

This form is pretty self-explanatory.

First, have the member check off what needs to be corrected.

Next, have the member fill in his card number (if known) and correct renewal year, such as R2, R3, etc. (if known)

Next, have the member fill out the name (misspelling and correct spelling if for a misspelled name, old and new name if for a name change).

Next, fill out **both** Old and New addresses if it's for an address change. This will help us to eliminate confusion when we have 2 members with the same name. (Hey, what can we say, it's happened).

Then fill out the phone number - ALWAYS GET THE PHONE NUMBER. This is pretty important in case we need to speak with the member to get more information to resolve the problem.

Then fill out the County and District information and add any comments or info that will help us be able to resolve the problem.

**Finally, DO NOT fill in the ACTION TAKEN, BY and DATE info. This is for OFFICE USE when corrective action is taken to resolve whatever the membership problem is.**

## ABATE of Georgia, Inc. Pin/Patch Replacement Form

District: \_\_\_\_\_

	Name & Address	Date	Cash	Check	Check #	Donation	N	R	Patch	Pin	Yr pin
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
	<b>Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Grand Total</b>		<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

The purpose of the pin/patch replacement form is to replace supplies of inventory for each District at Board of Director Meetings. Each District is allowed an inventory of 10 patches, 10 of each pin for years 1-5, and 5 of each pin for years 5-9. Ten year and up pins can be picked up at a state event by the member or by Membership Director, or the member can have it mailed to them for \$3. Please bring the Pin Card with you to the state event to get the member pins.

Pins and patches can be sold to members only. Cost for pins is \$3 and patches are \$5. Sales from these items should be mailed to ABATE of Georgia, Inc., P.O. Box 116, Austell, GA 30168.

Special Events Request – If you are planning a big event in which you will need a larger supply of pins and patches available, please notify the State Office.

# ABATE of Georgia, Inc. Event Budget Report

District #	Event Name:	Original Event Estimates as of:	Revised Event Estimates as of:	Projected Event Income as of:	Actual Event Totals
Event Location:		Date	Date	Date	
Event Date:	Rain Date (if any):				
Description:					
Property/Location – rental, usage, clean-up fees					
Deposits – to be returned or applied to cost?					
Advertising Promotional costs					
Tickets, Wristbands, etc.					
Flyer – design & printing cost					
Entertainment – band, disc jockey, etc.					
Equipment rentals – portable toilets, sound equipment, etc					
Prizes, trophies, plaques, etc.					
Event Supplies					
Food & beverages – catering, guaranteed minimums, etc.					
Event merchandise purchases for sale					
Start-up cash for change					
Permits, licenses, fees, etc					
Other					
Other					
Other					
Other					
Other					
Other					
Other					
Other					
-----					
TOTAL EVENT COSTS					
Sponsorship Fees					
Field event and/or bike show fees					
Raffle & drawings income					
Vendor Fees					
Donations (sales – event / district items)					
Admissions # @ \$ each					
Admissions # @ \$ each					
Other:					
Other:					
Other:					
Other:					
-----					
TOTAL EVENT REVENUES					
TOTAL EVENT PROFIT or LOSS					
<b>Comments:</b>					
<b>THIS FORM MUST BE APPROVED BY THE STATE DIRECTOR 60 DAYS PRIOR TO THE EVENT. NO CONTRACTS CAN BE SIGNED BY ANYONE OTHER THAN THE STATE DIRECTOR. CAN YOU AFFORD A COMPLETE LOSS ON THIS EVENT???</b>		<b>STATE APPROVAL PROCESS NOTES:</b>			



## ABATE of Georgia, Inc. Release Waiver Form

**EVENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### **THIS IS A REALEASE – READ BEFORE SIGNING**

I AGREE THAT abate OF Georgia, Inc., its Districts and Chapters and their respective officers, directors, employees and agents (hereinafter, the **"RELEASED PARTIES"**) shall not be liable or responsible for injury to me (including paralysis or death) or damage to my property occurring during any State, District events and/or activities and resulting from acts or omissions occurring during the performance of the duties of the Released Parties, even where the damage or injury is caused by negligence (except willful neglect). I understand and agree that all ABATE members and their guests participate voluntarily and at their own risk in all ABATE activities and I assume all risk of injury and damage arising out of the conduct of such activities. I release and hold the **"RELEASED PARTIES"** harmless from any injury or loss to my person or property which may result from my participation in ABATE activities and event(s). I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE THE **"RELEASED PARTIES"** FOR INJURY OR RESULTING ANY DAMAGE TO MYSELF OR MY PROPERTY ARISING FROM OR IN CONNECTION WITH THE PERFORMANCE OF THEIR DUTIES IN SPONSORING, PLANNING OR CONDUCTING SAID EVENT(S).

