

ABATE of GEORGIA



ABATE OF GEORGIA, INC.

Constitution And By-Laws

DEDICATED
TO
FREEDOM OF THE ROAD

The following are the current
State Constitution
and
By-laws

of ABATE of Georgia, Inc.
as of October 2008.

This printing of the
Constitution and By-laws

supersedes any other previous versions and are to be
registered with the Secretary of State.

Constitution for ABATE of Georgia, Inc.

Article 1 This organization shall be known as ABATE of Georgia, Incorporated. It's purpose is to work towards sensible safety legislation, and to fight anti-motorcycle legislation at the State Capitol.

Article 2 Active members of this organization shall be those individuals in possession of a current membership card for ABATE of Georgia, Inc.

Article 3 The officers of this organization shall be divided into two levels of authority - State and * District and/or Chapter, with the highest level of authority being the State. There shall be 15 Districts.

**The Districts may form Chapters subject to the following guidelines:

Chapters will be formed on an as needed basis.

District at large will approve Chapter, then the District will bring this to the Board for approval.

The District will be responsible for the Chapter.

Chapter will have a 6 month probationary period before being allowed a Treasury.

The \$2000 limit on Treasuries applies to the District as a whole.

A Chapter must have at least 3 officers, 2 of which must be a Chapter Coordinator and a Treasurer.

If a Chapter folds, 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 can have an independent bank account and the Coordinator shall have a vote on the Board of Directors. The Chapter will remain a Chapter of the District.

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

If the State Director 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 officers position and the Executive Board will be responsible for assigning the job responsibilities of the new position. The State Board of Directors will be responsible for approving the new position and will help in the selection process of the person to fill the new position.

* *Amended April 01, 2007 for Independent Chapters*

**=*Chapter guidelines added 10/18/97*

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 ABATE of Georgia members. All State Officers will have a phone and have the number published in the newsletter.

**The election of State Officers will take place in September, and voting will begin at 9:00 am on the Sunday of said 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 disinterested 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 candidates that have submitted material for the Candidates Mailing, although write-in candidates will be allowed except for the position of State Director. All Candidates for 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 or organization, so as to insure there is no conflict of interest as it pertains to the purpose of ABATE.

Candidates for other State Officer positions must have been a member of a rights group for at least one year within the previous five years.

* *Amended April 01, 2007 for Independent Chapters*

**=*Election procedures amended 4/1/95*

Article 6

STATE OFFICER JOB DESCRIPTIONS:

State Director Qualifications:

**The position begins on October 1st. The member must be a member in good standing of at least two years.

State Director

1. To preside at all State meetings of the organization or appoint 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 at ABATE & other motorcycling functions.
6. To represent ABATE of Georgia at other State & 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 & proofread the newsletter after the Newsletter Editor has completed the monthly issue. Editing is subject to the approval of the State Officers.
11. To get approval from State Officers before a commitment is made on policies.

Legislative Director

1. To work in the Legislative/Government relations affairs.
2. To work in motorcycle safety/awareness programs.
3. To work in liaison with other organizations, clubs, and groups, on State and National levels.
4. To get approval from State Officers before a commitment is made on policies.
5. To encourage grass roots participation in the organization and to encourage members to vote and participate politically.
6. To randomly attend monthly * District and/or Chapter meetings.
7. To work legislative bills as decided by State Officers.

**Amended April 01, 2007 for Independent Chapters*

***=Begin date for State Director position amended 7/13/02*

Activities Director

1. To organize, staff, direct, and control all activities and events on the State level.
2. To aid & 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 & maintain records of all activities and events coordinated by this office.
7. To aid & assist other officers and workers at ABATE and other motorcycle events.
8. To maintain constant contact with State & *District and/or Chapter Officers.
9. To get the approval of all State Officers before a commitment is made on an event or policies.
10. To coordinate all dates given to *District and/or Chapters for events.
11. To handle advertising for State Events.
12. To randomly attend monthly *District and/or Chapter meetings.

