

DEDICATED TO FREEDOM OF THE ROAD



ABATE OF ARIZONA

**A.B.A.T.E.**  
**of ARIZONA, Inc.**

**POLICIES  
AND  
PROCEDURES  
MANUAL**

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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*, has developed into a monthly publication. According to the Articles of Incorporation and our nonprofit status, the newsletter is the single most important part of our organization. It **MUST** be published and made available to our membership on a monthly basis. Members may opt to receive the monthly MasterLink electronically. The MasterLink will be published monthly on the ABATE Website. Members may also receive a paper copy(s) of the MasterLink via U.S. Mail

Currently, 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
  - President Column
  - PAC Report
  - Safety Article
  - Runs/Events Calendar
  - Chapter Reports
  - Membership News
  - Feature Articles/Stories
  - Officers Listing
  - Meeting Times/Places of ABATE Chapters
- Legislative List of State / Federal Congressmen with Addresses and Phone #
- 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.

**All advertisers receive a free copy of the *MasterLink* each month their advertisement appears, unless they have opted to receive copies electronically.**

## THE MANAGING EDITOR

President, Editor-In-Chief, shall appoint the Managing Editor

- The Managing Editor reports directly to the President, attends all newsletter meetings and State Officer meetings as required.
- 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 maintains a historical file of past newsletters.
- The Managing Editor must be computer literate, with a working knowledge of desktop publishing procedures and programs and have consistent access to an internet-linked computer.
- The Managing Editor must be proficient in English language, composition, and editing procedures.

## 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 will attend the training seminar, usually held in January of each year.

**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 1<sup>st</sup> for the coming year and fills early. Contact the Senate Administration to reserve **ABATE**'s desired date.

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

**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 President.

- National Coalition of Motorcyclists (NCOM) – 2<sup>nd</sup> weekend in May
- Meeting Of The Minds (MOTM – MRF) – 4th weekend in September

## CRITICAL TIMEFRAMES

**Monthly State Officer Meetings - State Secretary** – Send request to State Officers for Agenda items 2 weeks prior and Final Agenda to [officers@abateofaz.org](mailto:officers@abateofaz.org) 1 week prior to meeting. Meeting minutes are to be sent to [officers@abateofaz.org](mailto:officers@abateofaz.org) and to the MasterLink editor for publication.

**Quarterly Board/State Meetings – State Secretary** – Confer with Chairman of BOD, in conjunction with hosting chapter, for Date/Place/Directions to MasterLink Editor by November 10th for January meeting – February 10th for April meeting – May 10th for July meeting – August 10th for October meeting. Send request to Board Officers for Agenda items 2 weeks prior and Final Agenda to [officers@abateofaz.org](mailto:officers@abateofaz.org) 1 week prior to meeting. Meeting minutes are to be sent to [officers@abateofaz.org](mailto:officers@abateofaz.org) and to the MasterLink Editor-in Chief for publication.

**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** – BOD Representatives asks their chapter members for topics/issues to be addressed by the BOD 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 – Designated Lobbyist, Chapter PAC Officers and assigned BOD 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 Designated Lobbyist takes direction for the coming year.

**APRIL – JUNE** – BOD provides Lobbyist input regarding Annual legislative Survey.

**JUNE** – Lobbyist confirm date for Motorcycle Day at the Dome with State Officers and BOD, 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 to the MasterLink Managing Editor no later than SEPT 10th.

**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 – ABATE Lobbyist, or designee**, will 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 30<sup>th</sup>.

**AUGUST – Chapter Officer Nominations** – including a Board Representative or State Officer nominations (alternately, 2-year positions) are to be conducted Submit candidate names to MasterLink Editor by Sept. 15th for October publication.

**SEPTEMBER – MasterLink Managing Editor – Places Board Rep./State Officer Ballots, Notice of Election Rally, and Campaign Speeches** in the **OCTOBER** issue, along with **Ballot Rules**.

**SEPTEMBER - State President** – Ensures that each **chapter has received** a useable / printable copy of the **Ballot by October 1<sup>st</sup>**.