### WAIVER OF RIGHTS UNDER STATE STATUTES

I further agree to waive all benefits flowing from any state statute which would negate or limit the scope of this Release and Indemnification.

By Signing this Release, I certify that I have read this Release and fully understand it and that I am not relying on any statements or representations made by the **"RELEASED PARTIES"**.

	PRINT NAME	SIGN NAME	DATE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			



## ABATE of Georgia, Inc. Bike Show Registration Form

Bike Number: \_\_\_\_\_ Date: \_\_\_\_\_  
Bike Make: \_\_\_\_\_ Event: \_\_\_\_\_  
Bike Model: \_\_\_\_\_  
Bike Year: \_\_\_\_\_  
Bike Class: \_\_\_\_\_  
Rider Name: \_\_\_\_\_

(Optional Information)

Rider Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rider Phone: \_\_\_\_\_

(To be filled in by judges)



## ABATE of Georgia, Inc. Bike Show Judging Form

Bike Number: \_\_\_\_\_

_____	Frame:	0-10 Points
_____	Paint:	0-10 Points
_____	Handmade Parts:	0-10 Points
_____	Originality:	0-10 Points
_____	Motor Modifications:	0-10 Points
_____	Overall Appearance:	0-10 Points
_____	Construction Techniques:	0-10 Points

\_\_\_\_\_ Total (80 Points Possible)

This Bikes Score: \_\_\_\_\_

Best in Class Score: \_\_\_\_\_

Trophy Awarded: \_\_\_\_\_ (Trophy, Plaque or None)

# Meeting Attendance Sheet

Abate of Georgia, Inc.

Attendance Totals

District \_\_\_\_\_

Members \_\_\_\_\_  
Guests \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

**District Officers**

Dist	27	
Coordinator	28	
Treasurer	29	
Activities Dir	30	
Asst Act Dir	31	
Memb Dir	32	
Asst Memb Dir	33	
Secretary	34	
Sgt At Arms	35	
Asst Sgt Arms	36	
Legislative Dir	37	
Asst Legis Dir	38	

**District Members**

1	39	
2	40	
3	41	
4	42	
5	43	
6	44	
7	45	
8	46	
9	47	
10	48	
11	49	
12	50	

**Guests - Welcome!!**

14	1	
15	2	
16	3	
17	4	
18	5	
19	6	
20	7	
21	8	
22	9	
23	10	
24	11	
25	12	

# Officers Meeting Attendance Sheet

Abate of Georgia, Inc.

Attendance Totals

Date: \_\_\_\_\_

District \_\_\_\_\_

Officers \_\_\_\_\_  
Guests \_\_\_\_\_

Location: \_\_\_\_\_

## District Officers

- 1 \_\_\_\_\_ District Coordinator
- 2 \_\_\_\_\_ Activities Director
- 3 \_\_\_\_\_ Asst. Activities Director
- 4 \_\_\_\_\_ Legislative Director
- 5 \_\_\_\_\_ Asst. Legislative Director
- 6 \_\_\_\_\_ Secretary
- 7 \_\_\_\_\_ Treasurer
- 8 \_\_\_\_\_ Membership Director
- 9 \_\_\_\_\_ Asst. Membership Director
- 10 \_\_\_\_\_ Sgt. At Arms
- 11 \_\_\_\_\_ Asst. Sgt At Arms
- 12 \_\_\_\_\_
- 13 \_\_\_\_\_
- 14 \_\_\_\_\_
- 15 \_\_\_\_\_
- 16 \_\_\_\_\_
- 17 \_\_\_\_\_
- 18 \_\_\_\_\_
- 19 \_\_\_\_\_
- 20 \_\_\_\_\_

## Guests

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_

# District Meeting Agenda

Abate of Georgia, Inc.

