

DIXIE

▲ - American

■ B - Bikers

▲ - Aimed

T - Toward

E - Education

of

ALABAMA

ORGANIZATIONAL MANUAL

03/22/14 REVISION

DIXIE ABATE OF ALABAMA

ORGANIZATIONAL MANUAL

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DIXIE ABATE, INC.

CONSTITUTION

ARTICLE 1: NAME

This organization shall be known as DIXIE ABATE, INC. ABATE is an acronym for American Bikers Aimed Toward Education. The organization may use **Dixie ABATE of Alabama** as a dba where deemed necessary.

ARTICLE 2: PURPOSE

DIXIE ABATE, INC., a state motorcyclist rights organization (SMRO), is a not-for-profit organization dedicated to preserving the rights, improving the image, and promoting the safe operating practices of Alabama motorcyclists and is not affiliated with any particular motorcycle club. It is the intent for the purposes to be consistent with the Articles of Incorporation and not inconsistent therewith.

DIXIE ABATE, INC., is organized for charitable, educational, civic, benevolent, social, and athletic purposes including for such purposes, the promotion of motorcycle use, acceptance, safety, and enjoyment. Said purposes include promoting the motorcycling interests of the corporation's members and affiliates. Said corporation is further organized to undertake such interaction, including lobbying, and litigation support with various governmental bodies as may be necessary or desirable to promote the motorcycling interests of the corporation's members and affiliates, and

To do any and all of the things herein set out and such other things as are incidental or conducive to the attainment of the objects and purposes of this Corporation, to the same extent as natural persons might or could do and in any part of the world, as principal, factor, agent, contractor, or otherwise, either alone or in conjunction with any person, firm, association, partnership, corporation or any entity of whatsoever kind, and to do any and all such acts and things and to have and exercise any and all such powers to the full extent authorized or permitted to a corporation under any laws that may now or hereafter be applicable or available to this Corporation.

DIXIE ABATE, INC., is to be organized as a not-for-profit corporation, §501(c)(4), under the laws of the State of Alabama. The intention is for the organization to qualify as non-taxable under the U.S. Tax Code Section 501(c)(3), and to do the activities allowed, and to refrain from doing the activities not allowed, under that Section's provisions and regulations.

Upon dissolution of the Corporation, any monies will be contributed to a charitable organization, and will not accrue to any individual members personally.

ARTICLE 3: MEMBERSHIP

Section 1: Membership Requirements.

- A) Any person 18 years or older
- B) Is current on annual dues
- C) Remains a member in good standing
- D) Persons with an interest in preserving personal freedoms and sharing the goals of DIXIE ABATE, INC.
- E) Ownership of a motorcycle or a particular brand of motorcycle is not required.
- F) DIXIE ABATE, INC., will not discriminate in its membership in color, creed, nationality, religion, or other basis contrary to the laws of the nation and of Alabama.

Section 2: Types of Membership.

- A) Single
- B) Couple (If both persons reside at the same address)
- C) Lifetime

Section 3: Transfer of Membership.

Membership in DIXIE ABATE, INC., is not transferable or assignable to or from another organization or person.

Section 4: Termination of Membership.

Membership in DIXIE ABATE, INC., shall be terminated upon any of the following:

- A) Non-payment of annual dues.
- B) Death of member.
- C) Written request from member and delivered by U.S. Mail, e-mail, or in person to any member of the Board of Directors.
- D) Voluntary relinquishment by member of membership card to Region or State Officer.
- E) When the BOD terminates membership as a conduct sanction.

Termination of membership as per C, D, or E above will result in a permanent denial of membership, unless specified otherwise by the BOD at a regularly scheduled meeting of the BOD.

ARTICLE 4: ORGANIZATION

Section 1: Direction, Policy, and Procedure.

The State Board of Directors, as the governing body of DIXIE ABATE, INC., (herein referred to as ABATE) is responsible for setting all policy and procedure for ABATE; for determining the direction of ABATE within the limits of the ABATE Constitution and By-Laws and within the limits of the laws established by the State of Alabama and by the federal government.

Section 2: The Corporation Officers.

The corporate officers of ABATE shall be: State Director, Assistant State Director, Legislative Director, Chairman of the Board, Secretary, and Treasurer.

Section 3: The State Board of Directors.

- A) The State Board of Directors (herein referred to as BOD) shall be comprised of the following voting and non-voting members: Chairman of the Board, State Director, Assistant State Director, State Secretary, State Treasurer, State Newsletter Editor, State Security Director, State Products Director, State Legislative Director, State Safety and Education Director, State Events Director, State Ex Officio, and Region Directors.
- B) Voting Members include: Chairman of the Board, State Director, Assistant State Director, State Secretary, State Treasurer, State Security Director, State Legislative Director, State Safety and Education Director, State Products Director, Ex Officio, State Newsletter Editor, State Events Director, and Region Directors.
- C) Members of the Board of Directors shall be residents of the State of Alabama.

Section 4: Region Board of Officers.

The Region Board of Officers (herein referred to as RBO) shall be comprised of the following voting members: Region Director, Assistant Region Director, Region Secretary, Region Treasurer, Region Legislative Officer, Region Safety/Education Officer and County Coordinators. Regions may opt to add the following members as non-voting officers of the Region Board of Officers: Region Products Officer, Region Security Officer, Sergeant of Arms, Membership Officer and Region Events Officer.

ARTICLE 5: BOARD OF DIRECTORS

Section 1: Duties shall include.

- A) To have and maintain general control over ABATE affairs.
- B) To investigate any written complaint against an officer or member and make final resolution.
- C) To investigate any written allegation of misconduct and to make final resolution.

Section 2: Attendance.

- A) All members of the BOD must attend meetings of the Board. If attendance is not possible, the Board member must ensure that a replacement attends the meeting with proxy. This is especially important for Region Directors in order to ensure that the members in that region have representation on the Board.
- B) All voting members of the BOD are expected to arrive at Board meetings in a timely manner and to remain until the meeting has been officially adjourned.
- C) All non-voting members are expected to arrive at Board meetings in a timely manner and to remain until their report to the BOD has been completed and they have been excused by the BOD.
- D) Members of the BOD missing 2 (two) or more Board meetings within an 8 (eight) month period, without good cause, will be notified by the Board to present good cause for the absences at the next regularly scheduled meeting of the BOD. Failure to appear at such meeting or failure to give good cause will result in the absent officer's office being declared vacant.
- E) In such cases where good cause is shown but absences will be of a prolonged and/or continuing nature, the officer should consider voluntarily relinquishing his office. Or, the BOD may ask the officer to resign in good standing. Failure to resign or correct ability to attend BOD meetings regularly could result in the officers being held for conduct unbecoming an officer.

Section 3: Board Decisions.

The act of a majority of the voting BOD members present at a BOD meeting at which a quorum is present shall be the act of the BOD, unless a greater number is required by law or by the BY-LAWS of ABATE.

Section 4: Quorum and Voting.

- A) A simple majority of the total number of voting members of the BOD shall constitute a quorum for the transaction of business at any meeting of the BOD.
- B) A voting member of the BOD who holds more than one voting BOD office will be counted once for each position toward the number of those present for quorum and may vote one time for each BOD voting office held.
- C) No member of the BOD may hold more than two voting offices at any one time.

Section 5: Proxy Requirements and Proxy Voting.

- A) Proxies must name a person who is a member in good standing to hold a proxy; the person holding the proxy must be physically present at the BOD meeting and the proxy may only be good for one meeting of the BOD. 3
- B) 1.) Proxies are acceptable when done in writing. The writing must include the name of the voting member of the BOD, the name of the person to hold the proxy, the date that the proxy was written, the date of the BOD meeting to which the proxy pertains, the reason the voting member of the BOD is unable to attend, and should, if applicable, give direction on how the person holding the proxy is to vote on any of the four categories named below in this section.
- 2.) Proxies are acceptable when done by email. The email must come from that officer's known email address used commonly in communication with the State Office, it must include the name of the voting member of the BOD, the name of the person to hold the proxy, the date that the proxy was sent, the date of the BOD meeting to which the proxy pertains, the reason the voting member of the BOD is unable to attend, and, if applicable, how to vote on any of the items on the agenda, or items that are introduced during the course of the meeting.
- 3.) Proxies are acceptable by phone only on the date of the meeting of the BOD only if voice is identified by two current members of the BOD and must name the person to hold the proxy and provide a reason why the voting member of the BOD is unable to attend. Proxies may name either a current member of the BOD who is present at the designated BOD meeting or name a member in good standing not on the current BOD who is present at the designated meeting of the BOD.
- D) Voting members of the BOD, especially Region Directors, are encouraged to send a non-member of the BOD to attend the BOD meeting with their written proxy. Although it is allowable to name a current member of the BOD, it is not preferable.
- E) Proxies held by a current member of the BOD will not be counted toward quorum determination. Proxies held by person who is not a current member of the BOD, their presence will be counted toward quorum.
- F) Votes from proxies held by a current voting member of the BOD will be counted separately from the vote made in the commission of their held BOD office.
- G) The Member in good standing holding a written proxy directions on a specific issue must vote as directed, unless additional information not known by the voting member of the BOD at the time the proxy was written is brought up at the current meeting and is of such a nature that the person holding the proxy believes it would have changed the voting direction of the person giving the proxy if it had been known in time. In such cases, the person holding the proxy may "abstain due to new information" from the vote. Under no circumstance may the person holding such a proxy vote in opposition of the direction given in the written proxy.

Section 6: Personal Liability of the Board of Directors.

Members of the BOD shall not be held personally liable for acts of the corporation. Liability of the corporation shall be limited to the extent of the assets of the corporation.

ARTICLE 6: ELECTIONS OF OFFICERS OF THE BOARD OF DIRECTORS

- A) Elections for all members of the BOD, with the exclusion of the Ex-Officio and Region Directors, will be held on a bi-yearly basis.
- B) The offices of State Directors, Assistant State Director, Secretary, Treasurer and other members of the BOD, with the exception of the Chairman of the Board, are to be filled by a vote of the general membership.
- C) The position of the State Ex Officio Officer is filled by appointment of the BOD for a 5 year term of office.
- D) The office of Chairman of the Board of Directors is to be filled by a vote of the BOD.
- E) Election rules and procedures for Chairman of the Board, Corporate, and Region officers are in DIXIE ABATE, INC., BY-LAWS.

ARTICLE 7: DUTIES OF THE OFFICERS

Section 1: Duties of all Officers of DIXIE ABATE, INC.,

The duties of all officers of ABATE shall include but are not limited to:

- A) To promote the interests of the members in ABATE's goals and activities.
- B) To insure that all meetings, events, and activities of ABATE meet all requirements of the Constitution, BY-LAWS and established ABATE policy and/or procedures and laws of the State of Alabama and federal law.
- C) To assist the State Director or the BOD with ABATE business when requested.
- D) To make every effort to attend and participate in all state events.
- E) Any member or officer, who receives financial support from ABATE to attend any conference, meeting &/or other such function, is required to attend all sessions possible and report to the appropriate level ABATE Board. BOD members will submit a report in writing for the BOD.
- F) If unable to meet any or all duties assigned to an office, the officer must notify the State Director at the earliest possible time.

Section 2: Duties of the Corporate Officers.

The duties of the Corporate Officers of ABATE shall include but are not limited to:

- A) To meet to develop and/or coordinate the work and goals of each corporate officer's area of responsibility.
- B) Meet with one or more non-region director members of the BOD to discuss issues and coordinate goals of each officer's area(s) of responsibility and report recommendations to the BOD.

Section 3: Duties of the Chairman of the Board.

The duties of the Chairman of the Board (if this position is filled) shall include but are not limited to:

- A. To preside at all state meetings.
- B. To have general supervision of the affairs of Dixie ABATE, Inc.
- C. To share all duties and responsibilities with the State Director.
- D. Any sanctioned event attended by the Chairman of the Board, he/she is presumed to be present in an official capacity.
- E. To personally represent the Organization on proper occasions, and to enter into contracts on behalf of the Organization.

Section 4: Duties of the State Director.

The duties of the State Director shall include but are not limited to:

- A. To preside at all state meetings, in the absence of the Chairman of the Board.
- B. To have general supervision of the affairs of DIXIE ABATE, INC.
- C. To act as the registered corporate agent in the State of Alabama for DIXIE ABATE, INC., using the address of the ABATE state office for the agent's registered address.
- D. To be the Registered Legislative and Executive Agent with the Alabama State Legislature Ethics Committee and to complete all corporate and legislative filings in a timely manner.
- E. To appoint any person or committees to special tasks.
- F. To personally represent the organization on proper occasions, and to enter into contracts on behalf of the organization, with the approval of the Chairman of the Board, if that position is staffed.
- G. To assist all other officers of the organization and to handle problems, in general, as they arise.
- H. To promote the interests of the members in ABATE's goals and activities.
- I. To oversee management of the State Office.

- J. To ensure proper publication and maintenance of all changes to the Organizational Manual.
- K. Any sanctioned event attended by the State Director, he/she is presumed to be present in an official capacity.
- L. To oversee all state programs of DIXIE ABATE, INC. To forward all state financial records to the State Treasurer for oversight and reporting purposes.

Section 5: Duties of the Assistant Directors.

The duties of the Assistant Directors shall include but are not limited to:

- A) To act as an information conduit between the regions in the state and the BOD.
- B) To keep the Chairman and the State Director informed of membership problems and other issues of concern.
- C) To assist in the planning, organization, and implementation of policies and procedures adopted by the BOD.
- D) To assist in the planning, organization and implementation of events undertaken by the BOD.
- E) To take the lead on assigned projects.

Section 6: Duties of the Secretary.

The duties of the Secretary shall include but are not limited to:

- A) To attend and record the proceedings of all meetings of the BOD. Transcripts of minutes are to be sent to the State Director within ten to fourteen (10-14) days of the BOD meeting.
- B) To attend all state events, when feasible, and take minutes, if needed.
- C) Upon request, to assist the State Director in special projects.
- D) To maintain a master copy of all annual changes to the BY-LAWS or Constitution, as well as prior versions of the ABATE Organizational Manual, prior versions of the ABATE Constitution and BY-LAWS, copies of all versions of the Articles of Incorporation, and minutes of all BOD meetings in an official ABATE Corporate Notebook.
- E) To perform all other duties that generally pertain to this office.

Section 7: Duties of the Treasurer.

The duties of the Treasurer shall include but are not limited to:

- A) To oversee and record all financial transactions of DIXIE ABATE, INC.
- B) To adhere to and recommend change for policy, procedures and forms necessary to provide financial accountability at all organizational levels and meet legal and BY-LAW requirements as established by the State of Alabama and the BOD.
- C) To present a hard copy of financial reports at BOD meetings.
- D) To provide, in a timely manner, all necessary reports, and documents to the Chairman and State Director for tax purposes.
- E) To perform all other duties that generally pertains to this office.

