

Revised: 19 June 2005

## SE CHAPTER OFFICER GUIDELINES

### Section 1 - 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 State and Chapter BYLAWS, rules and decisions.
- 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 and Chapter 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 (3) 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 the Chapter BYLAWS and any State or Federal law.
- L. Have such additional duties assigned by the Chapter or required by the State Board.

### Section 2 - 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 (3) signatories for the Chapter bank account, unless living in the same household as one of the other signatories.
- D. Be bonded in accordance with the Chapter BYLAWS and any State or Federal law.

### Section 3 - 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 Board immediately upon their request.
- J. Record all accounts held by the Chapter.
- K. Work in accordance with Financial Policies as established by the State Board of Directors.

### Section 4 - 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 5 -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 Board as necessary.
- B. Provide and process membership application forms to new members, collect initiation fees, and transmit these to the State Board immediately.
- 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 Executive Board.

#### Section 6 - 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 Chapter colors are present at Chapter meetings and events.
- D. Perform such other duties as assigned by the Coordinator and Executive Board.

#### Section 7 - 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 8 - 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 9 - 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 10 - 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. Report on Chapter and A.B.A.T.E. of Oregon, Inc. sponsored projects.

### Section 11 - 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 motorcycles as transportation.
- B. Continue motorcycle awareness program, monitoring teaching techniques, program content and outreach efforts.
- C. Work to find new avenues of educating the public and meeting the education needs of the motorcycling community.
- D. Administer any education programs established and/or operated by ABATE.
- E. Training of M.A.P. instructors..
- F. Report on Chapter and A.B.A.T.E. of Oregon, Inc. sponsored projects.

### Section 12 - Chapter Quartermaster

The Chapter Quartermaster shall:

1. Be responsible for the procurement, purchase, maintenance, storage, inventory, distribution, disposition and record keeping of the entirety of the Chapter's properties.
  - a. Keep accurate records of orders, purchases, work orders, incurred costs, monies handled and etc. and report these to the Chapter Treasurer.
  - b. Cooperate with the Chapter Treasurer in maintaining a working capital account for the management of Chapter properties.
2. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
3. Perform such duties as assigned by the Coordinator and Executive Board.

### Section 13 - Chapter Webmaster

The Chapter Webmaster shall:

1. Have overall responsibility and authority for construction and maintenance of <http://www.abateoforegon-se.org>, which shall include at a minimum:
  - a. A list of the Chapter Officers which shows their phone numbers, fax numbers and email addresses as applicable.
  - b. A list of Chapter contacts, Chapter meeting place addresses and meeting times.
  - c. Appropriate "hot links" for State and other Chapter Web Sites.
  - d. Distinctive "Recommended motorcycle links" and individual member "links".
  - e. A list of State and Chapter runs, events, fund raisers and etc
2. Be responsible for editorial content of the Web Site.
3. Establish general guidelines for material to be published, subject to approval by the Executive Board.
4. Have the authority to edit, approve or reject material submitted for publication.
5. Have the authority to "speak" publicly on behalf of the Chapter, for the good of the Chapter.
6. 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 Executive Board if there are liability concerns.
7. Recommend any additions or changes to the Chapter Bylaws, Guidelines, Policies, and/or Procedures as it relates to the Media operations of ABATE.
8. Recommend Chapter Media priorities.
9. Assist other Media Officers in their efforts to acquire materials for publication.
10. Assist Chapter Officers in their Media efforts.
11. Receive cooperation and support from individuals members. Media Officers shall also have the authority to establish a committee with the purpose of getting assistance with establishing priorities, projects and other work tasks.

12. Recommend vendors, electronic services and etc. to the Executive Board for approval.
  - a. Be responsible for contracting for services as needed.
13. Operate in accordance with the ABATE Bylaws, SE Chapter Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
14. Perform such duties as assigned by the Coordinator or Executive Board.

#### Section 14 - Chapter Road Captain

The Chapter Road Captain shall:

1. Maintain a current and valid motorcycle drivers license and have current and valid motorcycle insurance.
2. Have successfully completed an experienced rider course or have demonstrated a comparable degree of competence.
3. Have certification or valid knowledge regarding first aid / cpr.
4. Be responsible for bringing a First Aid kit, Tool kit and cell phone ( for 911 purposes) to the group ride.
5. Provide for the safety and welfare of all the individuals within the group, and any motorists, motorcyclists, bicyclists or pedestrians whose path of travel comes into the riding group's sphere of responsibility.
6. Avoid creating hazardous situations.
7. Have a thorough working knowledge of safe group riding guidelines.
8. Have full charge of the group until its arrival to the final destination.
9. Brief other assigned Road Captains / Tail Gunners as to route, responsibilities and other details pertinent to the ride prior to departure.
10. Conduct a rider's briefing prior to departure.
11. Establish and maintain a uniform speed consistent with the abilities of the riders, and with consideration of road conditions, traffic and weather conditions.
12. Lead the group to its destination and back in a well-organized, disciplined and safe manner.
13. Be responsible for initiating all maneuvers within traffic in a "safety first" manner.
14. Be responsible for the final decision with regard to ride termination due to inclement weather, hazardous conditions or other difficult / unsafe conditions.
15. Instruct any rider to ride in a specific position within the group, or leave the group entirely, for reasons of misconduct, disorderly or unsafe riding or faulty / unsafe equipment.
16. Lead the standard formation of a staggered double row, in one traffic lane.
17. Be at the head of the group, and will ride just to the left of the lane center.
18. Maintain a safe following distance ( minimum 3 seconds) between the group and the vehicle ahead. This distance may be increased at the discretion of the Road Captain, but will not be decreased.
19. Command the group to ride in a single file formation, when they cannot maintain visual control of the road conditions ahead over a minimum of a 4 second distance, or when encountering narrow roadways, mountain / curvy roads, or any other conditions which may restrict the ability of individual group members to perform emergency avoidance maneuvers.

The Chapter Tail Gunner shall:

1. Assist the Road Captain in the performance of his or her duties.
2. Be required to assume the duties of the Road Captain in his or her absence.
3. Be responsible for bringing a First Aid kit to the rides.
4. Be responsible for bringing a well-stocked tool kit to the ride.
5. Ride at the rear of the group ( except when conditions dictate otherwise ) unless required to take on the responsibilities of the Road Captain.
6. Be responsible for lane protection when the group is to make a lane change.

7. Have a thorough working knowledge of safe group riding guidelines.