District \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

- 1) Call to Order
- 2) The Pledge and Prayer
- 3) Reading of Minutes from last meeting followed by vote of acceptance
- 4) Treasurer's Report followed by vote of acceptance
- 5) District Officers Reports
  - a. District Coordinator
  - b. Activities Director
  - c. Legislative Director
  - d. Membership director
  - e. Sgt. At Arms
  - f. Secretary
  - g. Assistant Officers
- 6) Old Business
  - a.
  - b.
  - c.
  - d.
  - e.
  - f.
  - g.
  - h.
  - i.
  - j.
- 7) New Business
  - a.
  - b.
  - c.
  - d.
  - e.
  - f.
  - g.
  - h.
  - i.
  - j. Supporter of the Month
- 8) Open Forum, Moans & Groans, Announcements, Comments
- 9) Closing Comments
- 10) Motion to Adjourn, followed by vote of acceptance

Letter from the Internal Revenue Service  
(IRS)

Internal Revenue Service

Department of the Treasury

P. O. Box 2508

Cincinnati, OH 45201

Date: **JAN 05 2000**

Person to Contact:

Jennifer Jett ID#: 31-03093

Exempt Organizations Specialist

Bob Lukas

C/O Abate of GA, Inc.

PO Box 689

Pine Lake, GA 30072

Telephone Number:

877-829-5500

Fax Number:

513-263-3756

Dear Mr. Lukas:

This letter is in response to your inquiry of October 27, 1999. Your questions were whether an organization exempt under section 501(c)(4) of the Internal Revenue Code can hold a fund raising event to benefit a member and would this be a conflict of the exempt status.

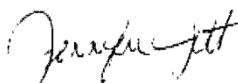
Section 1.501(c)(4)-1(a)(1) of the Income Tax Regulations states "A civic league or organization may be exempt as an organization described in section 501(c)(4) if: (i) It is not organized or operated for profit; and (ii) It is operated *exclusively* for the promotion of social welfare."

Therefore, an organization that promotes social welfare should promote the common good and general welfare of the people of the community as a whole. An organization that primarily benefits a private group of citizens cannot qualify for exemption.

Revenue Ruling 75-199, 1975-1 CB 160 (enclosed) further provides that organizations that provide life, sickness, and accident benefits for their members do not qualify under section 501(c)(4) of the Code because their activities primarily benefit their members.

Since holding a fund raising event to benefit a member or members would not be promoting social welfare, this activity would be in conflict of the exempt status.

Sincerely yours,



Jennifer Jett

Exempt Organizations Specialist



# ABATE of Georgia, Inc. District Treasurers Activity Report Example

District # 00

Treasurer Name: Biker Joe

Period – Start: Nov 1, 2011 End: Nov 30, 2011

Date Report Submitted: Dec 1, 2011

(Must be submitted by the 15<sup>th</sup> of the following month)

		Checking		Petty Cash	
<b>Beginning Balance</b> (from prior report ending balance)		\$1,000.00		\$200.00	
<b>Transaction</b> (Show paid to, ck #, rec'd from, etc. Attach receipts for each expense)	<b>Date</b>	<b>Income</b>	<b>Expense</b>	<b>Income</b>	<b>Expense</b>
Membership dues rec'd at meeting	11/07	90.00			
ABATE of Georgia (Ck#0000) Membership dues	11/07		90.00		
50/50 drawing	11/07			70.00	
50/50 paid out	11/07				35.00
Shoney's Restaurant CK #0001) Rent for meeting location	11/07		25.00		
ABATE of Georgia (CK#0002) Nov District Insurance	11/07		50.00		
Transfer to Petty Cash	11/14		100.00	100.00	
Poker Run Income	11/14			460.00	
Poker Run Expense (See attached Expense Report)	11/14				400.00
Poker Run 30% to State	11/14		18.00		
Transfer to Checking	11/21	100.00			100.00
<b>Total for the Period:</b>		\$190.00	\$283.00	\$630.00	\$535.00
<b>Ending Balance:</b>		\$907.00		\$295.00	





Form

**W-9**

(Rev. December 2011)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-partnership) ▶ _____ <input type="checkbox"/> Exempt payee  <input type="checkbox"/> Other (see instructions) ▶ _____	
	Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-			-		
			-			-		
Employer identification number								
			-			-		
			-			-		

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Cat. No. 10231X

Form **W-9** (Rev. 12-2011)





**ABATE of Georgia, Inc.**  
**Vendor Application and Release**

Event Name \_\_\_\_\_ Dist \_\_\_\_\_  
Vendor Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Contact Name \_\_\_\_\_  
Products offered \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Space desired: 10x10  10x20  20x20  Other

Price is based on event. Price for this event based on space requested is \_\_\_\_\_.

Vending cost includes 2 admissions. Additional will be at gate prices.

I have business liability Insurance. Yes or No \_\_\_\_\_

The undersigned agrees in consideration to provide goods or services at the ABATE of Georgia event noted above to release ABATE of Georgia, it's members, officers and all other parties from any claim that may arise from participation in this event.

