

CHAPTER GUIDELINES

Revised 12 March 2002

Section 1 - To receive a Charter as a Chapter in ABATE 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.

Section 2 - To remain as a Chapter in ABATE the Chapter must:

- A. Abide by the ABATE BYLAWS, The State Guidelines for Forming a New Chapter, the ABATE Financial Policies and Procedures, the ABATE Media Guidelines, the ABATE Event Sanctioning Guidelines and any other ABATE documents that are relevant to Chapter operations or the corresponding future provisions of the aforementioned items.
- 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 Newsletter by the 10th of each month.
- F. Any Chapter in noncompliance with any of the aforementioned items for over:
 1. Thirty (30) days, will be put on probationary status
 2. Sixty (60) days, will not be allowed to vote at the State Board Meeting.
 3. Ninety (90) days, action will be taken to revoke the Chapter's Charter.
- G. 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.

Section 3 - Chapter Structure

- A. The structure of the Chapter shall consist of the following:
 1. The General Membership
 2. Committees
 3. The Executive Board

Section 4 - 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.
 3. The actions and decisions of the Executive Board between membership meetings, may be over-ruled by the membership at a regular scheduled meeting.

Section 5 - Executive Board

- A. The Executive Board shall consist of the Coordinator, Vice Coordinator, Treasurer, Recording Secretary, Membership Secretary, one State Representative and one Sergeant at Arms.
 - 1. One person may hold more than one office, but not more than two offices.
 - 2. The Chapter may also have, at the discretion of the Executive Board, other officers.
 - 3. Board meetings shall be held as frequently as determined by the Coordinator or a majority vote of the executive board.
 - 4. A majority vote of the members present at the Board Meetings shall be necessary to decide any business.
 - 5. A majority of the members of the Board shall constitute a quorum, at any scheduled meeting.
 - 6. The Board shall, subject to the authority of the membership, supervise the administrative affairs of the Chapter and:
 - a. Coordinate activities of the Chapter with the activities of the State Board.
 - b. Establish rules and regulations governing expenses and compensations for officers and members; subject to approval by the general membership.
 - c. Arrange for the bonding of all Officers that require bonding.
 - d. Establish committees and appoint such members thereto, to carry out the functions of the Chapter.
 - e. Establish rules and regulations not inconsistent with the A.B.A.T.E. of Oregon, Inc. BYLAWS for proper administration.
 - f. Be authorized and empowered to take such action and make such decisions as may be necessary, to carry out fully and adequately all A.B.A.T.E. of Oregon, Inc. BYLAWS and decisions and such actions necessary to safeguard and promote the best interests of the membership.

Section 6 - The call of membership meetings

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

Section 7 - Conduct of membership meetings

- A. Membership meetings shall be conducted in conformance with the A.B.A.T.E. of Oregon, Inc. BYLAWS (as per ARTICLE VII, F)
- B. The order of business at membership meetings shall be as follows:
 - 1. Call the meeting to order.
 - 2. Reading and actions of the minutes of the previous meeting.
 - 3. Report of officers.
 - 4. Report of committees.
 - 5. Unfinished business.
 - 6. New business.
 - 7. Good and welfare for the organization.
- C. The order of business may be changed/ suspended by a majority vote of the members present.

CHAPTER OFFICER DESCRIPTIONS

Section 8 -Coordinator

The coordinator shall:

- A. Preside at Membership and Executive Board Meetings.
- B. Exercise general supervision over the affairs of the Chapter.
- C. Enforce observance of the A.B.A.T.E. of Oregon, inc. BYLAWS.
- D. Assume responsibility for the furtherance of the purposes of the Chapter and State organizations.
- E. Act as official spokesmen of the Chapter.
- F. 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.
- G. Authorize and approve all expenditures.
- H. Supervise all committees of the Chapter and be an ex-officio member of all committees.
- I. Be one of the minimum (2) signatories for the Chapter bank account.
- J. Exercise any and all duties, powers and functions, for or incident to the office of the Coordinator.
- K. Be bonded in accordance with any State or Federal law.
- L. Have such additional duties assigned by the Chapter or required by the State Board.

Section 9 - Vice Coordinator

The vice coordinator shall:

- A. Work under the direction of the Coordinator and perform such duties as assigned by the Coordinator or Executive Board, and in the absence of the Coordinator, exercise the duties of the Coordinator.
- B. Be the Parliamentarian.
- C. Be one of the minimum (2) signatories for the Chapter bank account, unless living in the same household as one of the other signatories.
- D. Be bonded in accordance with any State or Federal law.