Membership Director

1. To maintain membership files, arranged in alphabetical order, and membership applications in numerical order.
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 set up a membership booth at all ABATE of Georgia State Events and other motorcycling functions and to promote ABATE of Georgia membership, sell products, and distribute other information.
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 to authorized officers and appointed workers.
10. Maintain updated complementary mailing list on organizations, clubs, businesses, individuals, etc.
11. To handle, process, and mail monthly notice of membership expirations.
12. To get approval of State Officers before making a commitment on policies.
13. To randomly attend ****District and/or Chapter meetings.

**Amended April 01, 2007 for Independent Chapters*

State Secretary

1. To take minutes (or tape) of all Officers meetings, and furnish copies of minutes to all State Officers.
2. To furnish minutes to current members upon request with name, complete address, and current membership card number.
3. To get approval of State Officers before making a commitment on policies.
4. To handle, process, and mail any special notices to members.
5. Provide advance schedule for all motorcycle related events of interest to the organization, State & National.
6. 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.
7. Aid and assist other State Officers and workers at ABATE of Georgia and other motorcycle functions.
8. Maintain constant contact with other State Officers.
9. To randomly attend *District and/or Chapter meetings.

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 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 constant contact with other State Officers.
8. To keep a record of membership fees deposited by numerical membership card number.
9. To monitor *District and/or Chapter Treasuries.
10. To randomly attend *District and/or Chapter Meetings.
11. To get approval of State Officers before making a commitment on policies.
12. The State Treasurer may delegate any of these duties to an assistant.

State Sgt. at Arms

1. To keep order at all State meetings. This includes asking those to leave who will not follow the rules of order.
2. To staff and oversee security at State Events.
3. To gather *District and/or Chapter Sgt. at Arms to work security at any State Event that they are asked to work at.
4. To get the approval of State Officers before making a commitment on policies.

****Newsletter Editor**

**Amended April 01, 2007 for Independent Chapters*

****Newsletter Editor Officer Position Eliminated per board April 9, 2005**

DISTRICT AND/OR CHAPTER OFFICERS JOB DESCRIPTIONS:

District and/or Chapter Officers will take office in **October following their election.

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 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/or new officers read the State Constitution and by-laws of ABATE of Georgia, Inc and to have such officers sign the District and/or Chapter Officers Status Form, stating that they have read and understand their duties, and agree to abide by the Constitution and by-laws. The District and/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 within fourteen days of said change. The form may be obtained from the State Secretary.

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, 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.

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.

**Amended April 01, 2007 for Independent Chapters*

*** Amended October, 2007*

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 and oversee security at District and/or Chapter events.
3. To help the State Sgt. At Arms work security 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 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.

**=amended 1/21/96*

***Amended April 01, 2007 for Independent Chapters*

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 security 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 can not 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.
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. This is not to say that a District and/or Chapter cannot have an event costing over that amount, but must get State approval before proceeding with plans to do so. A Standard Event Budget Form must be filled out for any event.

Article 8 REMOVAL OF OFFICERS

1. District Officers
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
Any person who fails to execute the function of their office or is guilty of conduct unbecoming an officer as defined by the Board which reflects unfavorably upon this organization will be subject to impeachment. This will be presented to the Board and will be passed by a motion, a second and a vote by secret ballot. Anyone so impeached will be banned from Office for one year and to seek Office again must declare the reason for the impeachment and prove to the Board that these problems have been corrected. The Board will decide if they can run again.
3. Any person who breaks the law in regards to ABATE may be prosecuted to the fullest.

**Amended April 01, 2007 for Independent Chapters*

Article 9

1. ABATE of Georgia letterheads will not be used without filing a copy at the State Office for review in advance. All ABATE of Georgia stationery will have the State Office return address on it and will not be personalized. In addition we will establish a communication file at the State Office and letters from Districts must also have a copy on file.
2. No one, including State or District and/or Chapter Officers may use the membership list of ABATE of Georgia to mail ANYTHING without the prior approval of the State Officers.