This release extends to any and all claims that I may have against the released parties due to negligence on the part of any or all attendees or sponsors. I fully understand the risks and dangers associated with this opportunity.

I am participating in this event voluntarily and I expressly agree to assume all liability for accidents, personal injury or death that may result by my participation.

By signing below I certify that I have read this Application and release and fully understand it's content and that no verbal agreement exists with any Sponsors, members or officers.

**PLEASE READ BEFORE SIGNING!**

Signature \_\_\_\_\_  
Print Name \_\_\_\_\_  
Representing \_\_\_\_\_  
Date \_\_\_\_\_

## ABATE of Georgia, Inc. Business *Support* Member Program

Any business that wishes to offer a discount on goods or services to an ABATE of Georgia member may have a listing in the monthly newsletter in the Supporter section. The listing will show business name, address, phone number, web site, district number and discount amount offered. No Logos or other info.

The cost to be listed is \$25.00 per year. The Business Support member will receive an ABATE membership easel for displaying applications and 2 decals showing they offer a discount along with one full year of being listed.

Any Business that is owned by an ABATE of Georgia member will receive this for \$15.00.

## Business *Sponsor* Member Program

Any Business that wishes to be a Sponsor and offer a discount on goods or services to ABATE of Georgia members may have a listing in the monthly newsletter in the Sponsor section. This listing will show the business name, address, phone number, web site, district number and discount amount offered in large bold type. No Logos or other info.

The cost for this is \$100.00 per year. The Sponsor will receive an ABATE membership easel for displaying applications, 2 decals showing membership, a discount of 5% on any additional advertising in the newsletter. Any business owned by an ABATE of Georgia member will receive this for \$75.00.

As a Thank You to those business's that allow us to meet there we will run their info in the Sponsor section FREE for as long as a district meets there.

An individual or Business that provides more than \$100.00 in goods or services to ABATE of Georgia will be listed in the Honor Roll section.

# ABATE of Georgia



**American Bikers Active Toward Education**

Post Office Box 116 Austell GA, 30168 Tel 770-884-7138 Fax 770-234-4177

*www.abatega.org*

## Business Program for Supporters or Sponsors

Supporter \_\_\_\_\_ Sponsor \_\_\_\_\_

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business Phone \_\_\_\_\_

Business web site \_\_\_\_\_

Discount Percent offered \_\_\_\_\_

District located in \_\_\_\_\_ Info taken by \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please turn in to your DC with Check to ABATE of Georgia.

## Survival Tips on *Robert's Rules of Order*


### **The Agenda - Choreography of Rights and Abuses**

**The more serious an issue is, the more the reason to insist that the issue be included on the agenda, and that the agenda includes explicit starting time for each major section.**

The easiest way to defeat an issue is to take so much meeting time so that the issue never comes up. If the agenda specifies times for the major sections, you can always assure that your issue will be addressed before the meeting is adjourned.



**An agenda according to Robert's (RONR(10th ed.),p.342-351), with a few comments.**

- I. **Reading and approval of the minutes.**  
Motion to approve is not necessary. The minutes are either approved as read or as corrected, but without a vote.
- II. **Reports of Officers, Boards, Standing Committees.**  
This includes correspondence, treasurer's report, etc. Treasurer's report is never adopted or voted upon unless it has been audited.
- III. **Reports of Special Committees.**  
Each report could conclude with a motion which the assembly must address.
- IV. **Special Orders.**  
Any motion which was adopted as a Special Order which guarantees that the motion will be dealt with before the meeting is adjourned.
- V. **Unfinished Business and General Orders.**  
Any issue which was not concluded, was postponed, or was tabled during the prior meeting. The secretary's minutes should inform the chair which items to add to this section. Only a clueless chair would ask the assembly, 'Is there any unfinished business?'
- VI. **New Business.**  
This is when the chair and the parliamentarian can be surprised by the sequence of events. It is best to always anticipate issues the membership may present, or else be embarrassed by the complications.  
It is at this time that announcements, educational programs, and speakers are introduced.
- VII. **Adjournment.**  
A motion to adjourn may be made at any time of the meeting. The assembly should never be forced to meet longer than it is willing to meet. 