**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 **December**.

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

**NOVEMBER – Annual Legislative Agenda** based upon Survey results are presented to BOD and attendees at the annual membership meeting/election rally, as well as published in the MasterLink and on the website.

**DECEMBER - State Treasurer – Corporation Commission Report** due, submitted on-line.

**DECEMBER - State Officers/BOD – 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** - are to be held once monthly.

**State Officer Meetings** – First Sunday of each month.

**Board Meetings** – First 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. Current membership is \$25.00 per person or \$40.00 per couple. All current VALID Charter Memberships are \$15.00 and \$25.00 respectively and, by policy, are never to increase. Future Charter Memberships (after 7/01/08) will be \$20.00 per person and \$35.00 per couple. 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. 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. Memberships in **ABATE** are valid from the first of the month joined, and are up for renewal one year later. For example, if one joins on August 23rd, the membership runs from August to August, so the renewal comes due on August 1st. The member has until the end of the month before he/she is considered Delinquent. If dues are not received by the 1st of the following month, the member is then placed on inactive status for 90 days and will lose all voting privileges and will not be considered an **ABATE** member in good standing and will no longer receive the MasterLink, until dues are paid. After 90 days, 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 original month of membership, regardless of when the membership is paid. Example: An individual joins in April. The following year when his membership is up for renewal, he doesn't send his payment in until June. His renewal is good until the following April. The month in which a person or couple joins is always the renewal month regardless of when dues are paid.

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, in the event that 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.

The Life membership fee is \$350, which includes a Life Membership Patch and all privileges of the general membership. Year pins may be purchased from the Chapter Membership Officer, if desired.

A Business Membership is \$125.00, which includes a Business Membership Certificate, one-year Business Card size advertisement in the MasterLink, 2 memberships, and 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 \$175.00. 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, 2 memberships in **ABATE** of Arizona; and 2 ABATE patches.



## **BOARD OF DIRECTORS**

The Board of Directors set the long-range goals of the organization.

The Board of Directors is to ensure that the State Officers adhere to guidelines defined in this Policy and Procedure Manual.

The Board of Directors, in conjunction with the President, appoints and removes the Designated Lobbyist and/or the Authorized Lobbyist.

The Board of Directors appoints committees to oversee and investigate key matters of ABATE, i.e. elections, bylaws, etc.

The Board of Directors reviews all organizational suggestions and coordinates all activities with the President.

The Board of Directors shall be the final decision authority regarding interpretation of both the corporate by-laws and policies and procedures manual.

A Board of Directors member, with email notification to the Chairman, can 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

### PRESIDENT

The 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:

- Act as official spokesperson for **ABATE** of Arizona;
- Manage and maintain an office in the name of the Corporation;
- Assist new and existing chapters in an advisory capacity;
- Assist new chapters in the appointment of interim officers;
- Represent the Corporation at meetings of traffic safety groups, workshops, and other activities, which affect motorcycling;
- Conduct annual officer training session;
- Gather and manage compilation of information regarding motorcycle statistics, legislation, and **ABATE** programs;
- Develop calendar of events for Board approval;
- Work toward establishing a coalition of motorcycle groups on a statewide basis regarding issues of motorcycle safety and political awareness;
- Serve as Editor-In-Chief of the corporation's newspaper, and appoint such editorial and management staff as needed for its publication;
- Serve as Editor-in-Chief of the corporation's websites [www.ABATEofAZ.org](http://www.ABATEofAZ.org) and [www.toobrokeforsturgis.com](http://www.toobrokeforsturgis.com) and hire management staff as needed.
- Reprimand 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 pages.

### VICE-PRESIDENT

The Vice-President shall assume the duties as directed by the President within guidelines established by the Board of Directors.

In the event that the 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.

### TREASURER

The State Treasurer shall keep a complete and accurate account of all Corporation monies and shall publish a quarterly financial statement for distribution to the directors and officers of the Corporation and to other parties as may be required by law.

The State Treasurer shall provide a copy of the Monthly Financial Report to all Board Members, and shall submit an annual projected budget to the Board of Directors at the designated Quarterly Board meeting for the next year.

