



Dedicated to Freedom of the Road.

A.B.A.T.E. of Oregon, Inc.
P.O. Box 4504 Portland, OR 97208

OPERATIONS

MANUAL

Contents

STATE OFFICER GUIDELINES	1
I. Coordinator.....	1
II. Vice-Coordinator	1
III. State Secretary (Recording Secretary).....	1
IV. Membership Secretary	2
V. Treasurer.....	2
VI. State Auditor	3
VII. Newsletter Editor (Media Officer).....	3
VIII. Web Page Editor (Media Officer)	4
IX. Public Relations Director (Media Officer).....	4
X. Legislative Director/BikePAC Representative	5
XI. Education Director.....	5
XII. Run Coordinator/Swap Meet Coordinator	6
XIII. Sergeant At Arms.....	6
XIV. Products Director	6
XV. Historian.....	7
XVI. Sanctioning Officer	7
XVII. Quartermaster.....	7
XVIII. ABATE Confederation of Clubs Representative.....	7
CHAPTER GUIDELINES	8
I. To receive a Charter as a Chapter	8
II. To remain as a Chapter	8
III. Any Chapter in noncompliance:	8
IV. The Charter of any Chapter may be terminated.....	8
V. The structure of the Chapter shall consist of the following:.....	9
VI. Delegation of Authority	9
VII. The Executive Board.....	9
VIII. One person may not hold more than one office.	9
IX. A Quorum.....	9
X. The Chapter Executive Board shall supervise the administrative affairs.....	10

XI.	The Call of Membership Meetings	10
XII.	Conduct of Membership Meetings:.....	10
XIII.	The order of business at membership meetings should include:.....	10
XIV.	CHAPTER OFFICER DESCRIPTIONS	11
FINANCIAL POLICIES AND PROCEDURES		14
I.	INTRODUCTION.....	14
II.	POLICY:.....	14
III.	PROCEDURE:	14
IV.	POLICY #1-CHAPTER FUNDS	14
V.	POLICY #1 – PROCEDURES	15
VI.	POLICY #2 - INCOME DEPOSITING AND RECORDING.....	16
VII.	POLICY #2 – PROCEDURES	17
VIII.	POLICY #3 - CHECKS – WRITING AND RECORDING	17
IX.	POLICY #3 - PROCEDURES	18
X.	POLICY AND PROCEDURES #4 - TRAVEL EXPENSES.....	18
XI.	POLICY AND PROCEDURE #5 - EXPENSE REIMBURSEMENTS	20
XII.	POLICY AND PROCEDURES #6 - EXPENSE ADVANCES	21
SANCTIONING POLICY		23
I.	Purpose:.....	23
II.	Duties of the Sanctioning Officer.....	23
III.	Completion of the Sanctioning Form	23
IV.	Conflicts in Event Scheduling	24
V.	Appeal Process	24
VI.	Additional Liability Insurance.....	25
VII.	Permissible Activities	25
VIII.	Violation of Sanctioning Guidelines.....	25
IX.	Policy on Alcohol	26
X.	Vendors.....	26
XI.	Mass Gathering Permits	27
XII.	Sanitation	27
XIII.	Amendment to the Sanctioning Guidelines	27

Media Guidelines..... 28

I. The following Media Guidelines are applicable 28

STATE OFFICER GUIDELINES

ALL OFFICERS ARE TO PERFORM SUCH DUTIES AS ASSIGNED BY THE BOARD OF DIRECTORS OR EXECUTIVE BOARD AND TO RECEIVE COOPERATION FROM INDIVIDUALS AND MEMBERS. HAVE THE AUTHORITY TO ESTABLISH A COMMITTEE WITH THE PURPOSE OF GETTING ASSISTANCE WITH ESTABLISHING PRIORITIES, PROJECTS AND OTHER WORK TASKS.

I. Coordinator

- A. Preside at Board of Director and Executive Board meetings. Oversee all State level committees and all Chapter operations.
- B. Exercise the general supervision and administration of ABATE organizational affairs.
- C. Follow and comply with the directives of the Board of Directors and Executive Board.
- D. See that the ABATE Bylaws and all other ABATE documents that are relevant to ABATE's operations are maintained and followed.
- E. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE's operations.
- F. Be the official spokesperson for ABATE.
- G. Be one of the 3 (three) authorized signers for State funds.

II. Vice-Coordinator (3 people - North, South, East)

- A. In the absence of the Coordinator exercise the duties of the Coordinator.
- B. Assist the Run Coordinator in the operation and planning of State fund raisers, with the assistance of the State Sergeant at Arms.
- C. Attend as many Regional Chapter Meetings as possible.

III. State Secretary (Recording Secretary)

- A. Take and distribute minutes of all Board of Directors meetings and Executive Board Meetings.
- B. Make all minutes available for use at State Board or Executive Board meetings’
- C. Present minutes from prior State Board meetings.
- D. Verify the proper writing of motions and keep a running record of all motions made in a motion logbook.
- E. Keep a record of all correspondence received by ABATE.
- F. Write all correspondence – letters, notes, cards and etc.

IV. Membership Secretary

- A. Maintain and keep an accurate list of names and addresses of all members. Send an updated monthly membership list to all Chapter Membership Secretaries and provide membership forms and packets to the Chapter Membership Secretaries.
- B. Process all new/renewal memberships and changes weekly.
- C. Assist the Chapter Membership Secretaries in recruitment of new/renewal members.
- D. On a monthly basis, send renewal notices to members whose membership is due for renewal.
- E. Provide updated mailing lists and labels, as required, for monthly Newsletter mailings or other ABATE business.

V. Treasurer

- A. Be responsible for all ABATE financial transactions and keeping accurate records of all ABATE financial transactions and all accounting and record keeping at State fund raising events.
- B. Oversee all Chapter Treasurers and Chapter bank accounts in accordance with the ABATE Financial Policies and Procedures.
- C. Cause to happen: all tax filings, records, etc. and any tax payments required by law.
- D. Be one of the three (3) authorized signers for State funds but no two signers may reside in the same household.