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. All reasonable expenses, phone, travel, office, should be reimbursed by ABATE if money is available, receipts are turned and approval is obtained in advance. State Officers will be reimbursed from the State Treasury and District and/or Chapter Officers should be reimbursed from the District and/or Chapter Treasury.
Any expense to be reimbursed must be submitted within sixty days after the expense is incurred to the State Treasurer or District and/or Chapter Treasurer.
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.

**Amended April 01, 2007 for Independent Chapters*

By-Laws for ABATE of Georgia, Inc.

1. That a Board of Directors is formed consisting of an Executive Board and an Advisory Board. The Executive Board shall be made up of the State Officers and the Advisory Board shall be made up of the District Coordinators and *Self-Sustaining Chapter Coordinators or their duly appointed representatives.
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.
4. If a Board member can not 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:
 - A. The agenda will be presented at the beginning of the meeting, and a timetable will be set per issue.
 - B. Laid over business will be presented first. Votes will be cast if required.
 - C. Each Board member will have equal time (3 minutes) to discuss the issue before a motion is made and votes are cast. D.C.'s are the spokesperson for their District.
 - D. New Business may be introduced after old business, and the Board will decide whether to hold it over or vote at this meeting.
7. The Board may authorize the Treasurer to audit the books periodically, and to make a written report to the Board therein.
8. The Board may require reports of any State Officers at any Board meeting and a reading of the minutes of the previous meeting.
9. A parliamentarian may preside over the meeting. Executive Board members should be recognized first and then Board Members in order of request. A separate person may be appointed to keep track of the order. Members should voice their opinions through their District Coordinator or Self Sustaining Chapter Coordinator when possible.
10. Members may request time on the agenda in advance.
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 one month before their membership expires.

**Amended April 01, 2007 for Independent Chapters*

***=amended 1/21/96*

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:
 - A. Any member with a current membership card is entitled to receive the monthly newsletter.
 - B. Any first year member will receive an ABATE of Georgia patch, and 1 year pin upon initial joining.
 - C. Any second or later year member will receive the appropriate year pin upon renewal.
 - D. Any member with a current membership card is eligible for a discount at the admission gate at most ABATE of Georgia events.
 - E. Any member with a current membership card is eligible to vote on matters brought up before the membership.
 - F. Any member with a current membership card 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.
 - G. Couples memberships carry all membership benefits for both members, but only one newsletter will be mailed to that household.
 - H. 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.
 - I. Any qualified current member is eligible to run for a State or District office at the appropriate elections.
 - J. Any current member may participate at District meetings or the appropriate elections.
 - K. **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 net profits to the State General Fund.
16. All AMA sanctioned events must have two (2) AMA members present to fulfill sanction and insurance requirements. All Board members must be AMA members in order to fulfill insurance requirements.
17. 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.

*=*amended 11/01/2006*

**=*amended 10/26/02*

***=*amended 9/30/95*

****=*Amended April 01, 2007 for Independent Chapters*

18. 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.
19. The “Campaign Mailing” will be the ONLY mail out or written mailed commentary for ANY candidate running for State Office in September of each year. Candidates may not solicit votes of the entire membership in any other manner.
20. All State and District and *Self-Sustaining Chapter Officers will read the by-laws and Constitution of ABATE of Georgia, Inc and sign a statement to that effect.
21. Districts and Chapters will be responsible for submitting all required reports to ABATE of Georgia, Inc. by the 15th of each month. If a District or Self-Sustaining Chapter is delinquent in submitting the required reports:
 - A. At the first Board Meeting where a District or Self-Sustaining Chapter is determined to be delinquent, the District or Self-Sustaining Chapter shall lose its vote.
 - B. If the same District or Self-Sustaining Chapter is determined to be delinquent at the following Board Meeting, at that time the District or Self-Sustaining Chapter shall also lose its privilege of hosting ABATE events, buying ABATE products, and fall under the rules of suspension, subject to a Board vote.
 - C. 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.
22. 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:
 - A. Their treasury holdings, books, records, receipts, and material goods will be surrendered to the State.
 - B. 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.
23. **Reactivating an Inactive District
District may be reactivated providing:
 - A. They are approved by the Board of Directors
 - B. They must have at least 3 officers, 2 of which must be District Coordinator and Treasurer.
 - C. They must conduct themselves according to the Constitution and By-Laws for a 6 month “conditional” period.
 - D. At the completion of the conditional period they will hold an election for official District Officers.