In August each year, the Treasurer will notify the Chapter Treasurers that budgets for next year are due by September 30<sup>th</sup>.

The State Treasurer shall work with and help all Chapter Treasurers.

The State Treasurer shall have thorough understanding of Corporation status on both state and federal level.

The State Treasurer shall file all required local, state, and federal reports concerning the financial status of the Corporation and shall be responsible for the correct and timely filing of all taxes, including state and federal income taxes and sales taxes.

The State Treasurer shall be 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 that a major discrepancy should occur, and the Treasurer must freeze all assets.

Expenses and fees for the MasterLink will be tracked separately. A separate MasterLink report will be submitted with the treasury report.

### **SECRETARY**

The State Secretary shall take minutes of all meetings of the Board of Directors, the State Officers, and any committee, and record them on CD, to be maintained at the Corporation's principle office. Complete meeting minutes shall be sent to [officers@abateofaz.org](mailto:officers@abateofaz.org) within two weeks after each meeting, and the MasterLink for publication. Since the MasterLink is distributed outside the membership, Treasury balances and membership numbers will not be included in the monthly report to the MasterLink.

The State Secretary shall record meeting minutes at all special meetings of the Board of Directors and the State Officers, and the quarterly combined officer meetings.

The State Secretary distributes incoming correspondence to the appropriate Board member or State Officer, and keeps the President informed of the correspondence.

The State Secretary is responsible for all corporate outgoing mailings.

The State Secretary informs each Officer and/or Board member of all upcoming meetings. This includes preparation of the agendas and a quarterly meeting notice in the MasterLink, which is due the 15th of the month, 2 months prior to the quarterly.

### **SERGEANT-AT-ARMS**

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

The State Sergeant-at-Arms will be entrusted with the role of keeper-of-the-peace during meetings, activities and functions. He/she will be responsible for ensuring the presence of the American flag, and shall lead the pledge of allegiance prior to each meeting.

Responsibilities include acting as head security officer for all State events.

The State Sergeant-at-Arms is responsible for securing volunteers for security, planning the communication and response, and to ensure the sobriety of all security persons on duty at all State run events.

The State Sergeant-at-Arms shall contact 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.

### **SAFETY OFFICER**

The State Safety Officer shall coordinate with state and private agencies to devise develop, and assist any program or idea that might be beneficial to the motorcyclist.

The State Safety Officer shall give a progress report to the State Officers at their monthly meeting.

The State Safety Officer is responsible for submitting a monthly safety article for publication in the MasterLink.

The State Safety Officer shall work with and help all Chapter Safety Officers to promote motorcycle safety on an ongoing basis.

### **MEMBERSHIP OFFICER**

The State Membership Officer is responsible for processing all applications, new and renewals, for membership in coordination with contracted professional membership Management Company. He/she shall receive a completed **ABATE** application, money for payment of membership dues for each new member, or a completed renewal form and money for each membership renewal.

He/she shall deposit membership money and provide a report of deposits for each Chapter to the State Treasurer. He/she will send a list to the Chapter Membership Officer of new/renewed businesses for the distribution of Business Certificates. He/she will send membership roster to Coordinators, Membership and Communications Offices of each Chapter each month.

The State Membership Officer, in coordination with contracted professional membership management company, is responsible for issuing a receipt, provide a membership patch, an ABATE decal, numbered membership card and welcome letter to all new members. A receipt, year patch, and numbered membership card will be provided to each renewed membership.

He/she shall keep accurate records pertaining to membership, maintain membership roster, and provide Chapter Membership Officers with up-to-date rosters for their Chapter. A copy of each receipt and application will be maintained for records.

The State Membership Officer shall obtain as many member emails as possible which can be used to distribute the MasterLink, communicate membership renewal reminders, as well as meeting notices.

The State Membership Officer shall work closely with all Chapters to ensure continuity between the State's master membership roster and each local Chapter roster, deal with all issues relating to membership, and coordinate activities for **ABATE** at local and state events to advertise **ABATE** and promote new membership.

The State Membership Officer shall produce a member distribution roster to include all new members and renewals for the Corporation newsletter no later than the 15th of each month.