VI. State Auditor

- A. Receive all Chapter bank and financial statements on a monthly basis. This will be in the form of Quicken. Refer to the current Financial Policies and Procedures.
- B. If a Chapter does not submit their monthly financial report on time, the State Auditor must make contact with the Chapter Treasurer in a timely manner. If the Chapter Treasurer is unresponsive, the State Auditor must then make contact with the Chapter Coordinator. If neither the Chapter Treasurer, nor the Chapter Coordinator are responsive, then the State Auditor will report non-compliance to the State Treasurer and/or the State Board of Directors.
- C. Print and review all Chapter reports and compare bank statements. The State Auditor is responsible for filing and maintaining a copy of all transactions. Create a Reconciliation Summary.
- D. Generate a Status of Chapter Financial Reports statement for the monthly State Board meeting and send to the State Treasurer.
- E. The statement must be received by the State Treasurer at least one full week prior to the State Board meeting.
- F. At the end of the calendar year, all information acquired should be transmitted to the person responsible for doing the State Tax Report.
- G. Shall have both fax and full time online (computer) services to receive and deliver reports.

VII. Newsletter Editor (Media Officer)

- A. Produce a monthly newsletter which shall include at a minimum:
 - 1. Minutes from the State Board meeting and Chapter reports, as submitted.
 - 2. A list of the State Officers which shows their phone numbers, fax numbers and email addresses, as applicable.
 - 3. A list of Chapter contacts, Chapter meeting place address and meeting time/s.
 - 4. Appropriate correspondence or information of interest to the membership.
- B. Report all advertising income to the Treasurer for the records with a list of advertisers.
- C. Be available to Chapter Newsletter Editor for advice on appropriate content.
- D. Have the authority to edit, approve or reject material submitted for publication.

- E. Have the authority to “speak” publicly on behalf of the organization, for the good of the organization.
- F. Encouraged to cooperate with other officers, as needed, to resolve conflicts in media presentations.

VIII. Web Page Editor (Media Officer)

- A. Have overall responsibility and authority for construction and maintenance of <http://www.abateoforegon.net>, which shall include at a minimum:
 - 1. A list of Chapter contacts, Chapter meeting place address and meeting time/s.
 - 2. Appropriate “hot links” for State Officers and Chapter Web Sites.
 - 3. Distinctive “Recommended motorcycle links” and individual member “links”.
 - 4. A list of State and Chapter runs, events, fund raisers and etc.
 - 5. Be responsible for editorial content of the Web Site.
- B. Establish general guidelines for material to be published, subject to approval by the State Board of Directors.
- C. Have the authority to edit, approve or reject material submitted for publication.
- D. Have the authority to “speak” publicly on behalf of the organization, for the good of the organization.
- E. Involve other Media Officers when making a potentially controversial decision. An opinion must be sought from at least one other Media Officer or the Coordinator when making these decisions. In accordance with the Media Guidelines, these decisions should be brought to the attention of the State Board, through the Coordinator, if there are liability concerns.
- F. Recommend Organizational Media Priorities.
- G. Assist other Media Officers in their efforts to acquire materials for publication.
- H. With assistance from the Newsletter Editor, shall acquire materials for publication.

IX. Public Relations Director (Media Officer)

- A. Provide and coordinate public relations on behalf of ABATE. This includes, but is not limited to, public speaking, multi-media productions, press releases and other means of communications.

- B. Coordinate the education of non-members and the general public about the existence of, policies of and objectives of ABATE, with the assistance of the Chapter Public Relations Officers.
- C. Responsible for actively promoting ABATE and individual contributions made by ABATE members, as well as to the general public, media sources and other Motorcycle Organizations.
- D. Maintain and provide advertising for ABATE with multi-media, tri-folds, press releases and other means of communication and be responsible for the tracking, handling, distribution and return of Public Relations materials, such as tri-folds, flyers, PSA (Public Service Announcement) tapes and etc.
- E. Clear any advanced promotion materials with the Coordinator, or if unavailable, a Vice-Coordinator or another Media Officer. All official press releases for Chapters must be cleared through the Public Relations Director or Coordinator before release.
- F. Have the authority to “speak” publicly on behalf of the organization.
- G. Involve other Media Officers when making a potentially controversial decision. An opinion must be sought from at least one other Media Officer or the Coordinator when making these decisions. In accordance with the Media Guidelines, these decisions should be brought to the attention of the State Board, through the Coordinator.
- H. Assist other Media Officers in their efforts to acquire materials for publication.

X. Legislative Director/BikePAC Representative

- A. Keep the Executive Board and Board of Directors informed about legislative developments which could or will affect A.B.A.T.E. of Oregon, Inc.
Make recommendations regarding ABATE legislative activities to the Executive Board and Board of Directors.
- B. Be responsible for disseminating legislative information to the membership by any means available. Submit legislative information monthly to all Media Officers for publication.
- C. Promote member involvement in legislative activities through education, training and assistance.

XI. Education Director

- A. Coordinate and administer the efforts to educate the motorcycling public and public road users at large, on the positive aspects of motorcycles as transportation.
- B. Be responsible for the continuance of the Motorcycle Awareness Program (MAP):
 - 1. Responsible for the training of MAP instructors.
 - 2. Keep records of classes given.
- C. Monitor teaching techniques, program content and outreach efforts.
- D. Update the program materials and information as required/available.
- D. Be responsible for the logistics, organization, scheduling and presentation of the Seminar To Educate And Motivate (STEAM).

XII. Run Coordinator/Swap Meet Coordinator (1 person)

- A. To make all arrangements and procure contracts to provide any properties or permits required to have an ABATE Run, event, fund raiser or etc.
- B. Coordinate all functions related to staging a State Run, event, fund raiser or etc.
- C. Sergeant-At-Arms to provide gate and security functions at events, fund raisers, etc.
- D. Assist all Chapters in their efforts to have Chapter Runs, events, fund raisers, etc.