Section 8: Duties of the Legislative Director.

The duties of the Legislative Director shall include but are not limited to:

- A) To pursue legislative/political agenda and direction as directed by the BOD and/or the State Director.
- B) Under the direction of the BOD, to pursue legislation and legislative/political activities to promote the interests of ABATE and motorcyclists.
- C) To recommend legislative agenda and direction to the BOD.
- D) To keep the State Director up to date on any legislative issues and/or activities, as well as members of the BOD and the ABATE members.

- E) To attend and present a verbal and written report on legislative and political activity at all meetings of the BOD.
- F) To keep the Region Legislative Officers up-to-date on any legislative and/or activities.
- G) To coordinate member volunteer efforts on the State, Region, and Chapter level to aid and assist motorcycle friendly candidates at election time.
- H) To coordinate meetings/trips of members from Regions to the State House to meet with their legislators on current issues/legislation of interest to ABATE.
- I) To assist and coordinate local legislative and political activities at the state, region, and chapter levels.
- J) On an annual basis to work with regional Legislative Officers and ABATE members to evaluate interest in legislative and political direction as it pertains to furthering the aims of Dixie ABATE. The annual survey draft is to be presented at the November BOD meeting for approval. Written report of survey results are to be presented at the January BOD meeting.
- K) To survey State and Federal legislators during election years to determine their position on current political and legislative issues that concern motorcycling. The survey draft is to be presented at the November BOD meeting for approval. The results are to be presented in writing at the January BOD, along with a voting guide for approval for publication by the Newsletter Editor.

Section 9: Duties of State Safety and Education Director.

The duties of the State Safety and Education Director, if the position is filled, shall include but are not limited to:

- A) To establish, coordinate, implement, and evaluate a series of short and long term motorcycle safety and education programs/initiatives for the benefit of all Alabama motorcyclists.
- B) To further establish ABATE as a professional and safety-conscious organization while increasing public awareness of ABATE's activities.
- C) On an annual basis to survey ABATE members to evaluate interest in all aspects of motorcycle safety and awareness. The annual survey is to be presented at the January BOD meeting for approval. The survey results are to be presented in writing at least once per year at a BOD meeting for approval and publication. In the event this position is unfilled, the Secretary will do this.
- D) To further ABATE's objective of "promoting safe operating practices of Alabama motorcyclists."
- E) To organize, improve upon, and coordinate ABATE's annual "May is Motorcycle Awareness Month" activities, involving as many diverse groups of riders as possible and expanding media coverage.
- F) To establish a cooperative effort with public and privatized drivers education programs, providing students with exposure to motorcyclists and motorcyclist awareness.
- G) To assist and coordinate local safety and awareness activities at the state, region, and county levels.

Section 10: Duties of the Security Director/Sgt-at-Arms:

The duties of the State Security Director/Sergeant-at-Arms, if the position is filled, shall include but are not limited to:

- A) To maintain peace during a meeting of the BOD.
- B) To take charge of all security arrangements for any and all State events.
- C) To coordinate with Region Directors, to provide a security workforce for all ABATE State Functions.
- D) To encourage members and officers, at all levels, to work in compliance with the Organizational Manual.

Section 11: Duties of the State Ex-Officio.

The duties of the State Ex-Officio shall include but are not limited to:

- A) To provide historical information and guidance to the BOD.
- B) To act as an information conduit with other motorcyclist organizations if requested by the BOD and/or the Executive Director.
- C) To work to safeguard the principles of ABATE; to ensure ABATE business is conducted within the rules of the State of Alabama and as established by the Constitution, BY-LAWS, and Policy/Procedure manual; and to ensure the financial stability of ABATE.

- D) To perform duties and participate in special projects as assigned by the BOD, Chairman and/or the State Director.

Section 12: Duties of the State Events Director.

The duties of the State Events Director, if the position is filled, shall include but are not limited to:

- A) Maintains the responsibility of overseeing all events at the State level and is a member of state event committees.
- B) Ensures compliance with ABATE regulations and BY-LAWS.
- C) Establishes and coordinates a communication network with necessary officers in each region and the BOD.
- D) Reviews, corrects, and approves all event flyers for all sanctioned events prior to mass printing and publication and immediately disseminates approved event flyers to the State Office, Newsletter Editor, Web Team and Region Director. Secretary to provide this function if this position is not filled.
- E) Offers solutions/advice in regard to planning an event at the region and county levels.
- F) Collects event information at the State, Region, and County levels to review and pursue avenues of improvement.

Section 13: Duties of the Products Director.

The duties of the Products Director, if position is filled, shall include but are not limited to:

- A) Maintains the responsibility of overseeing all product purchases and sales for ABATE.
- B) Determines which vendors from whom to purchase product.
- C) To adhere to and recommend change for policy, procedures, and forms necessary to provide financial and asset accountability at all levels and meet legal and BY-LAW requirements as established by the State of Alabama and the BOD.
- D) Orders product, maintains a working relationship with suppliers, supplies and invoices the regions for State product, and supplies regions with current inventory forms.
- E) Attends state functions and/or events with product trailer or product.
- F) Processes product orders and invoices in a timely manner.
- G) Responsible for the Points Program after regions submit points to Products Director at the date designated by the Products Director.
- H) If feasible, work with regions to take the state products to large region events. Products Director may not be charged vendor fees at ABATE events.

Section 14: Duties of the Newsletter Editor.

The duties of the Newsletter Editor shall include but are not limited to:

- A) To receive, assimilate and edit member submissions to the newsletter.
- B) To monitor and invoice advertisers for the newsletter, including billing, accounts receivable, and follow up.
- C) To provide all monies, documentation and records to the State Treasurer in a timely manner.
- D) To type set the entire newsletter on a monthly basis.
- E) To provide technical interface with the newsletter printer and mailing service, if used.
- F) To prepare final product for electronic transfer to printer server and/or members.
- G) To maintain design and content of newsletter to meet needs and requirements set by the BOD.
- H) To keep complete newsletter archives.

Section 15: Duties of the Web Team and Web Master.

The duties of the Web Team and Web Master shall include but are not limited to:

- A) To establish a web team preferably including region site web masters.
- B) To coordinate with web team to develop and maintain the web site and portal.
- C) To perform backups and ensure user accessibility to site.
- D) To ensure the Chairman of the Board, State Director, and Secretary are provided with all access codes, passwords, vendor/provider contact information and account numbers necessary to control, monitor and maintain site and email communications.
- E) To monitor site traffic and scale site capacity to meet traffic demands and performance.
- F) To optimize site graphics and programs to minimize load time.
- G) To develop and maintain links to other motorcyclist related web sites.
- H) To maintain design, content, and ownership of site to meet needs and requirements set by the BOD in the name of Dixie ABATE of Alabama.

Section 16: Duties of the MRF Representative.

The duties of an MRF Representative shall include but are not limited to:

- A) Responsibilities and duties as specified in the current MRF State Representative Operations Manual.
- B) The MRF State Representative will provide a copy of the above-mentioned MRF Manual and any updates to that manual to the ABATE State Office.
- C) MRF Representative will maintain close communication with the State Director regarding transactions that occur between himself/herself and the MRF. MRF Representative will report to the Newsletter Editor regularly regarding the activities of the MRF.
- D) This office may be held in tandem with other BOD positions, if no suitable volunteers exist.

Section 17: Duties of a Region Director.

The duties of a Region Director shall include but are not limited to:

- A) To have general oversight over Region and Chapter activities, events, finances, and membership reports.
- B) To attend and sit on the BOD of Dixie ABATE, Inc., as the representative of their region's membership to the BOD.
- C) To bring information, recommendations, ideas and issues from their membership to the BOD.
- D) To encourage interest in ABATE activities on Region and Chapter levels.
- E) To appoint special committees to handle tasks within respective regions.
- F) To keep the State Director and State Legislative Director informed regarding local ordinances and legal or legislative affairs on a region or county level.
- G) Attend all State functions and help where needed.
- H) To keep the State Director informed of any/all regional concerns and/or problems.
- I) To hold an RBO meeting shortly following the BOD meeting, for the purpose of disseminating information from the BOD prior to their next scheduled Region/Chapter membership meeting.
- J) Region Directors are allowed to enter into and/or sign contracts or agreements representing ABATE for the purpose of property leases, band contracts and/or other event associated negotiations only after the following conditions are met:
 - a. Under \$500.00 - must be approved by the RBO at a regularly scheduled meeting and noted in the minutes.
 - b. \$500.00 to \$3,000.00 - may be signed or executed by the Region Director only after the following 3 (three) conditions are met:
 - 1. Approved by the RBO at a regularly scheduled meeting and noted in the minutes.
 - 2. Copy of contract or agreement is given to the State Director and/or Chairman of the Board.
 - 3. State Director and/or Chairman of the Board provides Region Director written approval authorizing Region Director to enter into the contract/agreement.

- c. \$3,000.00 or more, and/or ALL contracts or agreements for any amount when contracting for region or county purposes other than those specified above – Region Directors have no authority whatsoever to enter into these contracts or agreements, however such region/county contracts or agreements may be executed after all the following 3 (three) conditions are met and in the following order:
 - 1. Contract is approved by the RBO at a regularly scheduled meeting and noted in the minutes.
 - 2. A copy of the contract or agreement is provided to the BOD and the original to the Chairman of the Board and State Director. Then contract must be approved in advance of signing by the BOD at a regularly scheduled meeting and noted in the minutes.
 - 3. Contract is signed by the *Chairman of the Board* and/or the State Director should the Chairman be unavailable or the position of Chairman of the board be vacant.
- d. Dollar amounts as defined for the rules stated above include a total of all specific amounts named in contract or agreement, in-kind contributions, estimated costs of any additional requirements of the agreement that are addition to specified amounts, reimbursements for expenses, amounts in any referenced addendums or attachments, potential monetary and/or in kind payments, and/or the value of any other obligation potential.

Section 18: Duties of the Chapter Coordinator, if Chapters exist:

The duties of the Chapter Coordinator shall include but are not limited to:

- A) To organize and administer their respective Chapter organization within the State.
- B) To report to their respective Region Director and RBO all activities in the County and to gain RBO approval for all chapter events and planned expenditures.
- C) To keep the Region Director informed of problems and information.
- D) To keep the Region Director informed regarding local ordinances and legal or legislative affairs on a county level.
- E) To hold a regular monthly chapter meetings for the purpose of disseminating information from the State and Region meetings.

ARTICLE 8: CHANGES IN THIS CONSTITUTION AND/OR BYLAWS

- A) This constitution and/or BYLAWS are subject to change if thoroughly discussed by the BOD at a meeting where a quorum is present. The changes must be approved by a majority vote of the quorum.
- B) The Constitution and BY-LAWS of DIXIE ABATE, INC., shall not be superseded by any other document adopted by any region or county level of DIXIE ABATE, INC.
- C) All proposed changes to the Constitution or BY-LAWS must include a statement directing specific placement with reference to Section and/or subsection numbers.
- D) At the end of each year, a list of all changes to the BY-LAWS or Constitution that have been passed by the BOD during that year will be prepared by the State Secretary and known as the “Annual List of Changes” as an addendum to the ABATE Constitution and BYLAWS.
- E) The State Secretary will provide all members of the BOD with a copy of the Annual List of Changes.
- F) Region Directors are responsible for providing copies of the Annual List of Changes to members of their RBO and any member of their region requesting a copy.
- G) The State Secretary will maintain a master copy of all annual changes to the BY-LAWS or Constitution.
- H) The ABATE Corporate Notebook will reside at the ABATE State Office.
- I) At the direction of the BOD, a new version of the ABATE Organizational Manual will be published with all changes incorporated that have been passed since the last printing.

ARTICLE 9: BY-LAWS

- A) The BOD may establish BY-LAWS that interpret this constitution, and otherwise detail the operating procedures necessary for the furtherance of DIXIE ABATE, INC.

ARTICLE 10: MISCELLANEOUS

- A) No individual, member or officer may in action, deed, writing or comment present or represent themselves directly or indirectly as a representative of or speaking for DIXIE ABATE, INC., in any capacity including but not limited to policy, position, procedure or contract authority to any person or organization including but not limited to the media, legislators, vendors, outside organizations, businesses, etc. unless that individual, member or officer has gained prior approval by the BOD, the State Director, and/or the Chairman of the Board or such representation is within the specific responsibilities of their ABATE office as described in ABATE's Constitution or BY-LAWS.
- B) Usage of the corporate name, DIXIE ABATE, INC., to include but not specifically limited to events, advertising and products, whether by a member or non-member, is strictly forbidden without prior approval of the BOD and/or the State Director and/or the Chairman of the Board.
- C) ABATE property, monies, and product, whether purchased with A.B.ATE resources or donated to ABATE, held by any officer or member, belong solely to Dixie ABATE of Alabama, and shall be used only for ABATE purposes.
- D) Only the State Director, Assistant State Director, State Secretary, and/or Chairman of the BOD may enter into any contract or agreement whatsoever for ABATE. Limited contract or agreement authority is extended to Region Directors with limitations as specified above in the section defining the *Duties of a Region Director*. Authority to enter into contracts and/or agreements may not be delegated to any other member, officer, or person. Any contracts or agreements attempting to bind ABATE outside of the limitations of the ABATE Constitution and/or BY-LAWS will not be a legal contract/agreement binding DIXIE ABATE, INC. Such contracts/agreements will become the personal responsibility and liability of the member, officer, non-member who enters into such contracts/agreements. These members, officers, and/or non-members, in addition to personal liability for the terms of the contract or agreement, may subject themselves to ABATE charges of conduct unbecoming, to civil suit for damages, and/or to criminal charges, including but not limited to charges of fraud.

DIXIE ABATE, INC.

BY-LAWS

Established in Accordance with Article 9 of the Constitution

ARTICLE 1: ORGANIZATION IDENTIFICATION

Section 1. General Organization Identification.

- A) DIXIE ABATE, INC., (ABATE) is a not-for-profit organization, not a motorcycle club, whose primary goal is to preserve the rights, improve the image, and promote safe operating practices of Alabama Motorcyclists.
- B) ABATE is involved with rider education throughout Alabama, and promotes safe riding/driving conditions for all citizens who use Alabama roadways.
- C) ABATE is an organization dedicated to assist entities which are dedicated to the safety and development of motorcycling.
- D) ABATE may direct some efforts to supporting charitable organizations such as Muscular Dystrophy Association and other like §501(c)(3) entities.
- E) ABATE logos, emblems, and intellectual properties are the sole property of ABATE. Unauthorized use or sale of ABATE property, of any kind, is prohibited by law and by ABATE BY-LAWS.

Section 2. General Member Identification.

