

A.B.A.T.E. OF ARIZONA, INC.



POLICIES & PROCEDURES MANUAL

Revised

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INTRODUCTION

ABATE is an acronym for **American Brotherhood Aimed Toward Education**.

ABATE is a voluntary organization.

The word "voluntary" is the key to a person's ability to succeed or fail as an ABATE Officer. Not only do you have to remember your time is given freely, but everyone you deal with in ABATE also gives their time freely. Although a volunteer, if you run and are elected, you must be ready to accept the responsibilities and perform the duties of that position. It is important to keep focused on the goals of ABATE as an organization and to realize that **NO ONE PERSON CAN DO IT ALONE**. Each Officer is but only a cog in the wheel; when some of the cogs are broken or missing, the wheel cannot turn smoothly. It takes all of the cogs!!

This manual is a perpetual document and should be updated and extended when needed. It is the product of many groups of Officers who over the years have provided invaluable information, brainstormed new ideas, and devoted countless hours to the continuation of the ABATE movement in Arizona. All policies and procedures contained herein should be closely followed to provide necessary continuity to ABATE.

Each set of Officers shall always keep in mind that they serve the membership. Additionally, there is only one ABATE of Arizona; it is in all of our best interests to work together between the various Chapters in the State to continue to strengthen ABATE and to bring motorcyclists together. We **MUST** all work together!! Without the membership, the Chapters would cease to exist, as would ABATE without the Chapters. On the other hand, if ABATE fails or meets its demise, so do the individual Memberships and Chapters. It is always a two-way street.

ABATE of Arizona, Inc. is a political organization whose goals are to maintain the rights and freedoms of motorcyclists in the State, regardless of brand, size, color, etc. It is our duty to keep the membership informed of all political actions which may affect them, their freedoms, or their needs. ABATE of Arizona, Inc. is incorporated as a non-profit corporation, enjoys a tax-exempt status, and its main purpose is that of education.

NEWSLETTER

The ABATE newsletter, the *MasterLink*, MUST be published monthly and made available to our membership in accordance to our Articles of Incorporation and our nonprofit status. The *MasterLink* is published digitally and available on the ABATE of Arizona website <https://abateofaz.org>. The Corporation may opt to print the *MasterLink*.

The deadline for placing ads, stories, letters, articles, etc. is the 15th of each month. The *MasterLink* shall contain the following regular features:

- A front-page Lead Story
- Presidents' Column
- P.A.C. Report
- Safety Article
- Runs/Events Calendar
- Chapter Reports
- Membership News
- Feature Articles/Stories
- Officers Listing
- Meeting Time/Place of each ABATE Chapter
- Legislative List of State/Federal Congressmen with addresses and phone numbers
- Motorcycle Safety Course Site Listings

Advertising prices are set regularly and are included at the end of this manual, with an example of an Advertiser Letter of Explanation and an Ad Contract. To advertise in the *MasterLink*, contact the Managing Editor as listed in each publication.

NEWSLETTER MANAGING EDITOR

The State President is the Editor-In-Chief and shall appoint the Managing Editor.

- The Editor-in-Chief is responsible to compile, edit, and assure the distribution of a monthly newsletter.
- The Editor-in-Chief is accountable for newsletter receipts and invoicing advertisers.
- The Editor-in-Chief is responsible for ensuring that all fees for advertising are current and issuing timely renewal notices.
- The Managing Editor reports directly to the President and attends all newsletter meetings & State Officer meetings as required
- The Managing Editor maintains a historical file of past newsletters.
- The Managing Editor must be computer literate with a working knowledge of desktop publishing procedures/programs and have consistent access to an Internet-compatible computer.
- The Managing Editor must be proficient in English language, composition, and editing procedures.

ABATE EVENTS

ABATE of Arizona, Inc. will hold a limited number of events each year, as well as support events sponsored by other State Motorcycle Rights Organizations (SMROs). ABATE annual events include the following:

OFFICER TRAINING SEMINAR: Following Board of Director, State Officer, and Chapter Officer Elections. All outgoing and incoming Directors and Officers shall attend the Officer Training Seminar, usually held each January.

MOTORCYCLE DAY AT THE DOME: An annual meeting with Arizona Legislators on the lawn of the Senate, produced in collaboration with other MROs in the State. The Senate Lawn calendar opens July 1st for the coming year and fills early. Contact the Senate Administration to reserve ABATE's desired date, usually done by the ABATE Legislative Director or Designated Lobbyist.

TOO BROKE FOR STURGIS: This is the main fund raiser of ABATE of Arizona. It shall be held annually in June.

CELEBRATION OF LIFE: This is a small fund raiser of ABATE of Arizona. It may be held annually in September.

MOTORCYCLE SAFETY & AWARENESS EVENTS: May has been designated as National Motorcycle Safety and Awareness Month. Chapters are encouraged to produce at least one safety awareness event during the month of May. The State Safety Officer is available for assistance.

ABATE Membership Officers and others are encouraged to seek opportunity to have **informational and recruiting booths** at all events supporting motorcycling.