XIII. Sergeant At Arms (3 People – North, South, East)

- A. Be responsible for security at all State events.
- B. Be responsible for the proper handling of the ABATE banner and the U.S. Flag.

XIV. Products Director

- A. Be responsible for the purchase, storage, distribution, display, selling and promoting of ABATE products at State Runs, events, fund raisers, etc.
- B. Be responsible for the ordering and distribution of ABATE products to the Chapter Products Directors and keep records of the transactions.
- C. Keep accurate records of orders, purchases and funds received and report these transactions to the State Treasurer.

XV. Historian

- A. Have the responsibility of maintaining a perpetual record of the ABATE activities that occur throughout the year.
- B. Keep an album(s) of appropriate photos, articles, flyers, newspaper clippings and other items of interest or general information about State Runs, events, fund raisers and activities.
- C. Insure that all albums or records are preserved as well as possible and that they are made accessible for events or fund raisers, upon request.
- D. Be responsible for the recording of events by means of a camera, video equipment or sound equipment as applicable.

XVI. Sanctioning Officer

- A. Be responsible for the proper sanctioning of all ABATE events that require sanctioning and have an exact understanding of, and act in accordance with, ABATE of Oregon Sanctioning Guidelines.
 - 1. Be responsible for maintaining records of the sanctioned ABATE events.
- B. Transmit/deliver the flyers of sanctioned events to the Newsletter Editor and the Web Page Editor prior to the 10th of the month.

XVII. Quartermaster

- A. Be responsible for the procurement, purchase, maintenance, storage, inventory, distribution, disposition and record keeping of the entirety of ABATE's properties.

XVIII. ABATE Confederation of Clubs Representative (2 people – North, South)

- A. Be responsible for attending regional Confederation of Clubs meetings and make a report of the meeting events to the ABATE State Board of Directors at the next regularly scheduled State Board meeting.

CHAPTER GUIDELINES

I. To receive a Charter as a Chapter in A.B.A.T.E. of Oregon, Inc. a group must:

- A. Have ten (10) paid-up members.
- B. Elect from those paid-up members a Coordinator, Secretary, Treasurer, Membership Secretary and one (1) State Representative.
- C. Make application to the State Board of Directors for a Charter.

II. To remain as a Chapter in A.B.A.T.E. of Oregon, Inc. the Chapter must:

- A. Abide by the ByLaws and the Operations Manual
- B. Abide by the decisions rendered by the State Board of Directors.
- C. Send copies of Chapter minutes to the State Coordinator within seven (7) days of the Chapter meeting.
- D. Insure the participation of Chapter State Representatives at State Board of Directors' meetings, unless excused by the State Coordinator.
- E. Submit a monthly Chapter report to the State Newsmagazine by the 10th of each month.

III. Any Chapter in noncompliance with any of the aforementioned items for over:

- A. Thirty (30) days, will be put on probationary status.
- B. Sixty (60) days, will not be allowed to vote at the State Board meeting.
- C. Ninety (90) days, action could be taken to revoke the Chapter's Charter.

IV. The Charter of any Chapter may be terminated upon receipt of a written request by the Chapter's Coordinator,

delivered by a Chapter Representative to the State Board of Directors. The State Board of Directors has the final authority in this matter.

V. The structure of the Chapter shall consist of the following:

- A. The General Membership
- B. Committees
- C. The Executive Board

VI. Delegation of Authority

- A. The affairs of the Chapter shall be governed by its members in accordance with the A.B.A.T.E. of Oregon, Inc. ByLaws in the following manner:
 - 1. Through action taken at membership meetings.
 - 2. By actions and decisions of the Executive Board between membership meetings.
- B. The actions and decisions of the Executive Board between membership meetings may be over-ruled by the membership at a regular scheduled meeting.

VII. The Executive Board shall consist of the Coordinator, Vice Coordinator, Treasurer, Secretary, Membership Secretary, one (1) State Representative and one (1) Sergeant at Arms.

VIII. One person may not hold more than one office on Chapter Executive Board.

IX. A majority of the members of the Chapter Executive Board shall constitute a quorum at any scheduled meeting.

X. The Chapter Executive Board shall, subject to the authority of the membership, supervise the administrative affairs of the Chapter.

XI. The Call of Membership Meetings:

- A. Regular membership meetings shall be once monthly or as often as required.
- B. Special meetings may be called by the Executive Board.
- C. Chapter meeting places should be at establishments that are open to the general public, including children (i.e. pizza parlors, restaurants, etc.)

XII. Conduct of Membership Meetings:

- A. Membership meetings shall be conducted in conformance with the A.B.A.T.E. of Oregon, Inc. ByLaws.

XIII. The order of business at membership meetings should include:

- A. Call the meeting to order.
- B. Reading of the minutes from the previous meeting.
- C. Reports from Officers.
- D. Reports from committees.
- E. Unfinished Business.
- F. New Business.
- G. For the Good and Welfare of the organization.
- H. The order of business may be changed/suspended by a majority vote of the members present.

XIV. CHAPTER OFFICER DESCRIPTIONS

A. Coordinator:

1. Preside at Membership and Executive Board Meetings.
2. Exercise general supervision over the affairs of the Chapter.
3. Enforce observance of the A.B.A.T.E. of Oregon, Inc. ByLaws.
4. Assume responsibility for the furtherance of the purposes of the Chapter and State organizations.
5. Act as official spokesman of the Chapter.
6. Follow instructions from the State Board and comply with the instructions of the Chapter Executive Board and Membership when not in conflict with the provisions of the A.B.A.T.E. of Oregon, Inc. ByLaws.
7. Authorize and approve all expenditures.
8. Supervise all committees of the Chapter and be an ex-officio member of all committees.
9. Be one of the minimum two (2) signatories for the Chapter bank account.
10. Be bonded in accordance with any State or Federal law.