### **RUN COORDINATOR**

The State Run Coordinator is responsible for the organization, logistics, and, in conjunction with the Safety Coordinator, the safety of all **ABATE** runs.

He/she works directly with all Chapters to ensure that all local events are produced within the guidelines of the State and acts as Run Advisor to the Chapters, as necessary or whenever requested.

The State Run Coordinator has the responsibility for the smooth operation of all State events, runs, and rallies. He/she may appoint committee chairpersons for additional help with any event.

### **COMMUNICATIONS OFFICER**

The State Communications Officer administers the ABATE of AZ website through the website management contractor, currently KMH Kreation, LLC.

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

The State Communications Officer disseminates effective information to all forms of news media concerning events which affect motorcycling on behalf of ABATE of AZ.

The State Communications Officer acquires and issues news releases to the media and shall develop a database of information defining the major media companies and shall develop and implement a system by which media releases are systematically issued to the appropriate media.

The State Communications Officer obtains run/events information, flyers and available calendars throughout the year from all organizations possible, and informs each Chapter's Communications Officers.

The State Communications Officer forwards copies of articles of interest to each Chapter Communications Officer, and forwards a copy to the Master Link Editor for possible publication in the newsletter.

The State Communications Officer attends Chapter Meetings when possible. He/she gathers information from each Chapter to pass on to the other chapters, and/or the State as necessary.

The State Communications Officer interacts with other motorcycle rights organizations inside and outside the state of Arizona.

The State Communications Officer keeps an updated list of all vendors and their contact information.

The State Communications Officer maintains records containing necessary information about established contacts with other organizations and businesses, which will be turned over to the newly elected State Communications Officer at election time, so that these relationships may continue without interruption.



## **STATE MERCHANDISING COORDINATOR**

The State Merchandising Coordinator is responsible for the procurement and marketing of A.B.A.T.E. of Arizona merchandise. When possible the Merchandise Coordinator shall obtain multiple quotes.

When dealing with outside vendors, it should be clear that A.B.A.T.E. of Arizona owns all created artwork and is the sole distributor of **A.B.A.T.E. of Arizona** merchandise.

The State Merchandise Coordinator shall not sign any contract or order any merchandise without prior approval of the other state officers.

## **POLITICAL ACTION COORDINATOR**

The Political Action Coordinator (PAC) is responsible for keeping abreast with all legislative movements concerning motorcycles in the state and federal legislatures.

The Political Action Coordinator is responsible for keeping up with the legislative movements in other states around the country (MRF, NCOM Reports etc.).

The Political Action Coordinator writes an informative political article each month for publication in the monthly Corporation newsletter, forwarding that article to their chapter counterparts and lobbyist.

The Political Action Coordinator should have a full understanding of the workings of both state and federal government, be an articulate speaker, and possess the political intuition to foresee potential political and legislative motorcycle issues.

The Political Action Coordinator should be familiar with local, state, and federal laws, be proficient in legal research methods, and be comfortable in legal and legislative surroundings.

The Political Action Coordinator should work closely with and assist the lobbyist(s) to assure that **ABATE's** legislative needs are met.

## **DESIGNATED LOBBYIST**

The Designated Lobbyist and/or Authorized additional lobbyist will only 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 simply notifying the Board of Directors and State President of their intent.

The Designated Lobbyist 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.

The Designated Lobbyist formulates the plans to circumvent negative motorcycle legislation, drafts positive motorcycle legislation, and plays a key role in all legislative lobbying for **ABATE**.

The Designated Lobbyist is the political representative to **ABATE**, coordinates all activity with the State President, and keeps the officers informed at all times.

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

The Designated Lobbyist writes an informative legislative update each month for publication in the monthly Corporation newsletter, forwarding that update to the State and Chapter PAC officers.

The Designated Lobbyist should have a full understanding of the workings of both state and federal government, be an articulate speaker, and possess the political intuition to foresee potential political and legislative motorcycle issues.

The Designated Lobbyist should be familiar with local, state, and federal laws, be proficient in legal research methods, and be comfortable in legal and legislative surroundings.