- A) Membership to ABATE of Alabama is not restricted by issues of color, creed, nationality, religion, or other basis contrary to the laws of the nation and of Alabama. Members tend to reflect all socio-economic levels of the general society and all walks of life. Ownership of a particular type of motorcycle is not required; in fact, ownership of a motorcycle is not required for membership.
- B) ABATE of Alabama is not a motorcycle club. Although any club members are encouraged to join as individuals, as are members of any other organization, such members are prohibited from promoting the philosophies, objectives or conducting the business of a club or any other organization, at or during ABATE meetings or events to the exclusion of or interference with ABATE business.

Section 3. General Officer Identification.

- A) All officers and officer nominees must be residents of Alabama.
- B) Unless waived by the current BOD, all members of the BOD, including Region Directors, must be a member in good standing for a minimum of two years to accept nomination. At the region level, officers, including Region Coordinators, must be a member in good standing for a minimum of 1 year to accept nomination.

ARTICLE 2: ORGANIZATION FUNCTIONS AND ACTIVITIES

Section 1. Sanctioning of Events.

- A) All DIXIE ABATE, INC. functions must be sanctioned at the annual sanctions meeting.
- B) All proposed charity events must name the charity(ies) with specificity before the event may be sanctioned.
- C) Sanctioning will be done at the September sanctioning meeting, in conjunction with the BOD's meeting. Region Directors will bring a completed state designated Event Sanctioning Form listing all events planned for their region for the following calendar year to the September meeting of the BOD.

- D) Additional events, (non charity), may be sanctioned by obtaining the approval of the Region Director and the State Director.
- E) Additional events (charity) must obtain approval of the Region Director and the BOD.
- F) Sanctioning rules are as follows:
 - 1.) No Region may hold an event on the same date of a State sponsored event.
 - 2.) Regions should make an effort to avoid scheduling events on the same date as events in adjoining regions.

Section 2. Events.

- A) All events (state, region or county) that are planned or discussed at an ABATE meeting at any level, and/or use ABATE funds or property, and/or apply for event insurance through ABATE is an ABATE event and must use the name of DIXIE ABATE, INC. or the dba name Dixie ABATE of Alabama in all flyers, advertisements, signage, etc. related to the event.
- B) DIXIE ABATE, INC., owns the names of all its events (state, region or county) and such names may not be used by anyone, (member or non-member) outside of ABATE without the written consent of the BOD for each time the name will be used and will be subject to a fee established by the BOD for temporary use of the event name, excluding the words “ABATE”, “Dixie ABATE of Alabama,” or “DIXIE ABATE, INC.,” which may never be used outside of ABATE.
- C) All events (state or region) must meet all sanctioning, flyer, and insurance requirements.
- D) All events (state or region) must meet all financial transaction and reporting requirements.
- E) All events (state or region) should be designed to further the purposes of ABATE of Alabama.

Section 3. Alcoholic Beverages.

- A) No alcoholic beverages will be purchased, sold, or provided by DIXIE ABATE, INC.
- B) Alcohol may be sold or provided at an ABATE event only if such beverages are being provided by a properly licensed, insured, and legally responsible vendor and, sold from a properly denoted and secured containment area. ABATE members may not provide security or oversight of patrons going in and out of alcohol containment area as this must be the sole responsibility of the vendor.

Section 4. Sanctions.

- A) *See: ARTICLE 8: CONDUCT, Section 3. Possible Ramifications/Sanctions ...To the Detriment of ABATE.*

ARTICLE 3: MEMBERSHIP DUES

Section 1. Annual membership fees.

- A) Single, new or renewal, membership fees as established by BOD.
- B) Couple, residing at same address, new or renewal, membership fees as established by BOD.

Section 2. Lifetime membership.

- A) Lifetime memberships may be purchased only as a single membership and at a price of \$200.00.

Section 3. Refunds and Transfer of Memberships.

- A) There are no refunds of membership dues under any circumstances.
- B) Memberships are not transferable to or from any other person, member, or organization.

ARTICLE 4: FINANCIAL FEES, ASSESSMENTS, AND GENERAL TREASURY RULES

Section 1: Property of ABATE of Alabama

- A.) All monies generated or held at the region or state level, are the sole property of DIXIE ABATE, INC.
- B.) All property, products, and supplies purchased with ABATE monies or donated to ABATE, held by a member, officer, region or state officer, becomes the sole property of DIXIE ABATE, INC.
- C.) All expenditures, deposits, and financial transactions require proper documentation as specified by ABATE.
- D.) All financial documentation, at the state or region level, is the sole property of ABATE
- E.) No property of ABATE may be disposed of, given to any individual, or donated to another organization/person without prior approval of the BOD by a vote taken at a regularly scheduled meeting of the BOD.

Section 2: Region Finance.

- A) Region Treasurers are to maintain all financial records for the region and file reports, forms, documentation, etc., on a monthly basis as required by ABATE.
- B) Regions must follow and maintain all financial reporting, form requirement, financial documentation, and transactions as specified by ABATE.
- C) Regional expenses of One-Hundred Dollars (\$100.00) or more must be approved by the RBO before any purchase(s) can be made.
- D) Regions must have BOD approval for any purchase of Six-Hundred Dollars (\$600.00) or more.
- E) Thirty Percent (30%) of net proceeds of any and all events using DIXIE ABATE, INC.'s name, logo, et al, goes to the state treasury.
- F) All Region income, in excess of One-Thousand Dollars (\$1,000.00) will be forwarded to the ABATE State Office for use as operating capital.
- G) Any region holding a sustaining membership of 2000 or more for 6 months can retain Two-Thousand Dollars (\$2000.00) in their treasury as opposed to One-Thousand Dollars (\$1,000.00) for other regions.
- H) Any region whose region treasury that has been raised to Two-Thousand Dollars (\$2000.00) will revert back to One-Thousand Dollars (\$1000.00) if the region membership falls below Two-Thousand (2000) for 3 consecutive months.

Section 3: Expense Reimbursement.

- A) Reimbursement for ABATE business related expenses may not be made to a paid employee, contract employee, member or officer of ABATE without proper authorization and documentation that meets rules specified below, established by ABATE Treasurer and/or specified in the procedure portion of the Organizational Manual.
- B) Expense reimbursement documentation rules must, at a minimum, require that the original receipt be provided along with a specific, written and clear ABATE business purpose provided for each expenditure.
- C) Paid employees of ABATE, whether member of the BOD or not, must be reimbursed for work related expenses, except those expenses associated with travel to and from the State Office during the established work week; travel to and from BOD meetings held at the State Office; and meals during the established work week except when those meals occur at times when the employee's work takes them out of the city where the State Office is located or meals are ABATE related within said city.
- D) Paid employees when attending any state, region, or county event may not be charged the normal entrance fee when they are at the event in a work related capacity.
- E) Contract employees of ABATE or members of the BOD receiving a monetary stipend from ABATE are not considered paid employees of ABATE and therefore will receive expense reimbursement under the same expense rules as those pertaining to members of the BOD.
- F) No member of the BOD or individual member of ABATE may receive expense reimbursement for expenses associated with attendance at a meeting of the BOD, attendance at a State sponsored event, attendance at a region meeting/event within the region where their home domicile is located, or travel associated expenses related to in the performance of the duties of their office that are performed within the region where their home domicile is located.

- G) Members of the BOD, except for region directors, traveling inside of the State of Alabama may not seek reimbursement for any travel expenses without the specific travel being approved in advance by the state director.
- H) Region Directors are not reimbursed by the State for expenses related to travel inside the State of Alabama unless such expenses are related to a specific directive of the BOD and approved by the BOD, or, due to a critical circumstance, the travel is requested by the State Director.
- I) Members of the BOD traveling outside of the State may not seek reimbursement of any expenses unless the BOD approved the travel and expenses in advance.
- J) Meal expenses (not covered by per diem) may not be reimbursed for meals provided for free by another organization or are included in event registration costs.
- K) Members of the BOD may be reimbursed for expenses directly related to the performance of their duties only if approved by the BOD in advance and must be reviewed annually by the BOD. An example of such reimbursement would be the reimbursement of the Internet access expense for the Webmaster. Such expenses must be limited to the minimum services necessary. Additional services or increase in standard or quality of service is not reimbursable by ABATE.
- L) Per Diem:
 - a. Per Diem is generally intended to cover meals and unreimbursed ground travel.
 - b. Per Diem expenses do not require receipts.
 - c. The BOD will set amount of Per Diem.
 - d. All BOD member paid expenses, including Per Diem, must be approved in advance by the BOD.
 - e. Per Diem may only be provided for approved travel requiring an overnight stay and specifically approved by BOD at a regularly scheduled meeting of the BOD.
 - f. Meal expenses not covered by Per Diem will require detailed receipts and will be limited to maximums allowed by Per Diem.
 - g. Generally speaking, Per Diem breaks down to: morning (25%), late afternoon (25%) and late evening (50%).

ARTICLE 5: ELECTION OF THE CHAIRMAN OF THE BOARD

Section 1. Election Procedures.

- A) **The Chairman of the BOD position, if filled, is elected by the majority of the votes from the membership at large.**
- B) **Nominations are open at the September meeting of the BOD and close at the end of the November meeting of the BOD. Candidates must be present to accept the nomination or have sent a letter of acceptance of the nomination in writing to the State Office.**
- C) **Candidates may submit a letter to the newsletter editor outlining their qualifications for the position they would like to be considered for, and the newsletter editor will get the letter out to the membership, generally in conjunction with the November newsletter, no later than December 1.**
- D) **Ballots and a self-addressed stamped envelope will be sent out on December 10 for all positions being voted on by the general membership.**
- E) **New or renewal members must have their membership application or renewal at the State Office by November 15th in order to be eligible to vote. Renewals or applications received subsequent to that date for any reason will be ineligible.**
- F) **To be accepted as a valid ballot for purposes of voting for the Chairman of the Board, the ballot must be the original ballot sent out by the newsletter editor. No copies will be accepted.**
- G) **Two ballots will be sent to joint membership addresses. Each member shall vote once.**
- H) **To be a valid ballot, it must be received at the State Office by hand delivery or postmarked by December 31st. Late ballots will be marked void and not counted.**

- I) **At the November BOD meeting, the BOD will appoint 3 members of the BOD who are not nominated for Chairman of the Board to act as the Chairman of the Board Election Committee and who will tally the ballots at the State Office during the first week of January and announce the winner at the commencement of the January meeting of the BOD.**
- J) **The decision of the Chairman of the Board Election Committee will be final.**
- K) **If only one person is nominated for Chairman of the Board, the election process must still be completed as specified as if for a contested election.**

ARTICLE 6: ELECTION OF REGION OFFICERS

Section 1. General Election Procedures.

- A) Each region shall hold an annual election at their regularly scheduled meeting in December.
- B) Nominations for offices are to be taken from September through November, with elections to be held in December. New officers are to be in place by January 1 of each year.
- C) All nominees for region office in ABATE will notify the appropriate Board in person or, in writing, by the last day in November whether they accept or decline the office for which they have been nominated.
- D) Unopposed nominees will be considered unanimously elected without necessity of balloting.
- E) All nominees for offices on a RBO must be residents of the region in which they serve and such residency must be maintained throughout the term of office.
- F) Voting members must have proof of active membership and may only vote for offices in their respective region. **Absentee ballots will not be accepted.**
- G) Voting more than one time in any election or for any act of voting fraud constitutes conduct unbecoming a member.
- H) **In case of tie for any office at any level, the count will be verified; if a tie still exists, one of the election committee members will determine the outcome by a toss of a coin.**
- I) If a member is not listed on the pertinent election roster for any reason, they will not be allowed to vote. This will include new members who joined too late to be included on election roster and those current members who failed to renew in time for their names to be listed on the election roster.

ARTICLE 7: WITHDRAWING FROM OFFICE

Section 1. State, Region and County Officers.

- A) Any member withdrawing from office must do so in **writing (email is acceptable) or by completing the** state designated Officer Resignation Form and send it to the State Office via U.S. Mail or hand delivered.
- B) Any member withdrawing from office, for any reason, cannot resume that office until re-elected at the next regular election.
- C) Upon any member of the BOD, with the exclusion of Region Directors, giving up an office, another member may be appointed by a majority vote of the BOD, to fill that office for the remainder of the current term.
- D) Upon termination, whether through resignation, dismissal, or election, each officer or director is required to return to the corporation or to a representative of the Board all material and equipment of the corporation in the possession of the officer.
- E) If one or more Region or County Officers resign, the remainder of the Region or County Board will appoint a qualified member in good standing to fill the position(s) until the next scheduled election.

ARTICLE 8: CONDUCT

Section 1. Conduct Responsibilities of Members and Officers.

- A) All members and officers of DIXIE ABATE, INC., will be expected to adhere to all rules and regulations of ABATE and to promote ABATE's core values.

Section 2. Results of Conduct Unbecoming an Officer or Member.

- A) Any member or officer may be expelled or removed from office or membership or any other sanction deemed appropriate by the BOD for conduct unbecoming a member of ABATE, but charges must first be submitted in writing to the Chairman of the Board or State Director. The accused member will be given written notice of hearing at their last known address and the opportunity to appear at a hearing before the BOD. The BOD will review the evidence and make final decisions.
- B) Any officer found derelict in his or her duties shall be subject to review before the BOD and may be removed from office with good cause and proper redress by a majority vote of the members of the BOD.
- C) ABATE reserves the right to refuse membership to any individual whose conduct, as determined by a majority of the BOD, poses a detriment, or would be discreditable to the organization. This in no way applies to exclusion by race, creed, color, sex, or national origin.
- D) Any member or officer of ABATE, who has been charged with conduct unbecoming a member or who has improperly used the organization's funds; held or maintained funds in violation of ABATE rules, BY-LAWS, or policy; or, purposely misreported the use of funds will be brought before the BOD for an official hearing. The BOD, after hearing testimony and evidence, will make a determination of sanctioning that may include one or more of the following sanctions but are not limited to: 1) Letter of Reprimand, 2) Removal from any and/or all offices permanently and/or for a specified period of time, 3) Permanent expulsion from membership, 4) The filing of criminal charges, and/or the filing of a civil action for restitution. If accused member or officer fails to appear at the BOD hearing, the BOD will still hold the hearing and make a sanctioning determination. Nothing in this rule prohibits the BOD from filing legal action, criminal or civil, without prior notification to accused member/officer or the holding of a BOD hearing on the matter.

Section 3. Possible Ramifications/Sanctions When Region Event or Meetings Are Conducted Illegally, Outside of the Rules Established in the Organizational Manual or To the Detriment of ABATE.