B. Vice-Coordinator:

1. Perform such duties as assigned by the Coordinator or Executive Board and, in the absence of the Coordinator, exercise the duties of the Coordinator.
2. Be the Parliamentarian.
3. Be one of the minimum two (2) signatories for the Chapter bank account, unless living in the same household as one of the other signatories.
4. Be bonded in accordance with any State or Federal law.

C. Treasurer:

1. Be custodian of all assets of the Chapter and make available an up-to-date Financial Report at all Executive Board and scheduled Chapter meetings.
2. Cause the payment of all bills properly approved.
3. Immediately collect all Chapter monies and deposit them in the name of the Chapter, into the bank designated for such.
4. With the Coordinator, or the Vice-Coordinator, who are not living in the same household, sign all checks drawn on Chapter funds.
5. Forward all funds to the State Board as required.
6. Be custodian of all financial records of the Chapter.
7. File monthly reports to the State Board as required by the Financial Policies, as established by the State Board of Directors.
8. Make Financial Reports available to the State treasurer immediately upon request.
9. Record all accounts held by the Chapter.
10. Work in accordance with Financial Policies as established by the State Board.

D. Secretary:

1. Have the responsibility of maintaining and keeping a record of all Membership meetings, Committee meetings and Executive Board meetings.
2. Send a copy of the Meeting minutes to the State Coordinator within one week of the meeting.
3. Furnish the State Board with two (2) copies of any changes in the Chapter ByLaws within ten (10) days after such changes have been made.
4. Be responsible for furnishing the State Board with all proper forms signed by the Chapter Members which are required by the State Board, State and Federal laws immediately upon their execution.
5. Have the responsibility of maintaining and keeping all correspondence of the Chapter.
6. Perform such other duties as assigned by the Coordinator and Executive Board:
7. Submit a monthly Chapter Report to the Newsmagazine Editor by the 10th of the month. (Make sure said report for the November Newsmagazine is in by the 10th of October so that it will make the November issue and so on.)

E. Membership Secretary:

1. Maintain and keep an accurate list of the names and addresses of all Chapter Members and transmit these to the State Membership Secretary as necessary.
2. Provide to and process membership applications forms for new members, collect initiation fees and transmit these to the State Board.
3. Assist the Treasurer in maintaining an accurate account of all dues and initiation fees collected.

F. Sergeant At Arms:

1. Be responsible for the orderly operation of the Membership and the Executive Board meetings and shall carry out his/her duties, with the aid of the Vice-Coordinator, for proper parliamentary procedure.
2. Make sure that the American flag and the Chapter colors (if any) are present at Chapter meetings and events.

G. State Representative (1):

1. Attend all scheduled State Board Meetings wherein the Chapter Representatives are required to participate.
2. Arrange to have the position filled by an alternate if unable to attend the State Board Meeting.
3. Give a report of the State Board Meeting to the Chapter Membership at the earliest Chapter Meeting following the State Board Meeting.
4. Report all issues that require attention, opinion or vote by the Chapter.

H. Public Relations Director:

1. Educate non-members about the existence, policies and objectives of the Chapter and A.B.A.T.E. of Oregon, Inc.

2. Arrange to communicate information (approved by the Membership, Coordinator or Executive Board) to non-A.B.A.T.E. organizations or individuals that will assist in achieving certain goals, consistent with the policies of A.B.A.T.E. of Oregon, Inc.
3. Utilize the Media Guidelines as established by the State Board of Directors.

I. Ways and Means/Products Director:

1. Arrange for the purchase of Chapter related items necessary to conduct Chapter functions as requested by the Coordinator, the Executive Board or the Membership.
2. Keep accurate records of orders, purchases and monies that are received.
3. Report all monetary transactions with/to the Chapter Treasurer.
4. In cooperation with the Chapter Treasurer, maintain a working capital account for the purchase of Drawing prizes.
5. Utilize the Financial Policies as established by the State Board of Directors.

J. Legislative Director:

1. Report all actions and plans taken by local, state or national governments, other organizations and individuals that could, or will, affect the aims of the Chapter and/or A.B.A.T.E. of Oregon, Inc.
2. Encourage voter registration of the Chapter Members.

K. Education Director:

1. Coordinate and administer the efforts to educate the motorcycling public and public road users at large, on the positive aspects of motorcycling.
2. Administer any education programs established and/or operated by A.B.A.T.E..

L. Historian

1. Keep an album of appropriate photos, articles, fliers and other information that is submitted about Chapter events, fundraisers and items of interest.
2. Insure that all albums or other historical items are accessible at events or fund raisers, upon request.

FINANCIAL POLICIES AND PROCEDURES

I. INTRODUCTION

- A. The A.B.A.T.E. of Oregon, Inc. Financial Policies and Procedures are written to provide information to State and Chapter Officers on the proper way to handle financial matter and transactions.
- B. This document contains both Policies and Procedures as defined below. All Policies are written to ensure that financial transactions are keeping with ABATE of Oregon, Inc.'s ByLaws and Purpose.
- C. This manual will first state a definition of a policy and immediately be followed by a definition of a procedure.

II. POLICY:

- A. A governing principle or course of action that must be followed in order to assure all financial transactions are handled in a business-like manner.

III. PROCEDURE:

- A. An established method or way of conducting business that will make the handling of financial transactions more efficient.