## Survival Tips on Robert's Rules of Order



### Six Steps to Every Motion!

Every motion requires 6 steps (with [some exceptions](#)). The shoulds and shouldn'ts are as follows: (RONR(10th ed.),p.31-54)

**STEP 1. A member stands up, is recognized, and makes a motion;**

*Common Mistake:* Members do not stand up, do not wait to be recognized, and typically start to discuss their motion before completing STEP 2, STEP 3, and STEP 4 below!

**STEP 2. Another member seconds the motion;**

*Common Mistake:* The person seconding the motion dives into the merits of the motion.

**STEP 3. The presiding officer restates the motion to the assembly;**

*Common Mistake:* Motion is restated differently from the wording of the maker! Beware because the motion that is adopted is the one stated by the presiding officer, not the one stated by the maker of the original motion.

**STEP 4. The members debate the motion;**

*Common Mistake:* Debate gets out of control in temper, in duration, in relevance! Members talk at each other across the room rather than through the presiding officer.

**STEP 5. Presiding officer asks for the affirmative votes & then the negative votes;**

*Common Mistake:* The presiding officer states 'All in favor' and fails to tell the members what to do as a matter of voting (for example, 'say aye', 'stand up', 'raise your hand', etc.); or the negative vote is never requested or counted!

**STEP 6. The presiding officer announces the result of the voting; instructs the corresponding officer to take action; and introduces the next item of business.**

*Common Mistake:* Presiding officer fails to pronounce the result of the voting! No one is instructed to take action. Commonly, dead silence follows because the presiding officer is lost and stares at the assembly



## Survival Tips on *Robert's Rules of Order*

### Unanimous Consent

**“If there is no objection ...”.** These are the 5 most helpful words a chairperson will ever find.

In cases where there seems to be no opposition in routine business; or on questions of little importance; and in the presences of a quorum; you can save time by obtaining Unanimous Consent (General Consent) from the assembly. And then in one meeting, you as a chair can accomplish ten times the amount of work.

After all, parliamentary procedure is designed to protect the minority, and generally need not be strictly enforced when there is no minority (opposition) to protect. In these cases, a motion can be adopted without the [Six Steps](#) or even the formality of making a motion.

Any meeting can be ten times more productive if the chair will merely state, “If there is no objection, (we will adopt a motion to do such and such).” When no objection is heard, the chair states, “Since there is no objection, ... (such and such a motion is adopted).” If someone objects, the chair cheerfully proceeds with the traditional [Six Steps](#).

Examples of situations which clearly beg for the Unanimous Consent approach are:

1. To correct or approve the minutes. You do not need a time wasteful motion for this.
2. To withdraw an own motion before the vote is taken. The maker may wish to withdraw his own motion; but the motion belongs to the assembly. Only the assembly may allow the withdrawal of a motion.
3. To suspend a rule on a matter clearly not controversial (and as long as no ByLaw is violated).
4. To allow a speaker a few more minutes than the prescribed time.
5. To allow a guest speaker to speak in an order contrary to the approved agenda (or Rules of Order).
6. To divide a complex motion into logical parts for discussion, amendments, and voting purposes.
7. To close polls on a voting process after inquiring if there are any more votes. No motion to close the polls is necessary.
8. To elect a lone nominee by acclamation.

In reality, as long as you have a quorum and do not violate a ByLaw, these 5 powerful words can allow a chair to quickly accomplish just about anything. These 5 words can shorten any meeting which is typically run by an egocentric, self-indulging, power meister.



## Poems by Plumber

District 11

*ABATE if for all people,  
And for all types of bikes,  
Foreign, sports and cruisers,  
Yes we need you trikes.*

*Everyone is welcome,  
With their likes and dislikes,  
All pulling together,  
Fighting for our rights.*

*ABATE is a brotherhood,  
Let's not forget,  
Standing up together,  
Is our best bet.*

*Looking out for each other,  
We are the last of a breed,  
Bikers or not,  
We help those in need.*

*We have to stand together,  
Show a united front,  
We are in the fourth quarter,  
We are NOT going to punt!*

*Red, white and blue is the color  
Of my ABATE patch on my back  
No where do I see  
Harley orange and black.*

*Remember Norton, BSA and  
Triumph  
Just as popular in their time  
Before Honda, Kawasaki and Harley  
Were in their prime.*

*Two wheels sometimes three  
Still catching the same wind  
We've been thru this already  
Over and over, again and again*

*Have pictures from my father  
Honda choppers on Dayton Beach  
That was in the early seventies  
How far back do we need to reach?*

*Next decade it may be Victory  
Or maybe the new Spyder  
Don't you see it doesn't matter  
Because we are all riders!*