NATIONAL CONFERENCES: ABATE may send representatives, including but not limited to, the Designated Lobbyist and State President.

- National Coalition of Motorcyclists (NCOM) – 2nd weekend in May.
- Meeting of the Minds (MOTM by M.R.F.) – 4th weekend in September.

ABATE CRITICAL TIMEFRAMES

Monthly State Officer Meetings – State Secretary - Email request to State Officers using StateOfficers@abateofaz.org for Agenda items two (2) weeks prior and the final agenda one (1) week prior to meetings. Meeting Minutes are to be emailed to the State Officers for approval, and finalized Minutes emailed to the State Officers and webmaster for online archival and Member access at <https://abateofaz.org/meeting-minutes> (located in Communications tab).

Quarterly Board/State Meetings – State Secretary - Email request to B.O.D. using BOD@abateofaz.org for Agenda items two (2) weeks prior and the final agenda one (1) week prior to meetings. The Board conducts bi-yearly State Officer and B.O.D. elections in November (date to be agreed upon), which requires another Agenda to wrap up budget approvals and oversee elections. Meeting Minutes are to be emailed to the B.O.D. members for approval, and finalized Minutes emailed to the B.O.D. members and webmaster for online archival and Member access at <https://abateofaz.org/meeting-minutes> (located in Communications tab).

JANUARY – State Safety Officer - form a Motorcycle Safety Awareness (MSA) Committee with other State Motorcycle Rights Organizations.

JANUARY – State/Board Officers - hold Chapter Officer Training Session(s) as required.

JANUARY-APRIL – B.O.D. Representatives - ask their Chapter members for topics/issues to be addressed by the B.O.D. during the coming year.

FEBRUARY – State Safety Officer - initiate request to Arizona Secretary of State Office to Proclaim May Motorcycle Awareness and Safety Month. The request form can be found on the website.

APRIL – Legislative Director, Designated Lobbyist, Chapter PAC Officers and assigned B.O.D. member - develop Annual Legislative Survey to be administered to members, as well as conduct research on motorcycle related issues. Results of the Survey and research will provide framework for the Annual Legislative Agenda from which the Legislative Director and/or Designated Lobbyist take direction for the coming year.

APRIL – The State Treasurer - shall assure the filing of all taxes and tax documents and supply a copy to all Board members on or before April 30th with an IRS filing requirement of May 15th.

APRIL-JUNE – B.O.D. - provide Legislative Director/Designated Lobbyist input regarding Annual Legislative Survey.

JUNE – Legislative Director/Designated Lobbyist - confirm date for Motorcycle Day at the Dome with State Officers and B.O.D. and be prepared to reserve date at the Capitol when calendar opens on July 1.

JUNE-JULY – Annual Legislative Survey - administered to Membership through publication in *MasterLink*, membership meetings, and website.

JULY – State President - contact each **Chapter Coordinator** to inform them that nominations for Board or State Officers need to be done during their August meetings AND that their nominations plus any campaign speeches are to be submitted to the *MasterLink* Managing Editor no later than September 15th.

JULY – Board of Directors - decide on date/place for Annual Membership Meeting/elections, which is to be held during the month of November. The monthly State Officer meeting may also be conducted at that time.

JULY – Legislative Director, Designated Lobbyist, or designee - contact Senate Administration to reserve place on the Senate Lawn for Motorcycle Day at the Dome for next desired date.

AUGUST – Too Broke For Sturgis Committee Chairperson - begin event planning for Too Broke For Sturgis for the coming year, starting with call for committee members and establishment of planning meeting calendar.

AUGUST – State Treasurer - notify Chapter Treasurers and State Officers that their budgets for next year are due by September 30th.

AUGUST – Chapter Officer Nominations - are to be conducted, including Board Representative or State Officer nominations (alternately, 2-year positions). B.O.D. reps are voted on at Chapter level; State Officer nominations are submitted to the *MasterLink* Managing Editor by September 15th, for the October issue.

SEPTEMBER – MasterLink Managing Editor - places State Officer Ballots, Notice of Election Rally, and Campaign Speeches in the OCTOBER issue, along with Ballot Rules.

SEPTEMBER – State President - ensure that each Chapter received a useable/printable copy of the Ballot by October 1st.

OCTOBER – Annual Legislative Survey results are gathered by survey developers.

NOVEMBER – Chapter elections - use ballot form or verbal member or show-of-hands vote at Chapter meeting. Secretary to note results in Chapter minutes submitted to State Secretary.

NOVEMBER – State Secretary - contacts each current Chapter Secretary for new Officer contact information to update Officer Contact List by end of December. Forwards new Officer names/positions to the *MasterLink* Managing Editor, State Membership Officer and webmaster for updating.

NOVEMBER – State President - submits AMA Charter Renewal, listing current State Officers.

NOVEMBER – Annual Legislative Agenda - based upon Survey, results are presented to B.O.D. and attendees at the Annual Membership Meeting/election rally, as well as published in the *MasterLink* and on the website.

DECEMBER – Board Chairman or State President - Arizona Corporation Commission annual report due, submit on-line.