IV. POLICY #1-CHAPTER FUNDS

A. CHAPTER FUNDS

- 1. Chapter Treasurers are responsible for maintaining the integrity of all Chapter funds and following the Financial Policies and Procedures of ABATE of Oregon, Inc.
- 2. All Chapter funds will be maintained through bank accounts and under no circumstances will any chapter funds be withheld from deposit or held as cash by any Chapter member.
- 3. All Chapter bank accounts opened must be set up and maintained with the following:
 - a. Chapter name
 - b. Chapter mailing address
 - c. ABATE of Oregon, Inc. IRS identification number
- 4. Two (2) authorized signatures are required on all Chapter checks and/or withdrawals

5. Authorized signers will be determined by each Chapter but must not include person related to each other or who reside in the same household.
6. The ABATE of Oregon, Inc. State Treasurer must be included as an authorized signer on all Chapter accounts.
7. All Chapter transactions are to be recorded in an electronic financial software program. The program to be used will be determined by the State Board of Directors.
8. All financial transactions must be recorded in the Chapter financial records by the transaction date.
9. Bank statements for all Chapter funds must be reconciled to the Chapter's records each month.
10. The Chapter Treasurer must submit a monthly financial report to the State Auditor and at Monthly Chapter Meetings.
11. Non-Compliance: Failure of the Chapter Treasurer to submit the required financial information to the State Auditor on time will result in the following consequences:
12. At the first monthly State Board Meeting following the Chapter's established reporting due date, any Chapter not in compliance will be put on probationary status by the State Board of Directors.
13. At the second monthly State Board Meeting following the Chapter's established reporting due date, any Chapter still not in compliance will not be allowed to vote at the State Board Meeting.
14. At the third monthly State Board Meeting following the Chapter's initial non-compliance, action could be taken to revoke the Chapter's Charter.

V. POLICY #1 – PROCEDURES

- A. Number of Check Signers: A minimum of three (3) authorized signers is recommended. This will enable the Chapter to continue to take care of financial matter even if an authorized signer is not available.
- B. Computer Software:
 1. Use only the version of the financial software being required by the State.
- C. The State Treasurer will instruct and train Chapter Treasurers annually at STEAM.
- D. State Report:
 1. It is essential that the State Auditor be able to verify each check payee and amount for the month, for every Chapter.
 2. Transactions need to be categorized using the list of accounts determined by the State Treasurer.
 3. Report due date is to be established with the State Auditor by each Chapter Treasurer and should be within 10 days of the bank statement cut-off date.
- E. Monthly reports include the following:

1. An electronic backup from the current financial software program.
 2. A copy of the computer Reconciliation Report from each bank account.
 3. A copy of the Bank Statement from each bank account.
- F. Submission of the Monthly Report can be done in one of the following ways:
1. E-mail is the preferred method. Reconciliation Reports and Bank Statements can be scanned and e-mailed along with the electronic backup.
 2. The electronic backup can be put on a disk and mailed with the Reconciliation Report and bank statement copies to the State Auditor.
 3. The Reconciliation Report and bank statement copies can be faxed to the State Auditor.
 4. Do not mail or deliver the reports to State meeting or the State PO Box or to the State Treasurer. They need to come to the State Auditor.
- G. Coordinator Report:
1. A copy of the State Report should be sent to the Chapter Coordinator at the same time it is submitted to the State Auditor. In lieu of an electronic backup, the report should include the following:
 - a. An Income and Expense statement, created from the electronic software.
 - b. A Balance Sheet, created from the electronic software.
- H. Chapter Report:
1. The Report to the Chapter is to be presented at the Monthly Chapter Meeting and includes the following documents:
 - a. An Income and Expense statement, created from the electronic software.
 - b. A Balance Sheet, created from the electronic software.
 - c. Event or fund raising reports.
 - d. Other requested reports; such as budgets, accounts payable, etc.

VI. POLICY #2 - INCOME DEPOSITING AND RECORDING

- A. Cash receipt items include all income (whether by cash or check) received by the
1. Organization (State and Chapters).
- B. Examples of income include:
1. Membership dues
 2. Contributions
 3. Product sales
 4. Fund raising events
 5. Interest Earned
- C. All income received must be processed as follows:
1. The State/Chapter Treasurer prepares a deposit slip for all funds received and deposits the funds in the State/Chapter bank account.

2. The State/Chapter Treasurer records the deposit in the financial software program (as well as a checkbook register or ledger).
- D. The deposit entry must include:
1. Deposit date
 2. Deposit amount
 3. Source or type of income, by category
 4. If more than one type, the amount of each type of income

VII. POLICY #2 – PROCEDURES

- A. The following procedures can help protect income received as well as the accuracy of the financial records.
1. Use a book of pre-numbered deposit slips to record income received. (These can be ordered from your bank)
 2. Whenever cash is received, it should be counted immediately by the Treasurer and then recounted and verified by another officer.
 3. The source of income and amount can be documented in writing a signed by both officers. (A standard receipt book can be used or the deposit slip can be signed by both officers.)
 4. If received during a meeting, the source and amount should be included in the meeting minutes.
 5. The Treasurer should provide a deposit receipt from the bank which can be compared to the amount documented in writing.

VIII. POLICY #3 - CHECKS – WRITING AND RECORDING

- A. Check Control:
1. The State/Chapter Treasurer is responsible for all blank checks.
 2. Checks must be used in proper numerical order. (Voided checks should be noted in the register)
 3. Checks must never be signed in amount or payee has been left blank.
 4. Checks must never be made payable to 'petty cash' or 'cash'.
 5. It is the State/Chapter Treasurer's responsibility to make sure all checks issued have both of the required signatures before the check is mailed or distributed to the payee.
 6. This is a requirement of ABATE of Oregon, Inc. even if the bank doesn't require or monitor the signatures.
- B. Check Documentation:
1. The State/Chapter Treasurer should not issue any checks unless they have an invoice, receipt, statement or written explanation which contains the following information:
 2. Name of payee

3. Amount to be paid
 4. Description of the type of expense (category) and, if applicable, name of specific event
- C. After a check has been issued, the documentation is marked with the following:
1. Date paid
 2. Check number
 3. Amount paid, if different than the amount shown on the documentation
- D. It is the responsibility of the State/Chapter Treasurer to keep all documentation on file for at least five (5) years. A separate file should be used for each year. (This file should be passed on to the next Treasurer when you vacate the position)
- E. Check Recording: State/Chapter Treasurer records the check in the financial software program (as well as a checkbook register or ledger).
- F. All check entries need to include:
1. Date check was written
 2. Check number
 3. Check payee
 4. Check amount
 5. Type of expense, by category

IX. POLICY #3 - PROCEDURES

- A. Properly documenting all check written is essential to maintaining the integrity of any financial records. Checks not properly documented give the appearance of being an inappropriate or questionable expenditure.
- B. The check and the documentation should be together until both signatures have been obtained. Check signers should review the documentation before signing a check.
- C. Whenever possible, authorized signers should avoid signing checks made payable to themselves.