**Amended April 01, 2007 for Independent Chapters*

*** added 07/01/2007*

DISTRICT GUIDELINES

T-SHIRTS AND FLYERS

1. Flyers should always be **POSITIVE**. This means leaving off things like “leave attitudes at home” and “leave weapons at home”. We’d like families and regular riders to attend our events, don’t look like you expect trouble.
2. Try to schedule adult events for late in the evening.
3. **DO NOT** use the AMA sanctioned logo on events that are not AMA sanctioned.
4. **DO NOT** use any motorcycle trademarks on flyers or T-shirts. This is illegal and opens us up to legal action.
5. **DO NOT** indicate any intent to distribute alcohol. This includes BYOB. Do not ever use any District and/or Chapter funds to purchase alcohol. Above all, don’t put “booze, spirits, or beer” on your flyers.
6. A copy of all flyers need to come to the State Office to be maintained on file.

NEWSLETTER

1. *GET IT IN ON TIME*. There will be no exceptions. If it’s not at the ABATE office by the 10th of the month, it will not get published. Send newsletter information to the State Office by mail to ABATE of Georgia, Inc., P.O. Box 769, Jackson, GA 30233-0016 or by fax 770-881-7465 or E-mail to abatega@bellsouth.net or stateoffice@abatega.org. (E-mail method is preferred if possible).
2. Remember, your District and/or Chapter News should be positive and upbeat. This means that instead of fussing at your members for not showing up, you need to show that the meetings are fun and productive. Just encourage people to attend. Please type your District and/or Chapter News if possible. If your District and/or Chapter News is handwritten, please make sure it is clearly printed, large enough to read clearly, and legible.
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 like to be stroked. Thank folks in the newsletter and remember your members, for example: winners of events, people who have worked events, etc.
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 send enough copies of the ad, possibly one for each issue. This way clarity is not lost in making a copy of a copy.
8. Send interesting articles and tidbits such as articles related towards better motorcycling, photos or other items of interest to the readership. Just remember to keep all articles and photographs clean.

LIABILITIES

ABATE of Georgia is represented solely by the State Officers in legal matters, and are responsible for all debts incurred by the organization. This would include lawsuits whether frivolous or not. All activities and actions taken by the District and/or Chapters should always bear this in mind.

Insurance is available to protect us, however, insurance companies usually limit their coverage wherever alcohol is involved.

Waivers should be signed by all persons entering at events. Parents must sign for minors. Copies of waiver forms are available through the State Office. There are forms for AMA sanctioned events and different forms for non-sanctioned events.

Most importantly, *never* let yourselves be put in the position to be accused of the dreaded crime of ...ENCOURAGING THE CONSUMPTION OF ALCOHOL. Always discourage participation in events by persons who are obviously intoxicated. Announcing that “anyone drinking may not compete” could be the deciding factor in a lawsuit or insurance claim.

TREASURIES

All Districts and/or Chapters which have at least an appointed District Coordinator are allowed to raise money in the name of ABATE of Georgia, Inc. The District or Self-Sustaining Chapter may retain up to \$2000 to cover District and/or Chapter expenses and any balance should be turned over to the State on a monthly basis. Any District and/or Chapter which consistently has funds should contact the State Treasurer for details to open a checking account.