- A) Sanctioning actions may be taken by the direct order of the BOD, or on the decision of the State Director if the State Director has gained the support of at least three other members of the BOD.
- B) Possible sanctions/ramifications to erring region include, but are not limited to:
 - 1.) BOD officers, under the direction of the BOD, or the State Director may stop or take control of any region or county meeting being conducted in any fashion in violation of the rules stated in the Organizational Manual or that could result in detriment to ABATE.
 - 2.) BOD officers, under the direction of the BOD or the State Director, may stop or take control of any regional event being run or organized in any fashion in violation of the rules stated in the Organizational Manual or that could result in detriment to ABATE
 - 3.) BOD officers, under the direction of the BOD or the State Director, may stop or take control of any region or county election being conducted or organized in any fashion in violation of the rules stated in the Organizational Manual or that could result in detriment to ABATE
 - 4.) The State Treasurer with the support of at least three other members of the BOD or by direction of the BOD may stop all future events and meetings in a region and freeze the region's checking account if the situation warrants such an action. Such a freeze may stay in full effect until the BOD, at the next scheduled meeting of the BOD, either votes to continue the sanctions, change the sanctions, cease the sanction, terminate the region and/or bring members or officers of the region or county up on charges of conduct unbecoming a member or officer.
 - 5.) The Chairman of the Board and/or State Director, on his own initiative or by order of the BOD, may temporarily suspend the membership of any member or officer who is acting in violation of the rules established in the Organizational Manual or to the detriment of ABATE. Such membership suspension

may stay in effect until the next regularly scheduled meeting of the BOD whereby the BOD may vote to continue the suspension, reinstate membership, or bring the member up on charges of conduct unbecoming a member.

- 6.) The State Treasurer, on his/her own initiative, may freeze a Region's checking account if the situation in the Region or County warrants such an act if the Chairman of the Board or the State Director may so act, when advised to do so by the State Treasurer. Such a freeze may stay in full effect until the BOD, at the next scheduled meeting of the BOD, either vote to continue the sanctions, change the sanctions, or cease the sanctions.
- C) In the event that a region or county event, meeting, or elections have been stopped or taken over under the above described situations, the county or region officers must immediately relinquish control of the meeting, event, or election and do so without any further actions or comments. In addition, upon demand of the BOD directed officers or the State Director, such region and county officers must turn over all documents, monies, prizes, receipts, ballots, property, product, etc. to the BOD directed officers or the State Director immediately on evocation of rules in this Section 3.
- D) It is recommended that the State Director first attempt to contact the Chairman of the Board and the Assistant State Directors when invoking any part of Section 3 where there is a requirement of gaining support of three members of the BOD.

DIXIE ABATE, INC.

POLICY AND PROCEDURE

PREFACE

WHAT IS DIXIE ABATE, INC.?

1. DIXIE ABATE, INC. (American Bikers Aimed Toward Education) is a not-for-profit organization, §501(c)(4), dedicated to “...*preserving the rights, improving the image, and promoting the safe operating practices of all Alabama motorcyclists.*”

STATEMENT OF POSITION AND ACTIVITY TO PROMOTE THAT POSITION

2. ABATE is a freedom of choice organization, dedicated to the premise that those who ride should have input into the laws of the state of Alabama that pertain to motorcyclists and motorcycling.
3. The primary objectives of ABATE are:
 - a. Monitor legislative activity in regard to laws affecting motorcyclists, especially those designed to restrict our freedom of choice, and to encourage all members to become politically involved in order to effect positive legislation and deter that of a negative nature to motorcycling.
 - b. To mount vigorous campaigns in support of motorcycle rider education and related safety programs.
4. ABATE encourages all members to register and vote. Efforts are dedicated to raise members’ political awareness through public forums, writing letters and meeting elected representatives. In cooperation and coordination with the State Office, ABATE members have the opportunity to present ABATE issues and educate governmental leaders and the public about the needs of Alabama motorcyclists.
5. Legislative directors on state and region levels help to coordinate these efforts; and, when necessary, provide a communication link between the organization and elected officials.
6. ABATE supports the American Motorcyclist Association (AMA), the Motorcycle Riders Foundation (MRF), as well as other motorcyclist rights organizations around the nation.
7. In addition, ABATE disseminates motorcycle related information, stages events for ABATE, raises funds for approved charitable organizations and works for the general promotion of motorcycling.

Accomplishments:

8. ABATE has been instrumental in promoting the interests of motorcyclists in many areas.
9. Each May, ABATE sponsors the Motorcycle Awareness Rally in various state capitols to raise public awareness of the fact that, with the coming of riding season, motorcycles are back on the road.
10. To demonstrate the community involvement of motorcyclists in states throughout the country, ABATE members, through region programs, have staged and participated in events that have raised monetary donations and collected much needed items such as clothing, toys, etc. for approved charitable organizations.

11. Perhaps our greatest achievement is the creation of an organization that enables motorcyclists to become educated, both politically and in safe riding practices; an organization that offers activities and brotherhood with fellow motorcyclists; an organization that will stand up and fight for all motorcyclists; and, works to ensure future generations will be able to enjoy the freedoms we hold so dear.

INVOLVEMENT IN ABATE

13. ABATE is an organization comprised of members who volunteer their time toward the goal of promoting motorcyclist rights and safety. To be a successful member or officer, it is important to remember that your time and the time of other members are given freely. As members and officers of ABATE there could be a need for you to commit some of your personal time. The commitment can vary depending on your level of involvement. You need to consider the time commitment necessary whenever you are considering accepting nomination for an office and determine if you can incorporate the time required into your schedule without disrupting your entire lifestyle. For many members and officers, the time commitment is not a burden because devoting time towards promoting motorcyclist rights is an important part of their lifestyle as motorcyclists.
14. ABATE needs and appreciates each member's dues, however, ABATE members and the motorcyclists of Alabama need your help, ideas, enthusiasm, knowledge, skills, expertise, and active participation. As you learn about our organization, try to identify a particular area or areas where your personal interests and expertise will benefit motorcyclists of Alabama. Some of the areas include, but are not limited to, Safety and Awareness, legislative/political activities, fundraising, leadership, and communication.
15. When you find your area or areas of personal interest, contact your County Coordinator or Region Director to discuss your active participation to help further the goals of ABATE.
16. No matter how devoted you are to motorcyclist rights, if you allow demands on your time to become too high, you will reach a point commonly referred to as "burn out." See Section on Effective Leadership for discussion on "burn out".
17. In return for your involvement in ABATE, you will have the opportunity to meet new riders, expand your network, create and build lifetime friendships, build and use new skills, develop riding skills, and develop the self satisfaction of knowing you personally helped protect motorcycling in Alabama.
18. As a volunteer organization, it is important to note that ABATE members represent all nationalities, races, genders, ages, and religious affiliations. Members come with a multitude of personalities, ride all types of motorcycles, or may not own a motorcycle. Participation in ABATE will mean working alongside of members who come from all aspects of motorcycling. Our members occupations are numerous and varied, they include both blue and white-collar occupations from mechanics to police officers to mayors to legislators.

STRUCTURE AND OWNERSHIP OF ABATE

STRUCTURE OF THE ORGANIZATION

Chairman of the Board

State Director

Corporate Officers

Board of Directors

Region Director - Region Board of Officers

Members

1. DIXIE ABATE, INC., is a membership-based organization. The basic structure of DIXIE ABATE, INC., given above, is a general layout of the leadership of the organization. Each level of the structure is under the direction of all levels above it and accountable to all levels, above or below. Each level of the structure is subject to the Constitution, BY-LAWS, and procedures established in the Organizational Manual.
2. The State Director answers directly to the Board of Directors, led by the Chairman of the Board. The Region Directors are members of the BOD. The Region Board of Officers directs the region and activities under the guidance of the Region Director. Treasuries and monies are held only at the State and Region levels.
3. Election procedures are defined in ARTICLE 6 of the ABATE Constitution and in ARTICLES 5 & 6 of the ABATE BY-LAWS.

WHAT'S IN A NAME?

4. DIXIE ABATE, INC., (ABATE), dba Dixie ABATE of Alabama, is to be a Not-For-Profit Organization, §501(c)(4). Although ABATE is generally a “tax-exempt organization” under State law, anyone donating assets or monies to the organization may not claim such a donation on their tax returns, as per State and Federal tax law.
5. DIXIE ABATE, INC., owns its name and no person or other organization may use the name nor conduct business under such name. In addition, members and officers of ABATE may not use the name, nor do business using the name, in any way or at any time without approval of the BOD.

PROPER NAME USAGE

6. DIXIE ABATE, INC. and Dixie ABATE of Alabama are the ONLY names that can be used to represent the organization. This is true not only at the state level, but also at region level.
7. Examples of unacceptable versions of the organization’s name are: ABATE of Alabama; ABATE of Region __; and ABATE of _____ County. Regions and Counties may also place the Region or County name on a line underneath the Dixie ABATE of Alabama name.

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8. The term “ABATE” is acceptable in items such as submissions of articles to motorcycling magazines. The term “ABATE” is also acceptable in writings when it is spelled out the first time it is used followed with a parenthetical abbreviation. For example: In writing, the first time the name is used, it should look like this – DIXIE ABATE, INC., (ABATE). Subsequent use of the name in the same writing can then be ABATE.
9. The areas where proper usages of the name are of the utmost importance are on event flyers, checking accounts, checks, and advertising. It is possible that if an event is advertised using an unacceptable name, the event insurance, which is issued to DIXIE ABATE, INC., could later be determined not to cover the event, even though payment has already been made. In addition, members using an incorrect form of the name, using it without authorization or in a purpose unrelated to official ABATE business, could be subjecting themselves to legal and organizational ramifications or sanctions.

10. Region Directors and County Coordinators are responsible to ensure that the proper name requirements are met for the functions and events in their respective areas. Remember, using the proper name is not only for the protection of the organization but also for the protection of its officers and members.

WHO OWNS DIXIE ABATE, INC., AND THE ASSETS THEREOF?

11. DIXIE ABATE, INC., is owned by its members under the direction of the Board of Directors. Each member in good standing has an interest in ensuring the continuation of the organization. Likewise, each member has a right to expect proper management (including financial management) at all levels of the organization. For example, a member in any region has a vested interest in all region treasuries and property held by all regions and counties.
12. ALL monies and assets held at state, region or county levels are owned, in their entirety, by DIXIE ABATE, INC. ALL funds, from whatever source, received at ABATE events or meetings (state, region, and county) are the sole property of ABATE and must be deposited into the state or region accounts. Regions are allowed to maintain separate treasuries but this does not mean those monies or accounts “belong” to that region. Region treasuries are maintained by the regions only upon authority of the BOD and subject to all rules, policies, and procedures. The BY-LAWS do not allow for county treasuries, therefore all monies collected at county meetings must be turned over to the Region Treasurer along with the Meeting or Event Report. The State Director and/or State Treasurer may freeze and/or take over a region account if violations of rules are found to exist.
13. ALL items purchased using ABATE funds or donated to ABATE (region, county or state levels) belong to ABATE and can only be used for ABATE purposes. This means that ABATE monies, property and/or assets may not be loaned to anyone, member or non-member, for their personal use. Non-cash assets of the organization, at all levels, must be reported on the proper inventory report. [See State Treasurer’s Manual for additional information, requirements, limitations, and forms.]
14. Alabama state law and ABATE BY-LAWS do not allow funds or monies of DIXIE ABATE, INC., to be used to the benefit of, or be distributed to its members, directors, officers, or other private person. This includes items purchased with ABATE funds or donated to ABATE. In addition, no member, region or county of ABATE may give or raise money for, or give ABATE property of any kind to any individual, member, officer, family or non-approved charity organization. This is state law and the rule of ABATE’s constitution. Compliance with these two rules is not optional and must be strictly adhered to at all levels of ABATE and at all times. Non-compliance may result in legal and/or organizational sanctions.
15. Restrictions, specifications and sanctions on any member or officer in the representation of ABATE in any way, including but not limited to authority to enter into contract/agreements, is specified in ARTICLE 10: MISCELLANEOUS of the ABATE Constitution. Due to the severity of possible sanctions, it is in the best interest of all members and officers to familiarize themselves with these restrictions.

DIXIE ABATE, INC.

POLICY AND PROCEDURE

EFFECTIVE LEADERSHIP

BE A LEADER

1. It takes a special type of person to be an effective leader. Leadership requires putting the goals of the organization before personal goals, friends, etc. A good leader does not allow special privileges or benefits to any member or officer no matter what their relationship is to the leader. For example, a good leader will not allow others to act to the detriment of ABATE or make exceptions to rules for the benefit of friends or relatives.
2. Leadership requires learning and practicing positive relationship skills. To be a good leader, you should ask questions and make requests instead of issuing orders. You must begin with praise and honest appreciation. Before pointing out the mistakes of others, be sure to be open about your own mistakes. Allow others to save face and use encouragement and praise for each step of their improvement. Whenever possible, you should only call attention to another's mistakes in a discreet fashion. These skills will help make others more agreeable to assist in meeting the goals of the organization.
3. Leadership requires the courage to lead. If you have the courage to make decisions and accept the responsibility for your actions, you will find that people will always defer to you. This requires you to keep your word, do every job to the best of your ability, have the courage of your convictions and a willingness to take full responsibility for the failures of the people under you, as well as your own failures. A good leader always gives credit where credit is due. Before even considering taking personal credit for any success, a good leader gives credit to all of those who contributed in reaching the goal, and only mentions themselves last, if at all.
4. Leadership requires the ability to keep members focused on the goals of ABATE. Members are present at meetings and events because they are interested in the established goals of ABATE. Leadership is not the opportunity to promote your own personal agenda, pet projects, or goals. Although it is not uncommon that meetings will sometimes digress to other topics, if you as the leader allow other goals to dominate the work of your county or region, then the members who are truly interested in motorcyclist rights will quit. You will be left with a group of people who have no interest in ABATE's goals and will each want to promote their own agenda, pet issues or projects. When the focus is diverted from motorcyclist rights, ABATE not only loses valuable members but important work is not accomplished. Keep the focus on ABATE goals. Be sure that all members understand how each event, meeting, etc. helps to reach ABATE goals. By doing this, you will help create the enthusiasm necessary to develop active members.

BE FRIENDLY

5. No one likes to deal with crabby people or those who complain or approach everything in a negative fashion. This is especially true in leaders. Don't criticize, condemn, or complain. Be positive about ABATE. Not all members or officers are going to agree on everything. That is normal in a democratic organization – sometimes the issue being voted on goes your way and sometimes it doesn't. Be sure to be a good listener and give members an opportunity to be heard. Have clear discussions of issues examining why the difficult issue is necessary and then be sure all voting is done fairly and by the rules. This will save hard feelings and encourage those who lost the vote to deal with it philosophically and not with anger.