X. POLICY AND PROCEDURES #4 - TRAVEL EXPENSES

- A. The State Board is responsible for reimbursing the travel expenses incurred by:
1. State Officers for ABATE related travel.
 2. Any other person(s) for ABATE related travel authorized by the State Board.

- B. The State Board is not responsible for reimbursing the travel expenses incurred by Chapter State Board Representative or Chapter members traveling on Chapter related ABATE business.
- C. At no time will a State Officer receive reimbursement from the Chapter for the same travel paid by the State.
- D. Only 1 reimbursement per vehicle allowed.
- E. **In-State Travel:** Generally, the only in-state travel expense eligible for reimbursement is for mileage driven in privately owned vehicles.
- F. Mileage reimbursement policies are as follows: Authorized persons using a personal automobile or motorcycle to travel on ABATE business may request a mileage reimbursement equal to *35 cents per mile.
- G. Mileage must be recorded on a mileage log which shows the following:
 - 1. Date of travel
 - 2. Travel destination
 - 3. Reason for travel
 - 4. Beginning and ending odometer reading
 - 5. Total mileage traveled
- H. The amount of mileage reimbursement claimed may be reduced, if the requestor so chooses.
- I. For documentation purposes, the mileage log should show the actual mileage traveled, as well as the mileage reduction.
- J. If authorized in-state travel requires an overnight stay, the State Board may authorize payment of lodging and meal expenses prior to the trip.
- K. In the event that circumstances beyond the control of the authorized person(s) exist and they are unable to return home as planned, the State Board may reimburse lodging and meal costs.
- L. If possible, one of the State Executive Board members should be contacted for authorization of emergency travel expenses before expenses are incurred.
- M. All expenses must be documented with receipts.
- N. **Out-of-State Travel:** Expenses for out-of-state travel authorized by the State Board will, in most cases, be paid by the State Board. Other travel expenses must be pre-authorized by the State Board.
- O. Expenses include transportation, lodging and meals.

- P. Except for meal per diems, all travel expenses must be documented with receipts.
- Q. Transportation:
1. Use of personal vehicles will be reimbursed at the in-state rate, unless the
 - a. State Board determines a different rate.
 2. Other modes of transportation will be determined by the State Board depending on the distance to be traveled.
 3. Ground transportation between airport and place of lodging will be reimbursed if required.
- R. Lodging:
1. When possible, reservations should be made in advance and a separate ABATE of Oregon, Inc. check should be issued to the place of lodging, or Debit Card used by the Treasurer only.
 2. When exact lodging costs are not known, a lodging advance may be issued based on a prudent estimate of costs.
 3. The only lodging cost to be covered by the State Board is the charge for the room and related taxes. Charges such as room service, telephone calls or movie rentals will not be reimbursed by the State Board.
- S. Meal Costs or per diem - Authorized persons traveling on State business will receive an advance or be reimbursed for meals at the following rates:
1. \$6.00 for breakfast
 2. \$7.00 for lunch
 3. \$13.00 for dinner
- T. The estimated time of departure and arrival back home will be used to determine the meals to be reimbursed. Meals included in conference fees or airline tickets are excluded.
- U. Meal per diems do not have to be documented with receipts.
- V. Chapter Members - Each Chapter is to develop a Travel Expense Policy and is encouraged to use the State Board of Directors Policy as a guideline.
- W. All Chapter Policies are to be written using the ABATE of Oregon, Inc. ByLaws and Operations Manual as guidelines for qualifying expenses.

XI. POLICY AND PROCEDURE #5 - EXPENSE REIMBURSEMENTS

- A. State Board of Directors and Chapters - Reimbursement for out-of-pocket expenses could be made for any of the following situations:
1. The expenditure was previously approved.

2. If a spending limit was set, any expense reimbursement over the set limit must be voted on and approved.
 3. The expenditure is a normal and necessary expense of carrying out the duties of an elected or appointed office or position.
 4. In general; normal and necessary expenses would include postage, copying, office mailing supplies, long distance telephone calls, etc.
 5. The expenditure must be documented with an invoice, sales receipt, telephone bill and/or phone log or other document that substantiates the amount and purpose of the expenditure.
- B. Reimbursement Requests - The following procedure must be followed when requesting reimbursement:
1. Requests must be turned in within 60 days from the date the expense(s) were incurred.
 2. The request must be on an ABATE of Oregon, Inc. "Expense Report" form. (See Sample forms)
 3. Receipts and other documentation must be attached to the Expense Report.
 4. Submit the Expense Report and documentation to the State/Chapter Treasurer.
 5. The Treasurer will review the Expense Report and issue a check in accordance with the "Checks – Writing and Recording" procedures.

XII. POLICY AND PROCEDURES #6 - EXPENSE ADVANCES

- A. Expense advances may be issued for the following situations:
1. The normal and necessary expense of carrying out the duties of an elected or appointed office or position consistently total more than \$50.00 per month.
 2. A person holding an office or position cannot afford to pay the normal and necessary expenses out of their own pocket.
 3. A person holding an office or position that has been authorized to expend an amount considered to be more than a normal and necessary expense.
- B. Requesting an Expense Advance - The following procedure must be followed when requesting an Expense Advance:
1. The request must be on an ABATE of Oregon, Inc. Expense Report form.
 2. The requestor must also include a brief description of why the advance is needed and how it will be used.
 3. The Expense Report should be turned in to the State/Chapter Treasurer.
 4. The Treasurer will review the Expense Report form and issue a check in accordance with the "Checks – Writing and Recording" procedures.
 5. The Treasurer will keep track of all expense advances until the proper documentation has been turned in and verified.
- C. Documenting Expense Advances:

1. At the next State/Chapter meeting, the person receiving the advance must present an accounting of the expenses incurred and paid for out of the advance received.
2. All expenses listed in the document must be accompanied with an invoice, sales receipt, telephone bill, phone log or other document that substantiates the amount and purpose of the expenditure.
3. Any unspent funds must be turned in along with the accounting and documentation.
4. If expenses exceeded the amount advanced, the procedures for an expense reimbursement should be followed. The amount of the advance should be indicated and deducted from the total expended.
5. If any person fails to properly document an expense advance at the next State/Chapter meeting, no further advance will be issued until documentation has been submitted.
6. If, after 30 days, documentation still has not been provided, the matter will be brought before the State Board of Directors/Chapter Members.