**Note:** According to the Secretary of State, Lobbying is “attempting to influence the passage or defeat of any legislation by directly communicating with any legislator”. Other duties performed include:

- 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:

The Authorized Lobbyist(s) 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, and all legislative lobbying for **ABATE**.

The Authorized Lobbyist(s) attends lobby team meetings and is included in team correspondence and decision making.

The Authorized Lobbyist(s) should have a full understanding of the workings of both state and federal government, and possess the political intuition to foresee potential political and legislative motorcycle issues.

The Authorized Lobbyist(s) should be familiar with local, state, and federal laws, be proficient in legal research methods, and be comfortable in legal and legislative surroundings.

The Authorized Lobbyist(s) may be asked to provide a legislative update and information for the corporation newsletter, email lists or other publications, with the approval of the Designated Lobbyist.



## **MAP COORDINATOR**

The Motorcycle Awareness Program (**MAP**) Coordinator is the Coordinator of **ABATE's** state-wide program, and all of the Certified Instructors (CI) of said program.

The MAP Coordinator shall keep a Log of all presentations scheduled and reported to them by the CI.

The MAP Coordinator shall assure that they receive and file an 'Instructor Report Form' from all CI, immediately after the presentation has been made.

The MAP Coordinator shall present a report to the Board of Directors at their designated Quarterly Board meeting.

The MAP Coordinator shall compile a report to present to the Director of the Governor's Office of Highway Safety (GOHS) at the end of each year. It will contain a copy of the logs and Instructor Report Forms, along with a variation of student comments. This is an ongoing report for all years presented.

The MAP Coordinator is a Board appointed position.

## **CHAPTER OFFICER DUTIES**

### **COORDINATOR**

- Has the total responsibility for the operation of the local organization (chapter), subject to supervision of the President.
- Conducts all meetings.
- Establishes a meeting agenda.
- Is familiar with Roberts Rules of Order for meetings.
- Conducts monthly 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 Communications Officer.

### **VICE COORDINATOR**

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

### **SERGEANT-AT-ARMS**

- Calls monthly meetings to order.
- Acts as **KEEPER OF THE PEACE** at all meetings.
- Is familiar with Roberts Rules of Order for meetings.
- Acts as **HEAD SECURITY OFFICER** at all Local runs and events.
- Enlists volunteers for security duties.
- Ensures sobriety of all security persons on duty at all local runs and events.
- Contacts State and/or Local Law Enforcement Agencies to notify them of local runs or events, in an effort to promote safety and cooperation.
- Performs any other duties as required by the Coordinator.

### **SECRETARY**

- Takes minutes of all monthly Chapter meetings and committees, places them in the local files, along with meeting sign-in sheet.
- Provides Chapter Officers with a copy of the current meeting minutes within two weeks after each meeting.
- Provides an electronic copy of monthly meeting minutes and sign-in sheets to the State Secretary as they become available.
- Distributes incoming correspondence to appropriate officers.
- Is responsible for all outgoing mail.
- Informs each Chapter Officers of all upcoming meetings.

### **TREASURER**

- Keeps a complete and accurate account of all Chapter funds.
- Sends 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 30<sup>th</sup>.

## **MEMBERSHIP COORDINATOR**

- Maintains Chapter rosters/database, which includes address, email, and/or phone number of each member, sent from State for chapter information.
- Collects membership dues, applications or renewal forms and forward in a timely manner to State Membership for processing. Never send cash in the mail.
- Informs new members of meeting times, dates, and locations.
- Notifies State Membership Officer of membership changes, such as address, email, or phone numbers for updating of master membership list.
- Updates names/numbers for the quarter jar, if used.
- Coordinates with State Membership to set up and run a membership booth at all of their Chapter events.
- Sets up and runs one membership booth a month at a local dealer or event, and to supply area motorcycle-friendly businesses with membership applications for attendees.
- Generally promotes membership to ABATE of Arizona whenever appropriate.

## **RUN COORDINATOR**

- 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 Office with copies of all activities/ events, run fliers, required insurance, sanctioning, etc.