6. The members you are dealing with are your neighbors and fellow motorcyclists. Find out what is important to them. Take the time to learn and remember names. Remember members, new or current, should never come to a meeting or event without someone making an effort to greet or talk to them. A smile and a personal greeting will encourage members to come to meetings and be active in events.
7. Leaders should be genuinely interested in other people and be comfortable enough with their own self-image that they do not use their position as an officer to promote their own importance and/or agenda. Leaders are able to sincerely make others feel important. To accomplish this, leaders try to let others do the most talking and try to see things from their point of view. Be sympathetic to the ideas and desires of others but at the same time appeal to their nobler motives.

BURNOUT

8. "Burn out" is one of the leading problems facing volunteer organizations of all kinds. There are several actions you can take in order to avoid burn out and to continue to be a valuable and contributing member of ABATE. First and foremost, recognize that all members and officers of ABATE understand that your health and family does and should come before ABATE participation. When family or other issues come up that will interfere with any commitment you made to ABATE, it is your responsibility to notify the proper officers of the problem as soon as possible so that arrangements can be made to find an alternative solution.
9. Second, as officers, it is important to learn to delegate responsibilities and tasks. You cannot put on an event all by yourself. To try to do so will almost insure that you will suffer from burn out. When delegating be sure that the members understand what their responsibilities are, the time frame for completion of the task, and understand that they need to report to you when the task is done or if there are any unforeseen problems in accomplishing the task.
10. Third, remember there are other officers in ABATE that either are currently or have previously dealt with the same issues and problems you are experiencing. Use them as a resource. Most current or former officers will be happy to discuss issues with you and offer solutions that you may not have considered. Finally, the key to avoid burn out is to organize your time. In order to avoid wasting time or dealing with avoidable problems, take the time to plan carefully in advance.
11. As officers you will save time and headaches if you establish when the most convenient time to contact you is. This will help prevent receiving calls or visitors at inconvenient times. If being contacted at work will cause you problems, do not give out your work number. Likewise if you have to contact someone at their place of employment, at the beginning of the conversation be sure to inquire if it is an opportune time for them to talk.

DEALING WITH CRITICISM

10. When people are critical of you, remember to first examine the validity of the criticism. If they are valid and constructive criticisms, take them to heart and determine a plan to correct the problem. Be sure to be honest with yourself and others if you have made a mistake. We are only human and mistakes are part of life. There is no shame in making a mistake, but it is up to you to correct it or at the very least not to repeat it. When criticism is not valid or constructive, remember that unjust criticism is often a disguised complaint. If you do the best you can, no one can complain. If unreasonable criticisms are continuing and making it difficult for you to be an effective leader, contact the next higher-ranking officer for advice. Perhaps a private conversation with you, another officer and the critical member to discuss the issues may alleviate the problem.

11. Dealing with the mistakes of others is also an important skill in being an effective leader. Remember that criticism, presented incorrectly, can destroy participation and self-image. When you see that something is wrong or a mistake has been made, try asking, “What happened?” instead of “Who did it?” You should always make it clear to people that you are interested in facts and not interested in hearing what they think you want to hear. With facts, you can correct a mistake and not have to resort to criticism.
12. Always remember how you would like the situation treated if you were the one who made the mistake. Take mistakes as a learning opportunity rather than an opportunity to be critical. If mistakes are due to a lack of knowledge of the correct way of handling a project or of the correct procedure, then take the time to explain the correct way. No one likes their “pants pulled down in public” so always try to have these conversations in private. If the explanation of the correct procedure would benefit all members, then do so in a way that does not direct attention to the person who made the mistake.

TIPS FOR HANDLING DIFFICULT PEOPLE

13. All groups tend to have one or more “difficult” people and ABATE is no exception. These people take many forms such as the person who knows everything, those who argue about everything, those who are too shy to speak, those who always talk, and those who seem disinterested, indecisive, or resentful. It takes patience, preparation, and practice to learn to deal with each of these types of members.
14. The following are paraphrased or quoted sections of an article by Mr. Jeff Atwood published in the ABATE of Indiana’s Guidebook and are possible methods of dealing with each of these “difficult” types.
15. **Know-it-all** – Turn the comments made by the know-it-all over to the other members present for their opinions. Building the groups confidence level into a team atmosphere will prevent them from allowing such imposition of views.
16. **Argumentative** – Always “keep your cool”. Don’t lose the respect of the whole group just to stop one member. Use questions to draw out the individual and use the group to generate a discussion. The shift of the argument develops between the individual and the other members and not you. In that case it does not matter who is right and wrong. It generates a good discussion and you come out a winner either way.
17. **Shy** – Draw these people into the conversation by calling them by name and asking direct open-ended questions to gain their opinions.
18. **Grudge Bearing** – Try to avoid the person’s area of “Pet Peeve”. Set the groundwork for the person by explaining that any issues discussed are to be for the benefit of the majority and not platforms for personal complaints. If there is rivalry between two participants, keep them apart.
19. **Talkative** – Do not call on them and avoid eye contact. If they get control, tactfully interrupt and ask others to comment. Ask others for opinions. It may be necessary to ask the talkative person to politely refrain and give others a chance. Another solution would be to, at the start of each meeting, set a time limit for each speaker and request members to avoid repetition of ideas and comments.
20. **Disinterested** – A good method to use is to take time apart from other members to have a discussion to find out the individual’s motives for being in ABATE. Once armed with that information you may get them involved by asking their advice or direct questions in the areas in which they are interested. It is possible they do not understand all of the important issues and goals surrounding the protection of motorcyclist’s rights. Discussions of ABATE’s goals and objectives may inspire interest and guide the member into becoming more active.

Indecisive – These people like to debate issues at great length. They will always cause meetings to run past time allowed. They constantly try to get your opinion as a leader. Here is where time limits on speakers will help. After each interested member has had an opportunity to voice their opinion, the question should then be called and a vote taken.

22. **Resentful** – Resents others' opinions, especially when it relates to how they perform at their tasks or duties as an officer. This person may believe that he or she does the task better than anyone else could. Get them to contribute to the task and keep them involved without letting them dominate. They then feel they are demonstrating their expertise and may be more cooperative.

TECHNIQUES IN ANALYZING A PROBLEM

23. The first step to analyzing a problem and finding a solution is to get all of the facts. Look at what the problem is and what caused it. The next step is to brainstorm on all of the possible solutions. Choose the best solution and then act on it. Without action, the problem will not go away or will keep coming up in the future. Deal decisively and affirmatively. If you and other local members or officers cannot determine a plan of action, consult officers in other regions to see what they would suggest as a plan. If it is serious issue, bring the issue to the Deputy Director assigned to your region. The Deputy Director or Region Director can bring issues to the BOD for guidance.

OTHER SUGGESTIONS ON EFFECTIVE LEADERSHIP

24. Other suggestions for solid leadership skills:
- 1 Show confidence in yourself.
 - 2 Remain cool in the midst of trouble.
 - 3 Gain cooperation from others by giving them your cooperation and support first.
 - 4 Be absolutely honest and truthful in your verbal and written statements.
 - 5 Stand up for what you believe is right.
 - 6 Never make a promise you cannot keep.
 - 7 Never make a decision you cannot support.
 - 8 Be willing to lend a helping hand.
 - 9 Make others feel important.

DIXIE ABATE, INC.

POLICY AND PROCEDURE

QUALIFICATION GUIDELINES FOR OFFICERS

GENERAL TO ALL OFFICERS

1. All candidates for any officer position at all levels must have the following qualifications:
 - a. Meet all requirements specified in the Constitution and BY-LAWS.
 - b. Possess the skills, knowledge, and temperament necessary to meet the duties of the designated office as specified in the Constitution and BY-LAWS.
 - c. Be honest and trustworthy.
 - d. A strong commitment to the motorcyclist rights movement and a desire to play an active role in meeting established goals.
 - e. A strong commitment to upholding the Constitution, BY-LAWS, and established Policies and Procedures of ABATE
 - f. The ability to work with a number of different personalities.
 - g. The ability to put personalities aside in order to make and follow through with tough decisions necessary to promote solid business practices and meet the goals of ABATE.
 - h. The ability to place the goals of the organization above personal goals.
 - i. The ability to devote the necessary blocks of time to perform the required duties and responsibilities.
 - j. The ability to attend meetings and events pertinent to their level of office and state events.
 - k. Possess solid leadership skills and the ability to delegate, when needed, to other officers and members.
 - l. It is preferred to have as many officers as possible to be First Aid and CPR qualified.
 - m. It is encouraged that all officers have the ability to be connected electronically.

CHAIRMAN OF THE BOARD OF DIRECTORS

3. Any person nominated for the position of Chairman of the Board should have the following minimum qualifications:
 - a. The ability to represent, ABATE, in a professional manner and to promote professionalism in the practices and policies of the organization.
 - b. A solid understanding of Robert's Rules of Order and the contents of the Organizational Manual.
 - c. The ability to conduct and control a meeting of the BOD while facilitating productivity.
 - d. The ability to work productively with the State Director and the BOD.
 - e. A solid understanding of the concerns, needs, and goals of motorcyclists and a proven record of pursuing such goals to the betterment of ABATE and the motorcycling community at large.

STATE DIRECTORS

4. Any person considered by the BOD for the position of State or Assistant State Director should have the following minimum qualifications:
 - a. Possess a solid understanding of the contents of the Organizational Manual.
 - b. The ability to work productively with the Chairman of the BOD and the other members of the BOD.
 - c. The ability to lead special projects.
 - d. The ability to follow through and complete special projects.

REGION DIRECTORS

5. Any person considered for the position of Region Director should have the following minimum qualifications:
 - a. A solid understanding of the contents of the Organizational Manual.
 - b. The ability to represent, ABATE, in a professional manner and to promote professionalism in the practices and policies of the organization.
 - c. The ability to attend meetings of the BOD, State events, or functions, and meetings of the RBO.
 - d. Possess a sense of organization, ability to conduct productive meetings, ensure proper record keeping and be accessible to members and other officers.
 - e. The ability and willingness to lead by example and to maintain a profile of high character.
 - f. The ability to recognize the strength's of individual members and to motivate members and officers in promoting the goals of the organization.

ASSISTANT REGION DIRECTORS

6. Any person considered for the position of Region Deputy Director should have the following minimum qualifications:
 - a. A solid understanding of the contents of the Organizational Manual.
 - b. Possess a sense of organization, ability to conduct productive meetings, ensure proper record keeping and be accessible to members and other officers.
 - c. The ability and willingness to lead by example and to maintain a profile of high character.
 - d. The ability to recognize the strength's of individual members and to motivate members and officers in promoting the goals of the organization.
 - e. The ability to take the lead in ensuring all events within the region, both region and county, meet all sanctioning and event insurance requirements and reporting. In addition, to ensure all events are operated and reported following all rules, policies and procedures specified in the Organizational Manual.
 - f. The ability to lead special projects as assigned by the RBO or the Region Director.
 - g. The ability to follow through and complete assigned special projects.

SECRETARY – ALL LEVELS

8. Any person considered for the position of Secretary should have the following minimum qualifications:
 - a. A solid understanding of the contents of the Organizational Manual.
 - b. A solid sense of organization and how to maintain proper meeting minutes and other records.
 - c. The ability to keep organized files, conduct correspondence, and be accurate and timely in required reporting to the State Office.
 - d. The ability to attend officer or director meetings and to be accessible to members and other officers.
 - e. Computer literacy is required.
 - f. **Possess skills and detail orientation to annually coordinate with the State Office to compile and keep updated a list of all ABATE officers at all levels.**

TREASURER – ALL LEVELS

9. Any person considered for the position of Treasurer should have the following minimum qualifications:
 - a. Prior bookkeeping experience is highly desirable.
 - b. A solid understanding of responsible and accurate bookkeeping.
 - c. An ability to handle cash or checks in an accurate and responsible fashion.
 - d. An ability to guard against theft or embezzlement.
 - e. The skills and understanding necessary to perform accurate bank account reconciliation.

- f. The ability to maintain accurate records, documentation necessary to meet organizational financial requirements.
- g. The ability to provide all reports, with required documentation, to the State Treasurer within the time requirements specified in the Organizational Manual.
- h. The ability to attend officer or director meetings and to be accessible to members and other officers.
- i. State Treasurer may not simultaneously be a treasurer at the Region level.
- j. The ability to be bonded.
- k. Computer literacy is required.

SECURITY OR SERGEANT AT ARMS – ALL LEVELS

10. Any person considered for the position of Security Officer or Sergeant at Arms, should have the following minimum qualifications:
- a. An ability to develop and implement security measures for meetings and events.
 - b. Possess good self-control and interpersonal skills necessary to be effective in conducting duties.
 - c. An ability to use logic, compromise, and diplomacy to defuse tense situations.
 - d. The ability to read situations and act independently with due regard for the safety of members and other persons and with regard to the organization's goals.
 - e. The ability to aid in verifying membership status at elections.

PRODUCT– ALL LEVELS

11. Any person considered for the position of Product Director or Officer, should have the following minimum qualifications:
- a. State Products Director - the ability to store, maintain product, product trailer and transport the product trailer and operate product sales at all State events and a reasonable number of region events each year.
 - b. State Products Director – the ability to act as purchasing agent and distribution point of product for ABATE.
 - c. Possess a good eye for design, able to use marketing skills to promote sales, able to review sales history to determine what will sell and in establishing amount of items to be ordered with the goal of making a profit and promoting a positive image of ABATE.
 - d. The ability to be bonded.
 - e. Computer literacy is required.
 - f. A solid understanding of responsible and accurate bookkeeping and inventory control.
 - g. An ability to handle cash or checks in an accurate and responsible fashion.
 - h. An ability to guard against theft or embezzlement.
 - i. The ability to maintain accurate records, documentation necessary to meet organizational products requirements.

LEGISLATIVE– ALL LEVELS

12. Any person considered for the position of Legislative Director/Officers, should have the following minimum qualifications:
- a. State Legislative Director must be a member in good standing.
 - b. State Legislative Director must possess a solid and in-depth understanding of the legislative and political processes at the state and federal levels, as well as the processes and procedures related to executive agencies' regulatory powers.
 - c. Proven communication skills, both written and verbal, directed to both individuals and wide audiences including: members, politicians, the public, and the media.
 - d. The ability to represent, ABATE, in a professional manner and to promote professionalism in the practices and policies of the organization.
 - e. Ability and desire to coordinate legislative and political activities, positions, campaigns, initiatives, etc.

- f. Must be detail oriented and have access and ability to perform accurate and thorough research and reports on legislative and political issues, along with a solid understanding of the availability and use of legislative and political research tools both on and off the Internet.
- g. Must possess a solid understanding of political and legislative “clout”, the use of diplomacy and the ability to protect their own and the organization’s legislative and political credibility and integrity.

NEWSLETTER EDITOR

- 13. Any person considered for the position of Newsletter Editor, should have the following minimum qualifications:
 - a. The knowledge and ability to use the computer programs necessary to organize, edit submissions for the newsletter and to provide layout to Full Throttle Magazine, in a consistent and timely manner.
 - b. The ability and technical knowledge necessary to interface with printer and mailing services.
 - c. Proven writing, spelling, grammar and other editorial skills necessary to performing editor’s duties.
 - d. The skills necessary to track advertising sold by ABATE and invoice accordingly in coordination with the State Office.