SANCTIONING POLICY

I. Purpose:

- A. These guidelines are established to facilitate the sanctioning of ABATE events; to outline the duties of the ABATE Sanctioning Officer; to ensure a uniform and fair application of sanctioning rules; to ensure compliance with insurance company policies and the laws and rules of the Oregon Liquor Control Commission (OLCC).

II. Duties of the Sanctioning Officer

- A. The Sanctioning Officer shall review the submitted sanctioning form to ensure that the sanctioning form is complete, all pertinent information is included and all appropriate licensing information (liability insurance information, vendor information and certificates as applicable) is included.2. The Sanctioning Officer shall maintain records of all sanctioning applications and related forms. These records need to be kept in order and readily available. Records shall be maintained for seven (7) years. At the end of the seventh year, these records will be archived by the State Historian.
- B. The Sanctioning Officer shall act as the sole contact with the Insurance Company of Record of ABATE.
- C. The Sanctioning Officer shall ensure that the requesting Chapter is in good standing with ABATE. A Chapter, not in good standing, shall not qualify to hold a sanctioned Event.
- D. The Sanctioning Officer has the right to withhold sanctioning of an event if:
 - 1. The Sanctioning Officer can demonstrate that the Chapter or the Chapters requesting sanctioning of an event have not acted in good faith.
 - 2. There is false, inaccurate or incomplete information on the sanctioning form, promotional materials, licensing certificates or insurance information.

III. Completion of the Sanctioning Form

- A. The sanctioning form will be provided by the Sanctioning Officer, either electronically or by other means available. It is the sole responsibility of the Chapter or Chapters requesting the sanctioning form to complete all of the required information in a legible manner. Forms submitted that are incomplete, illegible, unreadable or not accompanied by the required fees will not be considered for sanctioning.
 - 1. Events that are put on by a coalition of Chapters shall appoint a single individual to act as the "Run Coordinator". This individual will be

- responsible for completing the sanctioning form, providing the required fees and associated paperwork and act as the "Person of Contact" for the Event.
2. The fully completed sanctioning form, applicable fees along with the proposed advertising flyer/poster must be received by the Sanctioning Officer not later than ninety (90) days prior to the event. The sanctioning form and the advertising materials must arrive to the Sanctioning Officer in a manner that allows the included materials to be published and distributed.
 3. The Event flyer (jpeg or pdf format) should be sent electronically or copied to a CD and delivered to the Sanctioning Officer to facilitate a clear and readable copy. The Sanctioning Officer shall not be responsible for flyers not submitted in this manner.
 4. Chapters must provide the final form of the advertisements or the flyers that they will be using to promote their events.
 - a. Exception: Chapters may change their flyers or advertisements up to ninety (90) days in advance of the Event.
 5. Upon approval by the Sanctioning Officer, the advertisement or flyer will be forwarded to the Newsletter Editor, Webmaster, Public Relations Officer and Historian.

IV. Conflicts in Event Scheduling

- A. A scheduling conflict occurs when the proposed overnight camp outs of ABATE Chapters are to occur on the same day or overlap.
- B. It shall be the general policy of ABATE to give preference to "Customary Runs". The definition of a "Customary Run" shall be considered to be an Event that has occurred on the same weekend (dates will vary because of the calendar year) for five (5) consecutive years without interruption.
- C. If another Chapter requests a date that is usually reserved by a "Customary Run", the Sanctioning Officer will notify the contact person of the Chapter that holds the "Customary Run" to see if a compromise can be reached with the other Chapter. If the Chapters agree to having their camp outs on the same day(s), the Run Coordinators will submit, in writing, the agreement reached to the Sanctioning Officer.
- D. Events will be sanctioned in the order that the fees and other required paperwork are received by the Sanctioning Officer. The Sanctioning Officer shall record the date and time that the completed forms are received.

V. Appeal Process

- A. The Chapter or Chapters which have had sanctioning withheld may appeal the decision of the Sanctioning Officer by filing an appeal in writing to the Board of Directors stating the reasons why they feel the decision is unjust. The Board of

Directors may overturn the decision of the Sanctioning Officer by a simple majority vote. A quorum must be present.

VI. Additional Liability Insurance

- A. Any Chapter or coalition of Chapters that hold(s) an Event where the venue or the property owner(s) require more liability insurance than provided by the Insurance Company of Record for ABATE will procure such insurance at their own expense and have the property owner and ABATE listed as additional insured entities.

VII. Permissible Activities

- A. Unless expressly prohibited in the Sanctioning Guidelines, Chapters may conduct their Event in any way that the Chapter deems to their advantage.
- B. No ABATE Chapter may hold any Event where the Chapter, as an entity of ABATE, directly provides alcoholic beverages for sale or for free.
- C. No ABATE Chapter will hold any event where there is a contest involving:
 - 1. Speed competition or contest.
 - 2. An acceleration contest.
 - 3. An exhibition of speed or acceleration.
 - 4. The making of a speed record.
- D. Contests that are timed and/or depend solely upon skill are allowed.