## **POLITICAL ACTION COORDINATOR**

- 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 and/or Lobbyist (I.e. monthly PAC report, Legislative updates, National organizational releases etc.)

## **COMMUNICATIONS OFFICER**

- Chapter Communication Officer along with Coordinators 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.
- Relays information, received from State Communications Officer, at monthly meetings.

## **SAFETY COORDINATOR**

- Shall assist the State Safety Officer as needed in the development of any programs and/or ideas that might be beneficial to motorcyclists.
- Shall report to the Chapter membership the progress of any programs and/or ideas that are currently being developed or are in progress at the state level.

## MERCHANDISING COORDINATOR

- \*Is responsible for the procurement and marketing of **A.B.A.T.E. of Arizona** merchandise.
- When possible the Merchandise Coordinator shall obtain multiple quotes. When dealing with vendors, it should be clearly communicated that **A.B.A.T.E. of Arizona** owns all created artwork and is the sole distributor of **A.B.A.T.E. of Arizona** merchandise.
- \*The Chapter Merchandise Coordinator shall not sign any contract or order any merchandise without prior approval of the other chapter officers

### **How to Get Items on State Officer / BOD Agenda How to Introduce Amendments to By-Laws and P&P**

- **Board Agenda** - Each Chapter may contact its BOD 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 BOD 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 representative, the
- Chapter Coordinator may contact the Chairman of the Board with the same.
  
- **State Officers Agenda** – Each Chapter Coordinator should contact the President to introduce “agenda items” to the State for discussion at their monthly meeting. Any documents and/or handouts should be presented to State prior to the meeting. At least one representative from that chapter should be present for questions and/or provide information needed for resolution.
  
- **By-Law/P&P Amendment Proposals** – Recommendations for amendments may be submitted in writing, referring to the section # in question, and submitting them to the State By-Law/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 By-Laws and/or P&P.
  
- **By-Law Amendments to Board By-Law Committee** – The State By-Law/P&P
- Committee will submit any valid amendment request(s) to the BOD By-Law Committee, for further review. Those by-law amendments accepted by the BOD, will be placed on a ballot, and presented to the membership for vote.

**LET THOSE  
WHO RIDE  
DECIDE**

# ABATE OF ARIZONA INC.

## STATE OFFICE

7509 N. 12<sup>th</sup> Street, Suite #200, Phoenix, AZ 85020

Dear New or Prospective Advertiser:

A.B.A.T.E. 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" with regard to the motorcycling community, is currently seeking new advertisers for its monthly publication, the **"MasterLink."**

The **"MasterLink."** is the official news publication of AB.A.T.E. Of Arizona Inc. Advertising rates are as follows:

	<b>Monthly</b>	<b>Quarterly</b>	<b>Yearly</b>
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 A.B.A.T.E. 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 A.B.A.T.E. 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 A.B.A.T.E. 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 A.B.A.T.E. 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 call our State Office at (480)256-9237.

In closing, thank you for your time and consideration in this matter. We look forward to hearing from you soon.

Respectfully,  
Managing Editor, MASTER LINK

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WHO RIDE  
DECIDE**

**ABATE OF ARIZONA INC.**

**STATE OFFICE**  
7509 N. 12<sup>th</sup> Street, Suite #200, Phoenix, AZ 85020  
**"MASTERLINK"**

**ADVERTISING CONTRACT**

DATE: \_\_\_\_\_

The following named business, \_\_\_\_\_ agrees to purchase a  
\_\_\_\_\_ sized advertisement in the A.B.A.T.E. of Arizona's monthly newsletter, the  
**"MasterLink"**, for \_\_\_\_\_ month(s), for a total price of \$\_\_\_\_\_. The business shall supply  
CAMERA READY art work by the 10th day of \_\_\_\_\_ for the ad to be included in the \_\_\_\_\_  
issue of the **"MasterLink"**. In the event that art work 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: **"MasterLink", A.B.A.T.E. of Arizona, Inc.**

NOTICE: There will be a \$15.00 service charge on all returned checks.

Business Representative \_\_\_\_\_

A.B.A.T.E. Representative \_\_\_\_\_