WEB MASTER - ALL LEVELS

- 14. Any person considered for the position of Web Master, should have the ability to create and maintain a professional, functional website.

EVENTS– ALL LEVELS

- 15. Any person considered for the position Events Director/Officer, should have the following minimum qualifications:
 - a. Possess a solid understanding and knowledge of all aspects of planning, management, and execution of an event.
 - b. The ability to establish a solid and effective communication network with Region Directors, the State Office, Newsletter Editor, and the Web Team.
 - c. The ability to review all event flyers to ensure each meets all organizational requirements and/or limitations.
 - d. The ability and knowledge to transfer approved event flyers in a digital format to the State Office, the Newsletter Editor, the Web Team and the Region Director.

SAFETY & EDUCATION – ALL LEVELS

- 16. Any person considered for the position of Safety & Education Director/Officer should have the following minimum qualifications:
 - a. Possess a strong commitment to the motorcyclists’ rights movement and a desire to play an active role in the promotion of an ABATE Motorcycle Safety and Awareness Campaign.
 - b. Possess solid leadership skills and the ability to coordinate responsibilities and task with members of the Safety and Education Teams.
 - c. The ability to communicate to wide audiences, including politicians, the public, the media, medical personnel, ABATE members and Region/County Safety and Education officers.
 - d. The ability to keep all curriculums for the Safety and Education Teams current and up-to-date.
 - e. The time and ability to hold an annual training review day with the Education Teams to make sure the information being disseminated is correct and up-to-date. And, to discuss and incorporate new ideas from the Team members.
 - f. The ability to develop and implement programs, initiatives, and/or activities designed to increase the awareness of motorcycling to the non-motorcycling public.

EX-OFFICIO DIRECTOR - STATE LEVEL

17. Any person considered for the position of Ex-Officio Director should have the following minimum qualifications:
 - a. The Ex-Officio Director must be a member in good standing of DIXIE ABATE, INC., and has successfully completed a full term as an officer at each level of ABATE.
 - b. Has the ability and desire to safeguard the principles of ABATE.
 - c. Has the ability to ensure that ABATE business is conducted in compliance with all rules, BY-LAWS, regulations, policies established by ABATE, the State of Alabama, and these United States.
 - d. Has the ability to assist in safeguarding the financial stability of ABATE.

DIXIE ABATE, INC.

POLICY AND PROCEDURE

MEMBERSHIP

MEMBERSHIP CRITERIA

1. DIXIE ABATE, INC., is open to all persons 18 years or older having an interest in preserving personal freedoms and sharing our goals. Owning a motorcycle is not necessary.
2. Dues are assessed yearly: Single - \$20.00; Couple - \$30.00. A couple membership will only have one address location listed. Dues amounts are subject to change by a vote of the Board of Directors (BOD).
3. Dues are the most basic step in membership. With the exception of the lifetime membership award, no member or officer may have their membership given to them free of charge or by using any ABATE funds as payment.

MEMBERSHIP APPLICATIONS

4. Membership applications are available at the State Office, at most ABATE events and activities, on the web site, and with most region officers. All membership applications, both new and renewal, need to be filled out completely and in a legible fashion.
5. Members who are renewing their membership should be strongly encouraged to send their payment directly to the State Office.
6. Before taking a membership application from another member, new or renewal, it is important to review Membership Sign-up Procedures in the Financial Section of this manual for the organizational rules on the processing of membership applications.
7. Members taking a membership application from another must sign the bottom of the membership application. They are then responsible for the application and the payment getting to the region treasurer. It is recommended that the member make a copy of the applications prior to submitting the originals to the region treasurer, along with a copy of the money order or checks submitted. Any person or member who takes a membership application and payment and fails to submit them to the organization will be held personally responsible for the payment and/or may be subject to prosecution.
8. Membership applications received at the State Office without correct payment will not be processed. Most membership applications will be processed within two to three days of arrival at the State Office.

NEWSLETTER

9. DIXIE ABATE, INC., members receive a newsletter covering important issues and events at local, region, national, and international levels.
10. Member may elect to receive newsletter in a digital format rather than a hardcopy newsletter mailed to the member's home. Due to the common availability of Internet and email to most members and in the interest of limiting the high cost of producing a hardcopy newsletter while freeing up funds for protection of the rights of motorcyclists in Alabama, members are strongly urged to opt for an electronic/digital newsletter format.

MEMBERSHIP RECORDS AND CORRESPONDENCE

11. Membership records will be maintained at the State Office and are only available on a very limited basis. Membership lists are not sold to other organizations or vendors. It is strictly prohibited for any member or officer to give away or sell the membership list/report or any portion thereof or use for any non-ABATE activity/purpose. The Executive Board of Directors will hold violations of this rule in the most serious light. Sanctions for such a violation may include expulsion and/or criminal/civil charges.
12. The State Office will only distribute membership reports or labels in hardcopy and may never send out in an electronic/digital format.
13. Region Directors may request membership lists only for their region. The State Office is the only place where an entire membership list is located. Members of the BOD, non-region directors, may request access to the membership records but only with the approval of the State Director.
14. Members, who are experiencing problems in receiving benefits of membership or have questions concerning their membership, should contact the State Office directly by mail, email, or phone.

CHANGE OF ADDRESS

15. Members who are moving or would like their membership renewal and newsletter sent to an alternative address are responsible for contacting the State Office. Change of address, may be made by phone or in writing by the member.

MEMBERSHIP DRIVES

16. All membership drives, programs, or promotions must be submitted in writing and in detail to the BOD at a regular scheduled meeting of the BOD for approval.
17. It is preferred that all such drives, programs or promotions be done at a statewide level.
18. As minimum requirements in all such membership drives, programs and promotions:
 - a. Participants, should be a Member, at the time of participation.
 - b. Should be directed to the signing up of new members.
 - c. Participants must be required to sign their real name at the bottom of membership applications. Applications for new members where the participant who signed up the members is blank, contains a nickname, or is not legible may not be eligible for membership drives, programs, etc.
 - d. Must be sure the application is dated.
 - e. Must be sure the application is submitted according to the rules and time lines established in the Membership Sign-up Procedures in the Financial Section in this manual. Applications received ten (10) business days after the membership application is originally taken should not eligible for membership drives.
 - f. Winners must be members in good standing at time winners are chosen and must submit all tax forms required in a complete and legible fashion before any prize can be awarded.

CONDUCT OF MEMBERS AND OFFICERS

1. Members and/or officers must at all times follow all requirements, directions, and/or rules established in the ABATE Constitution, BY-LAWS and Policy/Procedures.
2. All conduct, language, behavior, and/or decorum of an officer or member in the representation of ABATE or when conducting ABATE business should not only conform with the ABATE Constitution, BY-LAWS, and/or Policy/Procedure but must also be situational appropriate.
3. When submitting a writing to ABATE for the web site, Newsletter, etc., or on behalf of ABATE (i.e. letters to legislators or press releases), submitter should, at a minimum, run spell check prior to submission and edit the content to ensure correct usage of the English language and to exclude inappropriate language.
4. Although ABATE in no way intends to limit the civil rights of any member or officer, ABATE as the professional representative organization of all motorcyclists in Alabama and since ABATE's newsletter and website are sent to or read by legislators, executive agencies or other persons of influence, ABATE does not permit the use of "foul" language or photos containing nudity in or on any ABATE newsletter, any ABATE web site, or event flyer, etc.
5. Limits on who may or may not represent DIXIE ABATE, INC., and the circumstances thereof has been defined in the ABATE Constitution and BY-LAWS.

BENEFITS OF MEMBERSHIP

Membership in Dixie ABATE, Inc. includes an anticipated discount with Allstate insurance, effective in 2013, and a discounted membership in Air Evac LifeTeam.

Dixie ABATE is a member of a \$2500.00 AD&D policy with American Income Life. All members are entitled to this benefit.

Dixie ABATE is a member of ACRX (American Consultants Rx), which entitles all members to a prescription discount card. The group number is ACIRX, and we are member number ACIRX801201.

DIXIE ABATE, INC.
POLICY AND PROCEDURE
FINANCIAL

REGION TREASURERS

1. Money you take in must be deposited in the bank within 7 days of its receipt.
2. Region Treasurers will mail or email a copy of every deposit to the State Treasurer for proper recordkeeping.
3. The State Treasurer alone will have online access to the checking accounts. She will handle interaccount transfers to satisfy the state/region split of income. Memberships will be split 50/50 and all other income will be split 30 state/70 region, if the region paid for the products being sold.
4. When the region sells products that have been paid for on the state level, the split of income from those sales shall be 50/50.
5. State and region treasurers will keep the records up to date and will give a treasurer's report at each meeting. Region bank statements will be mailed to the official region address, and the region treasurer will reconcile the accounts. State treasurer will keep her books reconciled using online access.
6. The state-level organization does not "seed" the region chapter checking account. The region chapter exists to funnel money to the state-level organization, not the other way around.

REGION SECRETARY

7. The Region Secretary keeps a thorough record of all meetings and gets that record to the BOD within 5 days after each regional meeting.
8. The Region Secretary keeps a membership roster of that region's members and works with the State Secretary (or Membership Director, if that position is filled) to make sure the lists are the same at the state and region chapter levels.
9. If agreed to by the State Secretary (or State Membership Director), the Region Secretary will send the welcome packet to new members in her region. The welcome packet will consist of a welcome letter, a patch if the member does not have one, the appropriate rocker if rockers are available, the latest newsletters (both state and regional), and whatever information is available about member benefits.
10. As outlined above in the instructions for Treasurers, the Secretary will make sure the state office receives all membership forms and either payment or evidence of a bank deposit having been made for those dues that came in with the forms as soon as possible after the receipt of these materials, but in no case later than 7 days after receipt of the membership forms and payments.

MEMBERSHIP SIGN-UP PROCEDURES

11. All applications are to be sent to the State Office no more than seven (7) business days after they are taken. Members taking applications from other members, new or renewal, are responsible for the application and the money being turned over to their region treasurer within 3 days of taking the application. The region treasurer then has 4 days to submit the applications with payment to the State Office. There can be no holding of membership monies. Although region treasurers must process memberships in the time frames required, membership monies processed through the region accounts must be reported in the next Monthly Region Report.
12. All memberships taken at an event or at a meeting must be reported on the appropriate meeting or event report and submitted to the Region Treasurer for processing through the Region checking account.
13. All members in good standing are eligible to sign up new members. The state office is happy to furnish membership applications upon request. They can also be downloaded from the website and printed.
14. **For the protection of ABATE and of the individual member**, it is strictly forbidden for any member or officer to deposit or commingle ABATE funds of any kind into their personal bank account even if they plan to write a personal check to cover the amount. If a member accepts an application and payment from another member in cash, they must either purchase a money order and then submit the applications and money order to the Region Treasurer, transfer the funds via PayPal, or hand deliver the cash and application directly to the Region Treasurer. It is inadvisable to send cash through the mail. It is highly recommended that a receipt for any money received be given to the new member.
15. ALL membership applications must be submitted with payment or fully documented bank deposit information, including deposit receipt, attached. The State Office will not process an application without full payment or evidence of payment attached.
16. Members may submit payment in the form of a personal check for their own membership. However, members whose checks are returned by the bank for any reason will be subject to a mandatory \$30.00 handling fee. Members whose checks are returned will be notified by the State Office and must then cover the cost of the membership and handling charge by money order immediately. Checks will not be accepted as payment for covering returned checks. Members who fail to cover the returned check and handling fee will be turned over for prosecution. Members whose checks are returned by the bank will not receive a newsletter until the check and fee are covered by money order. If the member opts to quit ABATE, they still must cover the check and fee to avoid prosecution.
17. Membership runs one year from date of payment, except in the case of life membership. If renewal dues are unpaid more than two months past the renewal date, members lose seniority and continuity. When a member joins after a break in membership, they start back at year one again and are not entitled to any pins, patches, etc. indicating a larger number of membership years. Charter members lose charter status if dues are unpaid after two months from the renewal date. All membership cards (except Life Membership) have the membership expiration date written on them.

REGION CHECKING ACCOUNTS

18. Each region is allowed to have ONE checking account and no other accounts without specific authorization of the State Treasurer. Counties do not have treasuries or bank accounts of any kind, nor are they allowed to maintain any funds outside of the region account.
19. Region accounts must be titled in the name of DIXIE ABATE, INC. Region name may be placed on a subsequent line.

20. There shall be no ABATE monies, generated at any level or for any reason, placed into a personal account or any other account except authorized ABATE bank accounts.
21. Region accounts must have signatory ability of any one or more of the Region Treasurer, Region Director, Region Assistant Director, and State Treasurer or State Director and no others. Region Treasurers must submit bank documents proving that the ownership and signatory requirements of the account has been established by the rules to the State Treasurer on an annual basis.
22. The State Treasurer will open and close all bank accounts, both region and state. If the State Treasurer is not available, accounts will be handled by the State Director. Accounts will be in a bank with statewide access.
23. ALL region and county monies must be deposited into the authorized region account. No region or county may maintain a “SLUSH” fund or petty cash fund. In other words, it is against the rules of the organization, Federal and State tax code and good bookkeeping for any level of the organization to have cash withheld from the treasury’ accounts for any reason what-so-ever.
24. The signing of blank checks is strictly prohibited.

OPEN RECORDS

25. All of ABATE’ financial books and records are OPEN Records, with two exceptions.
26. EXCEPTIONS to the open records rule:
27. Membership list or any subset thereof. It is against ABATE’s policy to give out any form of a membership list to anyone who is not the authorized officer in the requesting region or county
28. Access to records is limited to the minimum requirements as specified by Federal and State law.
29. All requests must be made in writing with specificity.
30. Records are available for review, however copies of records (digital or hard copy) will not be provided.
31. The Region Director and Region Board of Officers can request to see all region records, reports and the checkbook and should be making such requests on a regular basis. This is the first line of oversight at the region level.

ENFORCEMENT OF INSUFFICIENT FUNDS CHECK

32. ABATE accepts personal checks for memberships, product purchases, etc. with the following being understood:
 - a. If a check is returned “Non Sufficient Funds” or “Account Closed”, the issuer will be liable for the check amount AND an additional \$30.00 handling fee.
 - b. No checks will be accepted to pick up a bad check – it must be in cash or money order.
 - c. If the writer of the check cannot or will not make good the check and fees, their membership will be revoked and are subject to prosecution on a bad check charge.
33. Vendors, who write bad checks to the organization and do not make timely restitution, can be prosecuted and may lose their privilege of conducting business with ABATE in the future.