Treasurer’s reports must be submitted monthly by the District and/or Chapter Treasurer, but is the ultimate responsibility of the District and/or Chapter Coordinator. Treasurer’s report forms and an explanation are available from the State Treasurer. IRS requires us to report two basic accounting items. These are expenses (by category) and income. Income must include ALL money collected for charities, even when going to an outside source. Expense categories include “Contributions”. This is where all donations to outside sources are recorded. Do not record donations or payment to the General Fund or Lobby Fund as “Contributions”. These funds already belong to ABATE of Georgia and are not actually donations.

Any District or Self-Sustaining Chapter who is not current with their Treasurer’s Report will lose their vote at the Board of Director’s Meetings. The District or Self-Sustaining Chapter will not be allowed to vote until such time as the District or Self-Sustaining Chapter is in good standing. The District or Self-Sustaining Chapter must be in good standing with the State Treasurer no later than 30 days prior to the next scheduled Board of Director’s Meeting to regain its vote.

Since ABATE of Georgia, Inc. is responsible for ALL expenses and income, and each District or Self-Sustaining Chapter is only allowed use of partial funds, the State must have some guidelines as to the use of this money.

**These guidelines are not intended to limit the Districts,
but to protect the organization.**

1. No alcoholic beverages may be purchased or sold by the Districts and/or Chapter. Outside sources must be obtained for this purpose.
2. Any District and/or Chapter expenses paid by the State should be reimbursed out of District and/or Chapter funds whenever possible.
3. Receipts must be retained for each expense. These need to be sent with each Treasurer's report.
4. Expenses which may be claimed by District Officers and/or Chapter Officers include telephone calls, gas for necessary travel, and accommodations for meetings.
5. Purchases from outside sources for resale items should be limited. They should never use copyrighted or trade marked material.

SECRETARY

1. Be at all District and/or Chapter Officer meetings, and District and/or Chapter meetings. Keep an agenda and take notes and minutes.
2. Lend a hand at State events.
3. Make sure that full minutes of meetings get to the State Office.
4. Make sure District and/or Chapter meetings in the newsletter are current and correct.
5. Take proclamation of May as Motorcycle Awareness Month to your local county. Try to get others to do other counties.
6. Remind membership of on-going programs regularly.
7. Thank people in the newsletter and publicly mention your members.
8. Send letters to state and local politicians and area newspapers. Politicians love to look good, ask them to be there when the check is presented. Invite them and the local press next time you do an event.
9. Sponsor letter writing to your Local, State, and Federal politicians at your District meetings a couple of times a year. Put this on your District and/or Chapter calendar.
10. Keep a District and/or Chapter calendar and keep it updated and pass it on to your successor. This way good ideas don't get lost when the new guys come in.
11. 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 and/or Chapter meetings. If the D.C. remembers to mention everything, fine, but keep a list.
12. Keep records of how Districts or Self-Sustaining Chapters vote on Board agenda.

MEMBERSHIPS

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 and/or Chapter Treasurer and have the Treasurer deposit the cash in your District and/or Chapter account. If your District and/or Chapter does not have a checking account, then a check from one of the District and/or Chapter 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.

Approved membership forms should always be used.

Monthly, you will receive a current membership listing of your District and/or Chapter. Any corrections, address changes, etc. should be noted and the State Office should be notified. If the remarks 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.

If there is a problem with a membership, please include the member's card number whenever possible. This helps 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.

It is necessary for us to maintain confidentiality of our membership listings. Please destroy any old copies you may have. Expiration notices are mailed monthly from the State Office.

Shops or dealers in your District who wish to be supporters should notify the State Office. The requirement for being included on the Supporter List in the newsletter is to receive a monthly shop package of newsletters and flyers, and make these and any other ABATE literature available to their customers.

ABATE OF GEORGIA, INC

DISTRICT AND/OR CHAPTER OFFICERS STATUS FORM

I agree to support and uphold the Constitution and By-Laws of ABATE of Georgia, Inc as amended during my tenure.

Officer's Signature

Position

Date

1.) _____

2.) _____

3.) _____

4.) _____

5.) _____

6.) _____

7.) _____

8.) _____

9.) _____

10.) _____

11.) _____

12.) _____

13.) _____

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13.) _____

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