Section 10 - Treasurer

The Treasurer shall:

- A. 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.
- B. Cause the payment of all bills properly approved.
- C. Immediately collect all Chapter monies and deposit them in the name of the Chapter, in the bank designated for such.
- D. With the Coordinator, or the Vice Coordinator, who are not living in the same household, sign all checks drawn on Chapter funds.
- E. Forward all funds to the State Board as required.
- F. Be custodian of all financial records of the Chapter.
- G. Perform such other duties as assigned by the Coordinator and Executive Board.
- H. File monthly reports to the State Board as required by the Financial Policies, as established by the State Board of Directors.
- I. Make Financial Reports available to the State Treasurer immediately upon request.
- J. Record all accounts held by the Chapter.
- K. Work in accordance with Financial Policies as established by the State Board.

Section 11 - Recording Secretary

The Recording Secretary shall:

- A. Have the responsibility of maintaining and keeping a record of all Membership Meetings, Committee Meetings and Executive Board Meetings.
- B. Send a copy of the Meeting minutes to the State Coordinator within one (1) week of the meeting.
- C. 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.
- D. 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.
- E. Have the responsibility of maintaining and keeping all correspondence of the Chapter.
- F. Perform such other duties as assigned by the Coordinator and Executive Board:
 1. Be prepared to make the first report to the Chapter after the meeting has been called to order, by reading the minutes of the previous scheduled meeting.
 2. Record revisions to this report as deemed necessary by the Chapter Membership.
- G. Submit a monthly Chapter Report to the Newsletter Editor by the 10th of the month. (Make sure said report for the November newsletter is in by the 10th of October so that it will make the November issue and so on.)

Section 12 -Membership Secretary

The Membership Secretary shall:

- A. 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.
- B. Provide and process membership application forms to new members, collect initiation fees, and transmit these to the State Board.
- C. Assist the Treasurer in maintaining an accurate account of all dues and initiation fees collected.
- D. Perform such other duties as assigned by the Coordinator and the Executive Board.

Section 13 - Sergeant At Arms

The Sergeant At Arms shall:

- A. Be responsible for the orderly operation of the Membership and Executive Board Meetings and shall carry out his/her duties with the aid of the Vice Coordinator, for proper parliamentary procedure.
- B. Assist members of the Executive Committee and Committee Chairman in collecting any Chapter funds.
- C. Make sure that the American flag and/or the Chapter colors are present at Chapter meetings and events.
- D. Perform such other duties as assigned by the Coordinator and Executive Board.

Section 14 - State Representative (1)

The State Representative shall:

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

Section 15 - Public Relations Director

The Public Relations Director shall:

- A. Educate non-members about the existence, policies and objectives of the Chapter and A.B.A.T.E of Oregon, Inc.
- B. 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 polices of A.B.A.T.E of Oregon, Inc.
- C. Perform such other duties as assigned by the Coordinator and Executive Board.
- D. Work in accordance with the Media Guidelines as established by the State Board of Directors.

Section 16 - Ways and Means/Products Director

- A. Arrange for the purchase of Chapter related items necessary to conduct Chapter functions as requested by the Coordinator and Executive Board or Membership.
- B. Keep accurate records of orders, purchases and monies that are received.
- C. Report all monetary transactions with the Chapter Treasurer.
- D. In cooperation with the Chapter Treasurer, maintain a working capital account for the purchase of drawing prizes.
- E. Work in accordance with Financial Policies as established by the State Board of Directors.

Section 17- Legislative Director

The Legislative Director shall:

- A. Report all actions and plans taken by local, state and national governments, other organizations, and individuals that could, or will, effect the aims of the Chapter and/or A.B.A.T.E of Oregon, Inc.
- B. Be in charge of voter registration for the Chapter Members.
- C. Report on Chapter and A.B.A.T.E. of Oregon, Inc. sponsored projects.

Section 18 - Education Director

The Education Director shall:

- A. Coordinate and administer the efforts to educate the motorcycling public and public road users at large on the positive aspects of motorcycling.
- B. Work to find new avenues of educating the public and meeting the education needs of the motorcycling community.
- C. Administer any education programs established and/or operated by ABATE.
- D. Be responsible for the training of chapter M.A.P. instructors.
- F. Report on Chapter and A.B.A.T.E. of Oregon, Inc. sponsored projects.

Section 19 - Historian

The Historian shall:

- A. Keep an album of appropriate photos, articles, fliers and other information that is submitted about chapter events, fund raisers and items of interest.
- B. Insure that all albums or other historical items are accessible for events or fund raisers, upon request.
- C. Perform such duties as assigned by the coordinator or executive board.