FUNDRAISING - OTHER ORGANIZATIONS

34. Alabama State law and ABATE BY-LAWS do not allow funds or monies of DIXIE ABATE, INC., to be used to the benefit of, or be distributed to its members, Directors, officers, or other private person. This includes items purchased with ABATE funds or donated to ABATE.
35. In addition, no member, region or county of ABATE may give or raise money for, or give ABATE property of any kind to any individual, member, officer, family or non-approved charity organization.
36. Compliance with these two rules is not optional and must be strictly adhered to at all levels of ABATE and at all times. Non-compliance may result in legal and/or organizational sanctions.
- a. This law applies to any monies raised at any level of the organization, including fundraisers and drawings.
 - b. This law applies to purchases. ABATE monies, at any level, may not be used to purchase items to be given to individual members or persons or families.
 - c. The only exception of a member benefiting directly from ABATE monies is when the member is the winner of an advertised event or a winner of an established award.
 - d. ABATE constitution only allows ABATE to contribute charity monies raised to benefit a §501(c)(3) organization.
 - e. ABATE can raise money for – not give money to charity organizations. That means all expenses used for charitable events must be returned to the treasuries and only after the deductions of these expenses and the deduction of any percentage of proceeds required to be turned over to the State, can the remainder monies be donated to the charity.
 - f. NO monies may be donated to a charity except those raised specifically for and at a sanctioned charity event and for that specific charity designated on the approved event flyer.
 - g. Regions may not put on an event and then earmark the proceeds to cover the expenses of putting on a charity event.

FINANCIAL REPORTING

37. All financial reports at the Region and County levels must meet all requirements and contain all documentation as required by the State Treasurer.
38. Each Region Treasurer must file a Region Monthly Financial Report, with any funds associated; with the State Treasurer by the 20th of each month even if there has been no activity.
39. A Meeting Report, along with any meeting associated funds, must be filed with the Region Treasurer within 3 days of a county or region meeting even if there was had been no activity.
40. As Counties cannot have treasuries, they cannot specifically direct expenditures and/or charity donations without advance approval of the Region Board of Officers.
41. No expenses of any kind, except to reimburse the fee for the purchase of a money order, may be made from funds raised or collected at a meeting at any level of the organization.
42. An Event report, along with any associated funds, must be filed with the Region Treasurer within 5 days of an event.

EARMARKING OF FUNDS

43. Earmarking of Region funds is discouraged and only used in very specific purposes.
44. A Region's treasury with the \$1,000.00 reserve is intended to assist Regions with expenses required to run a Region and to provide funds for pre-event expenses.
45. Earmarking of funds is never to be used to pay for all or most of an event's expenses up front and should never be authorized.
46. Earmarking funds specifically collected for an upcoming charity event is allowed only within the rules established in the State Treasurer's Manual.
47. The Region Director must submit a Request to Establish an Earmarked Fund form to State Treasurer for advanced approval to create an earmarked fund.
48. Earmarking basic rules:
 - a. No funds may be earmarked unless an earmarked fund was established and approved prior to any funds being raised for the fund.
 - b. Purpose and designated target amount must be established before approval may be granted.
 - c. Earmarked funds may not be used for any other purpose than the designated purpose nor may the funds exceed the designated target amount.
 - d. No fund may last more than one year from date when the first funds are placed into the earmarked fund.
 - e. Earmarked funds do not automatically renew each year, even if for an annual purpose.
 - f. No funds may carryover from one year to the next.
 - g. Unused earmarked funds must be sent to the State Treasury and may not be earmarked again for any reason, nor placed in the Region's general funds.
 - h. No funds may be placed in earmarked funds that were not raised for that specific purpose.
 - i. Monies placed into an earmarked fund each month may not exceed the amount brought in that month, less all expenses for the month.

EVENTS AND MEETINGS

49. Financial rules, processes, reporting requirements, fundraising, and forms will be found in the State Treasurer's Manual and/or in the Event Planning and Financial Guide.
50. All ABATE events, including charity events, are subject to splitting of proceeds as designated by the ABATE Constitution and/or BY-LAWS.
51. The ABATE constitution only allows ABATE to contribute charity monies raised to benefit a §501(c)(3) organization. ABATE can raise money for – not give money to charity organizations. This means all expenses used to put on a charitable event must be returned to the treasuries before funds are donated to an approved §501(c)(3) charity. Therefore all proceeds from an event or meeting must be deposited in the region bank account, proper expense deductions and documentation prepared before a region treasurer can release a donation check to a charity.
52. No funds may be released to a charity on the date of the charity events. Only the Region Treasury may release funds to a charity after all funds are collected, expenses paid, State split determined and deducted. Charitable funds are only to be released in the form of a Region check and never in the form of cash. Proper forms must be provided by the approved charity.
53. No funds may be raised for a qualified charity unless the charity has given their consent in advance and authorized representatives of the charity understand that raised funds are subject to expenses and State split.

ABATE PROPERTY

54. There are two ways an item can come into the ABATE inventory:
 - a. It is purchased with ABATE monies at any level.
 - b. It is donated to ABATE by a member or a non-ABATE person/business/organization.
 - c. Note all donations, monies or property, are not tax deductible to the donor.
55. Members and officers in possession of ABATE property are responsible to safeguard the property
56. Once donated, the donor may not take the property back without written consent of the State Director. In other words, if you donate it, it becomes an ABATE toy and no longer your toy.
57. Items belonging to ABATE, at whatever level, should never be placed into the possession of a non-member.
58. Members whose membership expires must return all property in their possession that belongs to ABATE to the Region Director and/or Region Treasurer within 30 days unless earlier date is required by Region Director, State Deputy Director, and/or State Director.
59. Officers leaving office or resigning their office must place all property belonging to ABATE and those associated with their former office, into the hands of the new officer of that position or into the hands of the Region Director or Region Treasurer within 1 (one) week of end of term or resignation.
60. Refusing or failing to turn over ABATE property can result in any or all of the following:
 - a. Expulsion as a member of ABATE.
 - b. Subsequent criminal charges filed for theft.
 - c. Civil legal suit filed.

STARTING NEW REGION CHAPTERS

HOW TO GET STARTED

61. As membership grows, it will be necessary for new region chapters to form. To start a region chapter, there must be a group of five people who will come before the BOD at a regular state meeting to present their case for starting a new chapter.
62. Minimum officer positions that a new region chapter must fill are Region Director, Assistant Region Director, Region Secretary, and Region Treasurer. One person may hold two of these positions, except for Region Director and Assistant Region Director.
63. Candidates for the Region chapter officer positions must present their qualifications to the State BOD for approval.
64. New Region chapters become active on January 1 of the year following the year of their clearance and approval by the State BOD.
65. The State Secretary and Treasurer will help the new Region chapter get set up with a checking account, and enough supplies and forms to get started. The Region chapter will not be required to pay for these.

DIXIE ABATE, INC.

POLICY AND PROCEDURE

MEETINGS

GENERAL

66. ABATE meetings at all levels are open to the public and should be held in a public forum and are subject to all By-Laws and rules of ABATE and it is recommended that all meetings are guided by Roberts Rules of Order.
67. Minutes must be taken at all ABATE meetings.
68. Information is expected to flow both up and down the ABATE levels at meetings. i.e. Region Director who sits on the BOD will report on BOD meetings/activities at the meetings of the RBO; and, County Coordinators who sit on the RBO are expected to report BOD and RBO activity at the County level meetings. Likewise, issues of concern or support at the County level will be brought to the RBO by the County Coordinator, and if applicable, will be reported to the BOD by the Region Director.
69. A financial Meeting Report must be completed in a timely manner for all meetings at the County and Region level even if no monies were taken in or expended.

EFFECTIVE MEETINGS

70. Prior to Meeting - Prepare:
- a. Set goals for meeting and prepare a written agenda.
 - b. Have any necessary materials or handouts prepared and copies made well in advance of meeting.
 - c. Be sure to arrange for minutes to be taken.
71. During Meeting - Conduct:
- a. Start on time and distribute a written agenda.
 - b. Recognize visitors and/or new members.
 - c. Limit or eliminate drinking.
 - d. Maintain order while moving through agenda.
 - e. Remind everyone that ABATE meetings are for the purpose of furthering the goals of ABATE and not for the furtherance of anyone's personal agenda or goals, or those of any other organization.
 - f. Personality clashes should be set aside for ABATE business. Participants may need to be reminded that they do not have to like each other to work together to support the common goals of ABATE.
 - g. Don't be a "know-it-all." Involve everyone in discussions, ask for ideas, and then offer yours.
 - h. Only one person should be speaking at a time.
 - i. If necessary remind everyone that name-calling is never allowed, as it is never productive and often damaging to all parties concerned.
 - j. Use Roberts Rules of Order as a guide.
 - k. Start meeting by reading/approving minutes of the previous meeting.
 - l. When a controversial issue comes up, be sure everyone has an opportunity to speak. If there is no consensus, table issue to next meeting and move on.
 - m. If a question cannot be answered, it should be written down and assigned as a task to someone for follow-up after meeting.

- n. If meeting is over 1 ½ to 2 hours, be sure to allow for a short break and announce the time the meeting will resume.
 - o. Wrap up by asking if anything was missed; restate any decisions or plans and any task assignments.
 - p. Try to end meeting on time.
72. After Meeting:
- a. Review minutes and file as appropriate.
 - b. Begin assigned tasks if applicable.

GUIDELINES TO ROBERT’S RULES

Duties of the person running the meeting:

- 73. . Purchase of a copy of Robert’s Rules of Order is recommended.
- 74. . Have a working knowledge of parliamentary law and procedure and a thorough understanding of the ABATE Constitution, By-Laws and rules of the organization.
- 75. . Maintain order.
- 76. . Explain and decide all questions of order.
- 77. . Entertain only ONE main motion at a time and state all motions properly.
- 78. . Do not permit discussion on a motion before it has been clearly stated and seconded.
- 79. . Encourage debate and assign the floor to those properly entitled to it. NOTE: No member may speak twice on the same question if there are others who wish to claim the floor. If necessary, set a time limit on how long the floor may be held by one person.
- 80. . Stand while stating the question and taking the vote.
- 81. . Remain seated during discussions and reports.
- 82. . Enforce rules of decorum and discipline. Don’t allow members to deal in PERSONALITIES while debating.
- 83. . Talk no more than necessary while presiding.
- 84. . Be absolutely fair and impartial.
- 85. . Extend every courtesy to the opponents of a motion.
- 86. . Abstain from the appearance of partisanship.
- 87. . Don’t take part in debate as the Chair – if must speak, turn over Chair to a deputy until after vote has been taken.

Duties of members at the meeting:

- 88. . Obtain the floor before speaking.
- 89. . Stand when speaking and identify self before speaking.
- 90. . To offer any motion that is germane to the subject or issue at hand.
- 91. . Avoid speaking on an issue until it is properly brought before the assembly by a motion.
- 92. . To speak only on the question pending.
- 93. . To yield the floor to calls for order. (Point of Order)
- 94. . To abstain from all personalities during debate.
- 95. . To show respect to the speaker holding the floor by refraining from disturbing in any way.

SECRETARY - MINUTES

96. The secretary records and maintains all minutes of meetings.
97. Minutes should contain all pertinent motions/information and should be kept as brief as possible and still be accurate. It is not required nor recommended that the secretary attempt to record a meeting word for word.
98. Minutes should include the date, time and place of meeting; a list of officers in attendance; a list of regular business discussed, details of new business; and all Motions made, the votes taken, the name of who made the motion and the second.
99. Minutes should never reflect the personal opinions of the secretary or gossip, or items “off the record”.
100. Secretary should prepare minutes for approval at the next meeting and should keep all approved minutes in a notebook.
101. County and Region secretaries should send copies of approved minutes as required by the State Secretary, the ABATE Constitution and/or By-Laws.

DIXIE ABATE, INC.
POLICY AND PROCEDURE
EVENTS

GENERAL

102. All ABATE events are for the sole purpose of promoting and funding the goals of ABATE.
103. All ABATE events must conform to all rules, policy and procedure requirements established in the ABATE Constitution, By-Laws, the State Treasurer's Manual and/or any ABATE event/meeting guide.
104. All ABATE events/functions must be sanctioned according to Article 2 of the By-Laws.
105. ALL ABATE events must have ABATE approved event insurance or proof of insurance by a vendor/establishment where event is to be held.
106. A properly sanctioned and insured event allows the support of the organization's legal services in case of lawsuit.
107. At all ABATE events/functions, EVERYONE, signs the insurance release. This includes people through the gate, event workers, band members/staff, etc. Note: Bike shows held in a public forum such as a shopping mall, all entrants must sign the release, as well as all event workers – mall shoppers do not need to sign the release unless the bike show is in a restricted area or they are charged to enter.
108. If event allows minors to attend, anyone under the age of 18 must be accompanied by a Parent or Legal Guardian, and, that person must complete and sign a Minor Release Form. OR, minor must be accompanied by a responsible adult and bring to the event sign-in table a Minor Release Form completed, signed by a parent or legal guardian and that signature must notarized. A Minor Release Form may be used for one event only.

ISSUES TO CONSIDER WHEN PLANNING AN EVENT

109. Planning is the key to any successful event. The day of the event is the wrong time to find out something was missed, there is an unexpected expense, or that someone has not completed an assigned task that should have been done four weeks prior.
110. RBO's should consider past history and/or success of a County or Region event. Any event that typically loses money should either be dropped or revamped to breathe new life into the event. If an event lost money the year prior, event expenditures should be limited in subsequent years. For instance, an event that made little to no money or lost money previously cannot justify the expenditure of funds for a band for future events.
111. Dates selected for events should be carefully considered because once an event is sanctioned; it should not be canceled as it hurts credibility of the organization.
112. RBO's must define and approve how each region and/or county event proceeds will be used, subject to the 70/30 split rules.
113. Event Committee: It is preferable that each event has an event committee established at a minimum of 6 months in advance of the event and whose members are responsible to plan, coordinate and execute the event. A Region or County Event Committee will present their plan for the already sanctioned event, completed checklist with task deadlines and task assignments specified, manpower needs, material needs, budget, a proposed flyer,

anticipated contractual needs, advertising/marketing plan, anticipated 1099 needs, etc. to the RBO for approval at a minimum of 5 months in advance of the event.

114. The Event Committee should have a copy of the Event Planning Guide, which includes the Event Planning Checklist; should understand ABATE Constitutional limitations on contracts and agreements; understand all event insurance requirements; understand all alcohol restrictions and rules; and should be familiar with all financial accounting, reports and forms requirements and deadlines.

115. It is VITAL that event insurance application requirements and time limits are met prior to the event and reporting requirements are met after the event. A state designated application for event insurance is provided in the Event Planning Guide, along with application time requirements. If event insurance releases are not completed properly and the releases with the insurance event report are not filed with the State Office in a timely manner, the event insurer will suspend ABATE's right to purchase event insurance and all events in every region and county will have to be canceled until the correct documents are filed and the suspension is lifted.