VIII. Violation of Sanctioning Guidelines

- A. Any violation of the Sanctioning Guidelines may result in the denial of sanctioning of the Event in the future or other sanctions as deemed necessary upon investigation and the finding of fact by the Executive Board. (Ref. ABATE Bylaws Article XI)
 - 1. The findings by the Executive Board will be submitted to the Board of Directors for final approval.
- B. A Member or Members, a Chapter or Chapters, may appeal any action taken by the Executive Board by filing an appeal with the Board of Directors.
 - 1. The appeal must be filed within thirty (30) days of the actions taken by the Executive Board.
- C. The Board of Directors upon receiving an appeal from a Member(s) or Chapter(s) shall schedule a hearing within thirty (30) days of the date of the appeal to review the Executive Board's investigation and findings. And shall consider evidence

presented by the Member(s) or Chapter(s) Representative(s) of the affected Chapter(s).

1. A majority vote from the Board of Directors, with a quorum present, is required.
- D. The Board of Directors shall provide written notice to the Chapter(s) involved regarding the outcome of the appeal within ten (10) business days of the hearing.

IX. Policy on Alcohol

- A. The policy of ABATE regarding the selling or furnishing of alcoholic beverages is that no Chapter shall act as a vendor of alcoholic beverages nor shall they purchase, as a Chapter, out of Chapter funds, alcoholic beverages to be sold or given away at a sanctioned Event.
- B. Outside vendors of alcoholic beverages are required to be properly licensed with the OLCC and have current liability insurance. All servers of alcoholic beverages must have a valid OLCC "service permit" and must adhere to the OLCC laws and the Oregon Revised Statutes regarding the serving of alcoholic beverages.
1. Any violation of this policy by a vendor shall result in the vendor's privileges to attend a sanctioned ABATE Event to be revoked immediately. The vendor, the vendor's employees and the properties of the vendor shall be escorted from the premises on which the Event is being held.
 2. Any violation of the policy by a Chapter or Chapters may result in the denial of sanctioning the Event in the future or other sanctions as deemed necessary upon investigation and the finding of fact by the Board of Directors.

X. Vendors

- A. Vendors, of any nature, attending a sanctioned ABATE Event must comply with all licensing and insurance requirements set forth by ABATE and the government agency(ies) having jurisdiction over the Event.
- B. Food vendors must have current food handlers certificates issued by the State of Oregon.
- C. Alcoholic beverage vendors must provide a current copy of their certificate of insurance and all servers must be in compliance with the OLCC laws and rules.
- D. All vendors must comply with city and county ordinances concerning business licensing, food handler certificates and health department inspections and licensing.

XI. Mass Gathering Permits

- A. It is the responsibility of the requesting Chapter(s) to ensure that any permits required by the governmental agency having jurisdiction over the venue of the ABATE Event, are obtained.
- B. The Run Coordinator for the Event shall ensure that all actions that occur during the Event meet the conditions set forth by the governing agency.
- C. If a permit for a mass gathering is required it shall be obtained and submitted with the sanctioning form not later than ninety (90) days prior to the Event.

XII. Sanitation

- A. It is the responsibility of the Event organizers to ensure that adequate sanitation facilities are provided for the vendors and attendees of the Event.

XIII. Amendment to the Sanctioning Guidelines

- A. These sanctioning guidelines may be amended by the Board of Directors by a majority of directors present, if a quorum is present. (Ref. ABATE Bylaws - Article VII)
 - 1. Notice of proposed changes to the Sanctioning Guidelines must appear in the State Newsletter before being voted on by the Board of Directors.
 - 2. The proposed changes must be brought back to the Chapters for discussion and approval.

Media Guidelines

I. The following Media Guidelines are applicable to all State Officers, Chapter Officers and Chapter members:

- A. Any ABATE member responsible for providing content to any of ABATE's media outlets sent on behalf of ABATE or any of its Chapters or Officers and any web page publication, shall take reasonable steps to assure that the material published is accurate and does not violate copyright laws.
- B. The author of any submission has an obligation to make reasonable efforts to insure the accuracy of any facts and the Editor's obligation is to review for same, as needed.
- C. None of these guidelines should be construed to inhibit the free flow of opinion by, from and for ABATE members; except as normal editorial considerations of taste, space and appropriateness for publication may dictate, and which discretion should be vested in the Editor of the publication, subject to the authority of the Board of Directors, Executive Board and the State Coordinator.
- D. ABATE requires all members submitting articles for publication with specific factual allegations which might be libelous, to take reasonable steps to insure that the facts alleged are accurate.
 - 1. This policy is not intended to stifle healthy public debate on any issue of importance to motorcyclists, or of ABATE's members to engage in same, in print or otherwise, particularly as to matters of opinion on public policies.
 - 2. It is intended, however, to encourage responsible fact checking of any potentially libelous fact intended for publication.
 - 3. Due to our non-profit incorporation, no one is allowed to either promote or demean a political candidate during the electoral process.
- E. The ABATE of Oregon, Inc. Newsmagazine and web site are official publications of ABATE of Oregon, Inc. The views expressed by the advertisers, member links or correspondents do not necessarily reflect those of ABATE of Oregon, Inc., nor of its officers or members, and no warranty, either expressed or implied, is conveyed by ABATE of Oregon, Inc., regarding advertised products or services.
- F. ABATE of Oregon, Inc. reserves the right to edit or refuse advertising.
- G. All ABATE of Oregon, Inc. Chapter web sites are encouraged to use the state domain: <http://www.abateoforegon.net/>. The State Web Site Editor has final authority for legal reasons.

- H. Publication of flyers at no cost is limited to MRO's. Exceptions are to be made by the Board of Directors and not the Editor.
- I. Materials appearing in any ABATE of Oregon, Inc. publication will be published as space and time permits.
 - 1. ABATE of Oregon, Inc. also reserves the right to edit or refuse all submissions. Submissions must be signed.
 - 2. Newsmagazine articles, letters or other materials must be received no later than the 10th of each month preceding publication.
- J. Editor of the publication, subject to the authority of the Board of Directors, Executive Board and the State Coordinator, is the final authority of the publication.
- K. All correspondence should be sent to the following address:

ABATE of Oregon, Inc.
P.O. Box 4504
Portland, OR 97208

or via e-mail through the ABATE of Oregon Web Site:
<http://www.abateoforegon.net>