DECEMBER – State Secretary - Secretary shall renew the D & O Insurance and provide to all Board of Directors members and State Officers a copy of the insurance updated Declarations page by December 31.

DECEMBER – State Officers/B.O.D. - prepare for Officer Training Sessions.

DECEMBER – State President - bi-annually, as new State Officers are elected, ensure at least 3 ABATE State Officers are AMA members and receive AMA's Safety Training Certification. One of the Officers should be the State Safety Officer. Meeting this requirement allows Too Broke for Sturgis to be a sanctioned event and enable ABATE to obtain event insurance for the event from AMA.

MEETINGS

All ABATE of Arizona meetings should be held on a regular basis with exceptions not constituting the norm.

Meetings are as follows:

- **Chapter Meetings** – shall be held monthly.
- **State Officer Meetings** – the first Saturday or Sunday of each month as determined by vote of the Officers.
- **Board of Directors Meetings** – the first Saturday or Sunday of each quarter, following the ABATE State Officer meetings in January, April, July, and October. Additional meetings may be requested by the Chairperson.
- **Bylaws and other committee meetings** – held on an "as needed" basis.

MEMBERSHIP IN THE ORGANIZATION

The Board of Directors determines Membership prices with input from the State Officers.

Charter Memberships

Charter Membership in ABATE consists of, and is limited to, any members signing up prior to or at the first/inaugural meeting of any new Chapter.

All current VALID CHARTER Memberships prior to 7/1/08 are \$15.00 per person or \$25.00 per couple and, by policy, are never to increase. This amount is automatically set in the Membership System. Charter Memberships (after 7/01/08) will be \$25.00 per person and \$40.00 per couple. This amount is automatically set in the Membership System.

If a Charter Member allows his/her membership to lapse, his/her Charter Membership will be continued if all non-paid years are paid in full. If he/she chooses not to do so, he/she will lose all rights to "Charter Membership" and shall pay the current price for Membership.

If one Charter Member renews his/her membership as a couple with a non-Charter Member, they receive the price of a Charter couple. However, if the relationship dissolves, the Charter Membership stays with the original owner only. The ABATE Membership data base contains separate membership numbers for each Member, to include the year in which each Member has joined, thus allowing for the distribution of the proper year patches when renewals come around, with the exception to the Business Membership, which is only assigned one membership number.

Regular Memberships

Current non-Charter Membership is \$30.00 per person or \$45.00 per couple. ABATE Memberships are valid from the first of the month joined and are up for renewal one year later, e.g., if one joins on August 23rd, and Membership runs from August to August, the renewal is due on the following August 1st. The Member has until the end of the month of renewal before being considered Delinquent. If dues are not received by the 1st of the following month: the Member is placed on 'inactive' status for 90 days, loses all voting privileges, will not be considered an ABATE member in good standing, and no longer will receive

the *MasterLink*. After 90 days past due, he/she will be dropped from the Membership list and will no longer be considered an ABATE member in good standing.

All renewals are valid from the original month of membership, regardless of when Membership dues are paid. Example: an individual joins in April; when their Membership is up for renewal the following April 1st, if he/she doesn't send payment until June, that renewal is only valid until the following April 1st. The month Members join is always their dues' renewal month, regardless of when those dues are actually paid.

Life Membership

The Life membership fee is \$350, which includes a Life Membership Patch and all privileges of the general Membership.

Sustaining Membership

A Sustaining Membership is a separate Membership for those who want to pay a little more to support ABATE. The price for an individual Sustaining Membership is \$50, joint is \$100, and must be renewed each year at their expiration date (the same as a regular individual or joint account).

Business Membership

A Business Membership is \$150.00, which includes a Business Membership Certificate, one-year Business Card-size advertisement in the *MasterLink*, two (2) Memberships, and two (2) ABATE of Arizona patches. The Business Membership belongs to the Business and not to the two members who are assigned the Membership by the Business.

If the Business decides not to renew with the present Members and chooses two different Members, the present Members will have to purchase a single or joint membership, whichever applies and will be assigned two different membership numbers. If a Member owns TWO businesses and wishes to sign up both businesses as Business Members, the fee is \$180.00. This includes a Certificate for each Business, a one-year business card-size advertisement in the *MasterLink* for each Business, a discount on larger advertisement, two (2) Memberships in ABATE of Arizona, and two (2) ABATE patches.

Club Membership

A Club Membership is \$150.00, which includes five (5) Memberships and five (5) ABATE of Arizona patches. The Members are usually Officers, but are chosen by the Club President. Any club member (in a club that is allowed to have members in other organizations) can join as a regular Member. Their clubs' billing information should be in the name of the person that creates and maintains the account for the Club (President, Treasurer, etc.). The five Members do not need to include the person who maintains the account.

BOARD OF DIRECTORS

Sets the long-range goals of the organization.

Ensures that the State Officers adhere to guidelines defined in the Bylaws and this Policy and Procedure Manual.

In conjunction with the State President, appoints and removes the Designated Lobbyist (Legislative Director) and/or the Authorized Lobbyist.