116. All event fliers must meet all requirements specified in the Event Flyer Guide contained in the Event Planning Guide and must be submitted by the Region Director for approval of the State Events Director BEFORE fliers are printed for distribution. If fliers are printed before they are approved and any change is required during approval process, all prior printed fliers will have to be destroyed and new fliers printed which needlessly wastes time and money.

117. Applications for event insurance must be filed with the State Office by the Region Treasurer a minimum of 2 ½ months prior to the event and must include an application form signed by the Region Director, a check for payment of event insurance and a printed copy of the approved event flyer.

118. Any necessary contract for services, entertainment, property rental, etc. must meet all of the requirements stated in the ABATE Constitution and planned well in advance of the event to allow for mailing of documents back and forth to the State Office if necessary. A Performance Agreement is provided in the Events Planning Guide.

119. If using armbands at an event, be sure to post a sign that says "If you lose your armband, you pay again!" This puts the responsibility on the entrant to keep their armband and limits a lot of problems at the gate with people who "lost" their armband and want a new one. Only issue a new armband if entrant returns ALL the pieces of their original armband.

120. If a rule is established for entrants to an event, it must be enforced in a consistent and fair manner. It detracts from the Region or officer's credibility if a rule is applied to all but that officer's "friends."

121. Other considerations in planning an event should be:

- a. Manpower required and available.
- b. Which two officers will be in charge of the gate, finances, and financial reporting.
- c. Product sales
- d. Marketing and Public Relations – including flyers, flyer placement, public service announcements, etc.
- e. Budget
- f. Signage
- g. Sanitary and Trash concerns

122. Detailed event planning information, along with necessary forms, checklists, etc. is available in the Event Planning Guide.

ALCOHOL AT ABATE EVENTS

123. The decision to drink alcohol is an individual's decision to make. ABATE does **not** promote alcohol at events or meetings and reflects the concerns of motorcycle training and education.
124. No alcoholic beverages will be sold or provided by ABATE, or its members.
125. Alcohol may be sold at an ABATE event if sold by a properly and legally licensed and insured vendor within an established containment area. ABATE members may not provide any security or "Carding" for the vendor or the vendor's containment area as this **MUST** be the **SOLE** responsibility of the vendor.
126. Establishments where meetings or events are held may sell alcohol to adult members as long as the establishment has proper license and insurance.
127. No member of ABATE or other person, may obtain a liquor license using the name of DIXIE ABATE, INC.
128. No ABATE monies may be used to purchase or assist in purchasing for itself or any other business or organization a liquor license of any kind or related liability insurance.
129. No ABATE monies may be used to purchase alcohol for any reason.
130. ABATE events may allow members to bring such beverages for their own personal use. However, these members may not sell, give, or distribute alcohol in any fashion to any other member. All such alcohol must be for personal consumption of one person only, so kegs of beer should never be divided up among members. Members are also not allowed to take up collections to purchase alcohol.

CHARITY EVENTS

131. Due to legalities, corporate law and other tax rules, charity events for this organization can be a tricky proposition. It can be done but rules must be followed exactly in order to comply with the law and corporate rules.
132. Fundraising and charitable events must be conducted to meet the organization's goal of preserving the rights of motorcyclists in Alabama. ABATE charitable events meet this requirement because they assist in changing the stereotypical image of "bikers." Thus, a goal of members promoting such events, should include positive publicity and PSA (public service announcements) whenever possible.
133. The constitution of DIXIE ABATE, INC., limits charity fundraising to those organizations that are a §501 (c)(3) Non Profit organization. Such organizations will have a Federal Tax ID Number. However, not all organizations with a Federal Tax ID number are §501 (c)(3). Regions must verify with the organization of their status **BEFORE** deciding to put on an event for that charity. The Region should obtain a letter from the charity, on their letterhead, stating they are a §501(c)(3) Non-Profit organization, along with the name of the charitable organization, address, contact person, title of that person, phone number, and Federal ID number.
134. If a company or person donates monies or items for an ABATE charitable event, it is deemed to be a donation to ABATE and not to the charity, thus is not tax-deductible for the donor.
135. No region or county may raise funds for a charity or advertise a fundraiser for a charity without prior knowledge and consent of the charity. The charity should be made aware of all the proceeds split requirements, so they will not be surprised after the event. Charities will not likely object to a split, if known in advance. For example, they would rather have 50% of something rather than 100% of nothing.
136. Charity events must follow **ALL** ABATE event sanctioning, insurance, budget, earmarking, financial split requirements, rules and deadlines.

137.The event financial split requirement applies to all donations or monies taken in prior to, during, and subsequent to the event.

138.NO monies may be donated to a charity except those raised specifically for and at a sanctioned charity event and for that specific charity. The event flyer must specify the designated charity.

139.No funds raised for a charity may be given to the charity on the day of the event. All monies from the event and donations taken must be deposited into the Region account. The Region Treasurer must then complete all financial reporting for the event, including the Split report before any funds may be released. No cash may be given to a charity under any circumstance, as donations monies will be transferred to the charity only by region check and the completion of a Charity Donation Form.

140.ABATE may not act as an intermediary between a donor and a charity. All monies collected by ABATE for a charity must be deposited into the Region treasury and subject to all rules and regulations of ABATE.

There are two types of toy runs:

Individual members purchase a toy to bring with them on the run and then donate it directly to the charity.

141.This is the easiest and preferred method of putting on a toy run. There is no need for the organization to keep a receipt for the toys since individuals are donating and not ABATE. Individual members should keep the receipt for their own tax purposes.

The region or county raises money to purchase the toys.

142.Then the event is like any other charitable event and the 70/30 rules apply to all donations and earnings of the event. The Region Treasurer must complete all event forms, determine the split and then after the expenses and the split is deducted, only the charitable donation portion of the money is used to purchase toys or items for donation

143.Secure all purchases of donations/toys. It has been a common complaint that too often some or all of these purchases are being kept by individual members for their own benefit. Unfortunately, it is not unheard of in ABATE for a member to keep the new items and substituting used items. If caught, such a member can be charged with theft and face expulsion from ABATE.

144.Any member who has stolen from ABATE or the charity has been a “trusted” member and the other members were always left empty handed and surprised. That is why two members must shop together and an accounting should be done.

145.Toys and donations must be given to the charity for distribution to recipients. ABATE members can assist in the physical distribution of donations under the direction of the charity but cannot direct who is eligible to be a recipient.

146.The original toy purchase receipts must be stapled on the back of the Charitable Donation Form.

147.Purchases for toys or donations should be on separate receipts from purchases made for event expenses.

148.Two or more members/officers must be present at each toy donation purchase and both are to sign the back of every receipt. An accounting/inventory should be done of the purchase to be sure all items are accounted for.

DIXIE ABATE, INC.

POLICY AND PROCEDURE

PRODUCT

GENERAL

149. Specific Financial Procedure, and Form Requirements, are provided for Region Products by the State Product Director.
150. Product held at the State, Region, or County levels belong solely to ABATE and are assets of the corporation.
151. Product includes, but is not limited to, event T-shirts.
152. Product sales may never be earmarked for any reason.
153. All members or officers handling product are held accountable for all product inventory in their control.
154. The State Product Director may require all Region Product Officers to perform an inventory for the entire region to be completed by a specified date.

PRODUCT/DESIGN APPROVAL

155. ALL artwork for any product, T-shirts, etc., and/or new product ideas must be pre-approved by the BOD, at a regularly scheduled meeting, BEFORE production or purchase.
156. Failure to obtain advance approval can result in a civil suit for the unauthorized use of the ABATE name, the product will not be allowed to be sold or used and is subject to seizure by the BOD, the person(s) authorizing the order may be subject to personal financial responsibility for the order, and/or such action could be considered conduct unbecoming.
157. All submissions for artwork, product design, t-shirt design, and/or flyer design, including event names, become the sole property of ABATE, whether or not approved or used at any level of the organization.

PURCHASE/SALES

158. The goal of purchasing and selling product is to get ABATE name recognition AND to make a profit.
159. All product purchased using ABATE funds must have the DIXIE ABATE, INC., name in a prominent fashion, including region/county event T-shirts.
160. The retail price of all items will be set by the State Products Director and must always exceed retail costs. Regions/counties are not allowed to discount an item without consent of State Products Director.
161. No item may be given a discounted sale price or be placed on "Sale" just because the current sales income for any given item has exceeded retail cost for order.
162. No product item may be given away for free or as a prize without prior consent of the State Products Director. All old product or unusable product must be turned over to State Products Director.

163. Items in the State Product Line must be purchased through the State Product Director and never ordered directly from the vendor.
164. Only the Region Product Officer may order product after approved at the State and Region levels. County Product Coordinators may only order product from the Region Product Officer and may not order product directly from a vendor or from the State Product's Director, including but not limited to event T-shirts.
165. All orders for product, whether to outside vendor or from State product line, must be paid for in full within 30 days of receipt.
166. All orders for product, of any kind, by a Region must be approved by the Region Board of Officer before an order can be placed so that the Region Board of Officers can assure that the item was BOD approved and that payment for the order fits in with the region's financial plan.

DIXIE ABATE, INC.

POLICY AND PROCEDURE

MEDIA – COMMUNICATIONS

GENERAL

- 167.If there is no Media Director on the Board, Media and Communications will be managed by a team composed of the Secretary, Webmaster, and Legislative Director.
- 168.Media releases will be submitted to the BOD at a regularly scheduled meeting, or electronically if there is an urgency. All media releases should be approved by a majority of a quorum of the BOD, or if electronically, by the State Director.

NEWSLETTER

- 169.The Newsletter Editor, or if that position is not filled, the Secretary, shall endeavor to produce a newsletter at regular intervals, to share news and information with Dixie ABATE’s members, prospective members, and interested parties.
- 170.The newsletter will be sent to members via email, in pdf format, unless they request postal mail or do not have an email address.
- 171.Articles may be submitted to the Newsletter Editor (or Secretary) by any member at any time, for consideration in the next newsletter.
- 172.Final editorial control will rest with the Newsletter Editor (or Secretary.)
- 173.If an outside entity wants to advertise in the newsletter, whether it be region or state, the advertiser must be approved by a majority of the BOD (or Region Board), and the submitted advertising copy must be carefully vetted by the Newsletter Editor.
- 174.The newsletter has limited space. If it fills up before the editor fits in someone’s article, that article will have to wait until the next newsletter. There is no guarantee of date of publication.

WEB SITE

- 175.When members want to request a change to the website, they should change their change request to the State Webmaster, or if the position is not filled, to the Secretary.
- 176.The website should be kept up to date as much as possible. A static website will not garner return visitors.

PSA's & MEDIA CONTACTS

This section to be written as Dixie ABATE, Inc. grows.

General

Radio, Television, Talk Show

Media Release

Motorcycle Awareness Video

Limitations

Prior State Office Notification

PUBLICITY

Events

DIXIE ABATE, INC.

POLICY AND PROCEDURE

SAFETY AND EDUCATION ACTIVITY

GENERAL

177. ABATE promotes improving the safety of all motorcyclists utilizing the Alabama roadways.
178. ABATE promotes motorcycle safety through education programs which instruct riders in the safe operation of their motorcycle, accident avoidance techniques, information about and the use of the current safety equipment available to riders, riding straight/sober, promoting awareness of drivers of automobiles or other types of vehicles that motorcycles are sharing the road with them, and other information pertinent to keeping all riders safe on the roadways.
179. ABATE encourages political and legislative activity, runs, parades, and events which promote Awareness.

DIXIE ABATE, INC.'s Drivers Ed Curriculum Project (to be formally named later)

180. ABATE promotes the training of young drivers and has developed a module to be presented to the state's Drivers Ed classes.
181. The Driver's Ed Curriculum project's focus is not one of promoting motorcycle riding but one of assisting the Driver's Education Teachers in teaching their students the importance of accident prevention through awareness.
182. Accident prevention through awareness remains the main focus of the program. We, strive to make students aware of motorcycles on the roadways and their responsibilities to share the road with motorcycles.
183. Awareness is important in all aspects of a person's life, but on the roadways, it can save a life. When safety and awareness and personal responsibility is stressed early in the learning process, proper habits are formed and become as natural as breathing; which promotes a lifetime of learning, awareness and safety; therefore legal restrictions on behavior become redundant.
184. The program is generally about 45 minutes in length and is offered without charge to any group wishing to participate.
185. Dixie ABATE's Driver's Ed Curriculum Project will consist of instructors, certified by ABATE's Safety and Education Director (or the board member serving in that capacity), putting on a presentation in which the issues of awareness and responsibility are discussed with students in their classroom environment.
186. Dixie ABATE Driver's Ed Curriculum Project presentations are never to be used for promoting the personal agendas of the presenter.
187. Although the Dixie ABATE Driver's Ed Curriculum Project presentation discusses various topics related to motorcycle riding, legal issues are not to be debated. The presentation's focus should stress that making the roads a safer place for motorcycles, automobiles, and other vehicles should be the responsibility and goal of all persons using the roadways.

Dixie ABATE Driver's Ed Curriculum Project instructors will briefly discuss rider education programs and equipment available to motorcyclists. The discussion will include a varying list of safety equipment (helmets, jackets, gloves, eye protection, etc.) available for motorcycle riding.

188. An easily understood video tape, developed and produced by Dixie ABATE and BamaRides, may be presented as a learning tool for all age groups, although the video is geared to a younger audience.

189. An important aspect of the Dixie ABATE Driver's Ed Curriculum Project instructor's presentation is explaining to students that all kinds of people, from all walks of life, ride motorcycles.

190. The presentation stresses that no one wants to be responsible for needlessly hurting or killing another person and that the reasonability of each person utilizing the roadways is a tremendous one and one that must be recognized as such by the students.

DIXIE ABATE, INC.

POLICY AND PROCEDURE

LEGISLATIVE ACTIVITY

GENERAL

191. Legislative goals and direction will be established by the BOD, and will continually be reevaluated as the political landscape changes.
192. The Legislative Director will give a written report of all activity to the BOD at each meeting of the BOD.
193. The Legislative Director will make recommendations to the BOD regarding future legislative direction and activities.
194. The Legislative Director will personally be in touch with each state legislator, to the extent possible. He will coordinate state and regional legislative activity and will have the authority to put a call to action into place upon approval of the State Director, in response to time-critical issues.
195. The Legislative Director will write an article for each newsletter, to let the membership know what is happening on the legislative front, even when the legislature is not in session.
196. The State Legislative Director will endeavor to invite legislators in whose district a state meeting will be held, to the meeting.
197. The State Legislative Director will be in close touch with Region board members and will work closely with them to help them coordinate their priorities, projects, and action items regarding legislation.