Appoints Committees to oversee and investigate key matters of ABATE, e.g., elections, Bylaws, etc.

Reviews all organizational suggestions and coordinates activities with the State President.

Shall be the final decision authority regarding interpretation of both the Corporate Bylaws and this Policies and Procedures Manual.

A Board of Directors Member, with email notification to the Chairman, may appoint a proxy to attend a Board meeting in his/her absence; a State Officer or Designated/Authorized Lobbyist cannot be a proxy.

STATE OFFICER DUTIES

STATE PRESIDENT

The State President shall be the Chief Executive Officer and shall, subject to the control of the Board of Directors, have general supervision, direction, and control of the organization and its Officers. Other responsibilities shall include:

- Acts as official spokesperson for ABATE of Arizona.
- Manages and maintains an office in the name of the Corporation.
- Assists new and existing Chapters in an advisory capacity.
- Assists new Chapters in the appointment of interim Officers.
- Represents the Corporation at meetings of traffic safety groups, workshops, and other activities that impact motorcycling.
- Conduct annual Officer Training session(s).
- Gathers and manages information regarding motorcycle statistics, legislation, and ABATE programs.
- Develops calendar of events for Board approval.
- Works toward establishing a coalition of motorcycle groups on a statewide basis regarding issues of motorcycle safety and political awareness.
- Serves as Editor-in-Chief of *The MasterLink* and appoints editorial and management staff as needed for its publication.
- Serves as Editor-in-Chief of the www.ABATEofAZ.org and www.toobrokeforsturgis.com websites and hires management staff as needed.
- Reprimands Officers in the event of incompetence or neglect of their duties.

The State President along with the State Communications Officer will manage, at an administrative level, the social media of ABATE of AZ; for example, but not limited to, the Facebook page.

STATE VICE-PRESIDENT

Assumes the duties as directed by the President, within guidelines established by the Board of Directors.

In the event the State President resigns prior to completion of his/her elected term of office or is unable to complete his/her term of office, the Vice-President shall assume the duties as "Acting President" until the next election is held or the Board of Directors appoints a replacement.

STATE TREASURER

Keeps a complete and accurate account of all Corporation monies; provides quarterly financial statements for distribution to the Directors and Officers of the Corporation and to other parties as necessary.

Ensures each Chapter's bank account maximum balance is \$2,500.00; transfers funds over that amount to the State Account and tracks funds by Chapter as "State-held Chapter Funds".

Provides a Monthly Financial Report to all Board of Directors Members and submits an annual projected budget to the Board of Directors at the designated Quarterly Board meeting of the following year.

August of each year the Treasurer will notify the Chapter Treasurers that budgets for next year are due by September 30th.

Works with and help all Chapter Treasurers.

Has a thorough understanding of our non-profit Corporation status on Local, State, and Federal levels.

Files required Local, State, and Federal reports concerning the financial status of the Corporation and is responsible for the correct and timely filing of all taxes, including State and Federal income and sales taxes.

Responsible for monies received through correspondence, meetings, and State events.

The State Treasurer shall be listed on every Chapter account as the main signer. This is necessary in the event a major discrepancy should occur and the Treasurer must freeze all assets.

Expenses and fees for the *MasterLink* are to be tracked separately; a separate *MasterLink* report will be submitted with the Treasury Report monthly.

Maintains State and Chapter financial hard & soft files at the ABATE of Arizona Office for all years prior to current year.

STATE SECRETARY

Prepares Agendas for State and Board of Directors meetings with physical, phone/Zoom access information.

Takes minutes of all State Officer, Board of Directors, and special meetings.

Email meeting Minutes to attendees for review and approval within 2 weeks of said meeting(s). Email approved Minutes to State Officers/B.O.D., less sensitive financial information to the webmaster to post on the ABATE of Arizona website.

Maintains a master file of all B.O.D., State Officer, Chapter and special meetings in a designated location determined by the Board of Directors and State Officers.

Maintains an Officer Contact List with email addresses, phone numbers, and email addresses to all ABATE Officers quarterly.

Maintains standard email addresses for the Corporation through our Membership System and/or webmaster e.g.: president@abateofaz.org.

Contacts Chapter Secretaries in November for new Officer contact information and the update Officer Contact List by end of December. Forwards new Officer names/positions to the *MasterLink* Managing Editor, State Membership Officer and webmaster for updating.

Renews the Directors & Officers (D&O) Liability Insurance and provide a copy to of the updated Declarations page all Board of Directors members and State Officers by December 31st.

State Secretary shall be listed on ABATE of Arizona's state bank account(s) as the person who authorizes the State Treasurer on each Chapter's account, and each Chapter Treasurer on their Chapter's bank account.

Provides keys to the State Office of ABATE of Arizona to the ABATE State President, and other members as designated by the State President, as well as keep an up-to-date list of who has keys.

Ensures Chapter Secretaries submit their monthly meeting minutes and maintain a master file of all Chapter Minutes in a designated location determined by the B.O.D. and State Officers; emails them to the webmaster for online archival and Member access.

Fills out W-9 Form for sponsors/vendors upon request for the purpose of filing taxes, verifying ABATE of Arizona as a 501(c)(4) non-profit political organization.

Validates the ABATE of Arizona Lobbyist has filed their annual report with the State of Arizona Secretary of State (this becomes public record).

Checks the ABATE of Arizona mailbox and distributes incoming correspondence to the appropriate Board member/State Officer; keeps the State President informed of correspondence.

Responsible for all corporate outgoing mailings.

Submits notice of B.O.D. meetings to the *MasterLink* by the deadline of the 15th of the month two (2) months prior to the quarterly B.O.D. meeting date.

STATE SERGEANT-AT-ARMS

The State Sergeant-at-Arms shall perform several duties for the State President, and maintains his/her alertness, as well as be prepared to respond to a summons of the State President during all meetings, activities, and events.

Entrusted with the role of keeper-of-the-peace during meetings, activities, and functions. Is responsible for ensuring the presence of the American flag and leading the Pledge of Allegiance at the beginning of each meeting.

Responsibilities include acting as head security Officer for all State-run events.

Responsible for securing volunteers for security, planning the communication and response of Security personnel in various situations that may arise during events, and ensure the sobriety of all security persons on-duty at all State-run events.

Responsible for contacting State and/or Local law enforcement officials to notify them of runs, activities or events in an effort to promote safety and a positive image for motorcycling.

STATE SAFETY OFFICER

Coordinates with State and private agencies to devise, develop, and assist with any program/idea that may be beneficial to a motorcyclist.

Provides a progress report at each monthly State meeting.

Responsible for submitting a monthly safety article for publication in the *MasterLink*.

Works with and assists all Chapter Safety Officers in promoting motorcycle safety on an on-going basis.

STATE MEMBERSHIP OFFICER

The ABATE of Arizona Membership System is automated and manages all new and renewing Membership applications; new and renewing Memberships are automatically sent via email to the State Membership Officer and appropriate Chapter Membership Coordinator. The system maintains the current State Membership Roster, tracks and sends out reminders for expiring Memberships, fees owed, and maintains a Membership list for each Chapter.

Responsible for processing all new and renewal applications for Membership; all Chapter Membership Coordinators are responsible for updating/entering information for new and/or renewing Memberships for their Chapter and are granted rights and access to make necessary changes/updates for every Chapter Member in their Chapter Roster.

Responsible for providing 'Welcome!' letters, numbered Membership ID cards, Membership patches [Shields], and/or pins to all new Arizona ABATE Members, as well as an annual patches and/or pins and 'Thank You' cards for each renewed Membership.

Addresses issues relating to Membership and provide monthly reports on Chapter and State Membership Statistics as well as each Chapter's new and renewed Individual, Couple, Business, and Club Memberships.

Maintains and updates Membership training documents; distribute changes to Chapter Membership Coordinators immediately; contact new Chapter Membership Coordinators to ensure current training materials have been provided; provide support for Chapter issues and/or questions.

STATE EVENTS OFFICER

In conjunction with the State Safety Officer and/or the Chapter Safety Officer, responsible for the organization, logistics, and safety of all ABATE runs, events, activities, and gatherings.

Works directly with Chapters to ensure that local events are produced within State guidelines and acts as Event Advisor to Chapters.

Responsible for smooth operation of State events, runs, and rallies; may appoint Committee Chairpersons for additional help.

STATE COMMUNICATIONS OFFICER

Administers the ABATE of Arizona website through the website management contractor.

Along with the State President manages, at an administrative level, the social media of ABATE of Arizona; for example, but not limited to, the Facebook page.

Disseminates information concerning events which affect motorcycling to all news media on behalf of ABATE of Arizona.

Acquires and issues press releases to the media and develops a database of information defining the major media companies as well as develops and implements a system which press releases are systematically issued.

Obtains runs/events information, flyers, and available calendars throughout the year from all possible arenas and sends acquired information to each Chapter's Communication Officer.

Forwards articles of interest to each Chapter Communication Officer and *MasterLink* Managing Editor for possible publication in the newsletter.

Attends Chapter Meetings when possible; gathers information from each Chapter to pass on to other Chapters and/or the State Officers, as necessary.

Interacts with other motorcycle rights organizations inside and outside of the State of Arizona.

Maintains a list of all vendors' contact information.

Maintains records containing information about relationships with other organizations/businesses, which will be turned over to the next State Communications Officer to ensure a smooth transition of relationships.

STATE MERCHANDISE OFFICER

Responsible for the procurement and marketing of ABATE of Arizona merchandise; whenever possible, the State Merchandise Officer shall obtain more than one quote.

When dealing with outside vendors it should be made clear that ABATE of Arizona owns all created artwork and is the sole distributor of ABATE of Arizona merchandise.

May not sign any contract or order any merchandise without prior approval of the other State Officers.

STATE POLITICAL ACTION COORDINATOR

The State Political Action Coordinator (State PAC Officer) is responsible for keeping abreast with all legislative movements concerning motorcycles in the State and Federal legislatures, as well as keeping up with the legislative movements in other states (MRF, AMA, NCOM Reports, etc.).

Writes an informative political article each month for publication in the MasterLink newsletter, and forwards the article to their Chapter counterparts and lobbyist.

Should be familiar with Local, State, and Federal governments/laws, be an articulate speaker, proficient in legal research methods, comfortable in legal and legislative surroundings, and possess the political intuition to foresee potential political and legislative motorcycle issues.

Able to work closely with, and assist the lobbyist(s), to assure that ABATE's legislative needs are met.

DESIGNATED LOBBYIST/LEGISLATIVE DIRECTOR

The Designated Lobbyist/Legislative Director and/or authorized additional lobbyist(s) will be appointed by or removed by the Board of Directors. The Designated Lobbyist, when deemed necessary, shall determine the need for an additional "authorized lobbyist" and submit the request to the Board of Directors and State President to include a recommended member to serve in the position. The Designated Lobbyist can appoint an "assistant", not registered to lobby, by notifying the Board of Directors and State President of their intent to do so.

Note: According to the Secretary of State of Arizona, Lobbying is "attempting to influence the passage or defeat of any legislation by directly communicating with any legislator"; other duties performed include:

Interacts with the State legislature, develops ABATE's legislative plans, and submits such plans to the Board of Directors and the State President for approval.

Formulates plans to circumvent negative motorcycle legislation, drafts positive motorcycle legislation, and plays a key role in all legislative lobbying for ABATE.

Is the political representative to ABATE and coordinates all activity with the State President as well as keeping the State Officers informed at all times.

Usually is the first political contact to ABATE with outside organizations and must be able to think on his/her feet, provide a positive image, and maintain decorum in hostile situations.

Writes an informative Legislative Update monthly for publication in *The MasterLink*, and forwards the updates to the State and Chapter PAC Officers.

Is familiar with of the workings of Local, State, and Federal laws and governments, proficient in legal research methods, comfortable in legal and legislative surroundings, and possesses the political intuition to foresee potential political and legislative motorcycle issues.

Communicating with other State employees, public officials, State Officers (other than legislators), researching and sharing information about the status of bills and results of various hearings, caucuses, and floor sessions.

AUTHORIZED LOBBYIST(S)

The Authorized Lobbyist works under the direction of the Designated Lobbyist.

Interacts with the State legislature, assists in the development of ABATE's legislative plans formulated to circumvent negative motorcycle legislation; the drafting of positive motorcycle legislation; all legislative lobbying for ABATE.

Attends lobby team meetings and is included in team correspondence and decision making.

Is familiar with the workings of Local, State, and Federal laws and governments, proficient in legal research methods, comfortable in legal and legislative surroundings, and possesses the political intuition to foresee potential political and legislative motorcycle issues.

With the approval of the Designated Lobbyist, may be asked to provide the legislative update and information for *The MasterLink*, email lists, or other publications.

MAP COORDINATOR

The Motorcycle Awareness Program (MAP) Coordinator is a Board-appointed position.

The MAP Coordinator is the Coordinator of ABATE's State-wide program and the Certified Instructors (CI) of said program.

Keeps a Log of all presentations scheduled and reported to them by the CIs.

Assures all CIs submit an 'Instructor Report Form' immediately after a presentation is made and files those forms accordingly.

Presents a report to the Board of Directors at their designated Quarterly Board meeting.

Compiles & presents report to the Director of the Governor's Office of Highway Safety (GOHS) at the end of each year; the report shall include a copy of the logs and Instructor Report Forms along with a variety of student comments; this is an ongoing report for all years presented.

CHAPTER OFFICER DUTIES

CHAPTER COORDINATOR

- Has the total responsibility for the operation of the local organization (Chapter), subject to supervision of the State President.
- Conducts all meetings.
- Establishes a meeting agenda.
- Is familiar with Roberts Rules of Order for meetings.
- Conducts monthly Chapter Officer meetings to plan agenda for Chapter meetings.
- Provides the State Membership Officer with an up-to-date list of all Chapter Officers including name, telephone number, email address, and date of assuming those duties.

- Tracks and verifies the distribution needs of each Chapter business member, and report information to the State Communication Officer.

CHAPTER VICE COORDINATOR

- Assumes Chapter Coordinator's duties if Chapter Coordinator is absent.
- Assists Chapter Coordinator during meetings.

CHAPTER SERGEANT-AT-ARMS

- Calls monthly meetings to order.
- Acts as Keeper-of-the-Peace at meetings.
- Familiar with Roberts Rules of Order.
- Acts as HEAD SECURITY OFFICER at local runs and events.
- Enlists volunteers for security duties.
- Ensures sobriety of all security persons on duty at all local runs and events.
- Notifies State and/or Local Law Enforcement Agencies of local runs/events to promote safety and cooperation.
- Performs other duties as requested by the Chapter Coordinator.

CHAPTER SECRETARY

- Emails agenda to Chapter Officers one (1) week prior to meeting, include reading of ABATEs Mission Statement.
- Provides a sign-in sheet and takes Minutes of all monthly Chapter meetings and committees.
- Emails typed Minutes to Chapter Officers within 3 days of meetings for review and approval.
- Emails [approved] Minutes, sign-in sheet(s), Treasury Report & bank statement to the State Secretary & State Treasurer in a single email with both afore-mentioned State Officers copied within two (2) weeks of monthly meetings.
- In September and October meetings, announce accepting nominations for the following years Chapter Officers.
- Provides a Chapter election ballot for all in attendance at the November meeting. If only one Member is running for each Office, Coordinator may opt for vote by a show of hands. Sergeant-at-Arms counts the ballots, if used.
- Records election results in the minutes.
- Distributes incoming correspondence to appropriate Officers.
- Responsible for all outgoing mail.
- Informs Chapter Officers of all upcoming meetings.

CHAPTER TREASURER

- Keeps complete and accurate account of all Chapter funds.
- Sends monthly financial reports to the State Treasurer along with Corporation monies (100% of Membership, General and Business dues) each month.
- Submits a Chapter budget for the next year to the State Treasurer by September 30th.
- Surrenders previous years' hard copy records to the State Treasurer by January 30th.

CHAPTER MEMBERSHIP OFFICER

- Maintains Chapter roster/database which includes addresses, emails, and/or phone number of each Member emailed to them by Membership system.
- Collects Membership dues, applications or renewal forms for those unable or unwilling to update or join via the ABATE of AZ website. Deposits cash/checks into the State Account and emails a copy of deposit receipt to State & Chapter Treasurers as well as the State Membership Officer.
- Informs new Members of meeting time, dates, and location.
- Set up and run a Membership booth at each Chapter event.
- Set up and run Membership booth at local places of businesses or events subject to Local and State health concerns, heat and/or weather restrictions, and supply area motorcycle-friendly businesses with Membership applications.
- Generally promotes Membership to ABATE of Arizona whenever appropriate.

CHAPTER EVENTS OFFICER

- Responsible for the organization, logistics and safety of all Chapter runs and events.
- Establishes committees for each run or event as required.
- Advertises all Chapter events via fliers, etc. well enough in advance to ensure attendance.
- Obtains run/event insurance when required.
- Provides the State Events Officer with copies of all activities/events, run fliers, required insurance, sanctioning, etc.

CHAPTER POLITICAL ACTION COORDINATOR (CHAPTER PAC OFFICER)

- Obtains copies of proposed Legislative Bills that may affect motorcycling in order to keep the Chapter Members informed.
- Provides Chapter with information provided monthly from State PAC Officer and/or Lobbyist (e.g., monthly PAC report, Legislative updates, National organizational releases, etc.).

CHAPTER COMMUNICATIONS OFFICER

- Chapter Communications Officer along with Chapter Coordinator will manage, at an administrative level, the social media of the Chapter; for example, but not limited to, the Facebook page.
- Notifies Chapter members of upcoming meetings via Chapter Facebook page, telephone, and/or email.
- Attends other Chapter meetings in an effort to keep communications open between various Chapters.
- Provides input on other events, to avoid conflicting dates.
- Collects motorcycling information from various periodicals for Membership information.
- Relay information received from State Communications Officer at monthly meetings.

CHAPTER SAFETY OFFICER

- Assists the State Safety Officer in the development of any programs and/or ideas that might be beneficial to motorcyclists as needed.

- Reports the progress of programs and/or ideas that are being developed or are in progress at the State level to the Chapter Membership Officer.

CHAPTER SAFETY OFFICER

- Responsible for the procurement and marketing of ABATE of Arizona merchandise.
- When possible, the Chapter Merchandise Officer shall obtain multiple quotes. When dealing with vendors it should be clearly communicated that ABATE of Arizona owns all created artwork and is the sole distributor of ABATE of Arizona merchandise.
- The Chapter Merchandise Officer shall not sign any contract or order any merchandise without prior approval of the other Chapter Officers.

Procedure for State Officer/B.O.D. Meeting Agenda Items

Board of Directors Agenda – Each Chapter may contact its B.O.D. Representative to introduce “Agenda items” to the Chairman of the Board of Directors for discussion at their quarterly meeting. Any documents and/or handouts should be presented to B.O.D. prior to the meeting. At least one Representative from that Chapter should be present for questions and/or provide information needed for resolution. For those Chapters without a B.O.D. Representative, the Chapter Coordinator may contact the Chairman of the Board with the same.

State Officers Agenda – Each Chapter Coordinator should contact the State President to introduce “Agenda items” to the State Officers for discussion at their monthly meeting. Any documents and/or handouts should be presented to State President prior to the meeting. At least one Representative from that Chapter should be present for questions and/or provide information needed for resolution.

Procedure for Amendments to Bylaws and Policies & Procedures

Bylaw/P&P Amendment Proposals – Recommendations for amendments may be submitted in writing, referring to the section number in question, and submitting them to the State Bylaw/P&P Committee. The requested amendments will be screened for validity and grammatical correctness. They will also be reviewed to see if they, in any way, contradict the current Bylaws and/or P&P.

Bylaw Amendments to Board of Directors Bylaw Committee – The State Bylaw/P&P Committee will submit any valid amendment request(s) to the B.O.D. Bylaw Committee for further review. Those Bylaw amendments accepted by the B.O.D. will be placed on a ballot, and presented to the membership for vote.

**WHO RIDE
DECIDE**

STATE OFFICE
7509 N 12th St, Phoenix, AZ 85020

Dear New or Prospective Advertiser:

ABATE of Arizona, Inc., a nonprofit organization whose purpose is to keep its members and the public informed of current and ongoing legislative activity pertaining to motorcycling, and to advocate "education, not legislation" regarding the motorcycling community, is currently seeking new advertisers for its monthly publication, **The MasterLink**. **The MasterLink** is the official news publication of ABATE of Arizona, Inc. Advertising rates are as follows:

	Monthly	Quarterly	Yearly
BUSINESS CARD SIZE	\$20.00	\$60.00	\$200.00
1/8 PAGE (5 1/8"x 4")	50.00	150.00	500.00
1/4 PAGE (5 1/2" x 8")	70.00	210.00	700.00
1/2 PAGE (10 1/4" x 8")	100.00	300.00	1,000.00
FULL PAGE (10 1/4" x 16")	200.00	600.00	2,000.00

DEDICATED PAGE PLACEMENT - ADD 25% SURCHARGE TO MONTHLY, QUARTERLY OR YEARLY RATE.

Another option you may want to consider is becoming a business member of ABATE of Arizona, Inc. Business Memberships are only \$125.00 per year or \$175.00 for two businesses and include the following:

- One (1) year (12 issues) of business card size ads. (per business)
- A discount on ads larger than business-card size.
- Memberships for two (2) people with ABATE of Arizona, Inc.
- A Business Member Certificate for display in your business.

We do request that all submitted ads are camera ready. If you need any assistance in getting this accomplished, rates are as follows:

- Full ad design \$20.00 per hour
- Ad modification \$10.00 per hour
- Business card layout \$20.00

Your Business Membership and/or advertisement in **The MasterLink** not only presents your services to the Membership of ABATE of Arizona, Inc., patrons of our advertisers and the various retailers that are part of our distribution network but is also vital to our continuing struggle to maintain our freedoms. We need your support!

Please take a moment and seriously consider joining us either by joining ABATE of Arizona, Inc. as a Business Member or by purchasing one of the above advertisements. If you have any questions or would like more information, please email our State Membership Officer: membership@abateofaz.org

We appreciate your time and consideration in advertising with ABATE of Arizona – your advertising dollars will help us fulfill our Mission and we look forward to hearing from you soon.

Respectfully,

Managing Editor, *MasterLink*

LET THOSE

ABATE OF ARIZONA, INC.

**WHO RIDE
DECIDE**

STATE OFFICE
7509 N 12th St, Phoenix, AZ 85020

ADVERTISING CONTRACT

DATE: _____

The following named business _____, agrees to purchase a
_____ sized advertisement in the ABATE of Arizona's monthly newsletter *The MasterLink* for
_____ month(s), for a total price of \$_____.

The business shall supply CAMERA READY artwork by the 15th day of _____ for the ad to be
included in the _____ issue of *The MasterLink*. If artwork is not camera ready, the following charges will
apply:

Full ad design \$20.00 per hour
Modification to existing ad \$10.00 per hour
Business card layout \$20.00

Please return this contract with your remittance.

Make checks payable to: **“The MasterLink, ABATE of Arizona, Inc.”**

NOTICE: There will be a \$25.00 service charge on all returned checks.

Business Representative _____

ABATE Representative _____

Standardized Email addresses

(position)@abateofaz.org email addresses are maintained by our **webmaster**, Bear Clan Hosting.

Emails are programmed to forward to the incumbents' *personal* email address; as Officers change, the forwarding addresses need to be updated as well.

Our membership system allows B.O.D. & State Officers to email all members. Chapter Officers may email their Chapter members and same title Officers. The State Membership Officer offers training to use the system. TRY IT!!

Chairman	Chairman@abateofaz.org
B.O.D. Reps	BOD@abateofaz.org
State Officers	StateOfficers@abateofaz.org
All Officers	Officers@abateofaz.org
(State level, Board Reps & Appointed positions)	
President	President@abateofaz.org
Vice President	VP@abateofaz.org
Secretary	Secretary@abateofaz.org
Treasurer	Treasurer@abateofaz.org
Membership	Membership@abateofaz.org
Sergeant at Arms	Sergeant-at-Arms@abateofaz.org
Safety	Safety@abateofaz.org
Lobbyist	Lobbyist@abateofaz.org -or- mike@abateofaz.org
Communications	Communications@abateofaz.org
Run	Run@abateofaz.org
Events (TBFS)	Events@abateofaz.org
PAC	PAC@abateofaz.org
Merchandise	Merchandise@abateofaz.org
MasterLink	Masterlink@abateofaz.org
MAP	MAP@abateofaz.org
Membership System Tech Support	Support@abateofaz.org