

Alliance of Bikers Aimed Toward Education

An alliance of bikers dedicated to the protection of the individual rights of motorcyclists through political change, charitable works and public education.

Governing Regulations

Preface

APPROVED 3/24/01

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Correction 1/16/10

AMENDED 11/27/10

AMENDED 05/30/2011

AMENDED 4/15/2012

AMENDED 10/20/13

AMENDED 11/19/2016

- 1) **District Representatives** shall be the “**Board of Directors**”.
 - a) The **Board of Directors** shall make all amendments, additions and deletions to the **Corporate Operating Procedures**. A 2/3-majority vote of the **Board of Directors** is required to pass a measure.
 - b) The **Board of Directors** shall meet every other month or as requested with the **State Administration**. An operating report of the State will be presented to the **State Board** at these meetings.
 - c) The **Board of Directors** shall be given a thirty-(30) day notification of any legislation or procedural change to be acted upon at these meetings.
- 2) **Elected State Officers** shall be the “**Executive Board**”.
- 3) **State Officers**, elected or appointed, shall be the “**State Administration**”.
 - a) The **State Administration** shall operate the corporation on a daily basis within the limits of the **Corporate Operating Procedures**.
 - b) The **State Administration** shall meet every other month or as requested to give an operating report to the **Board of Directors** and the general membership.
- 4) The combined body of the “**Board of Directors**” and the “**State Administration**” shall be the “**State Board**”.
- 5) **Chapter Representative** or **Chapter Coordinator** (President) shall be the “**Board of Chapter Reps**”.
 - a) The **Board of Chapter Reps** shall sponsor all new business at the biannual **Grand Board** meetings.
 - b) The **Board of Chapter Reps** may contribute to the discussion of old business.
- 6) The combined body of the “**State Board**” and the “**Board of Chapter Reps**” shall be the “**Grand Board**”.
- 7) **Corporate Offices**

- a) The Corporate Offices shall be located in the Harrisburg area. This office shall be a public office under the direct control of the ranking **State Administration** present or as directed by the **Board of Directors**.
- b) The Corporation may have other public or private offices throughout the state where business may be conducted as directed by the **Board of Directors**.

Corporate Operating Procedures

Of

Alliance of Bikers Aimed Toward Education (PA)

Article I The name of this corporation is **Alliance of Bikers Aimed Toward Education** hereafter referred to as **A.B.A.T.E. of PA** a non-profit corporation.

Article II The objectives of this Corporation are:

- A) Elimination of unfair motorcycle legislation.
- B) Protection of personal rights of members.
- C) Aid Pennsylvania communities with charitable functions and works.
- D) Promote motorcycle safety through education.
- E) Improve the image of motorcyclists to the general public throughout the Commonwealth of Pennsylvania.

Article III Members

- A) The membership of **A.B.A.T.E. of PA** shall be unlimited.
- B) Any individual that meets the criteria of membership, see **Article III, Section "H"**, shall be a member of **A.B.A.T.E. of PA** upon payment of the annual dues.
- C) The **Board of Directors** shall propose the dues "fee schedule".
- D) This "fee schedule" shall be submitted to the **Board of Chapter Reps** at the first annual **Grand Board** meeting for their consideration.
- E) The "**fee schedule**" for membership shall include:
 - 1) Single full membership
 - 2) Couple full membership
 - a) The word "couple" in membership criteria shall mean: Two (2) people that are married or living in a domestic partnership and reside in the same household (mailing address).
 - b) If the "couple relationship is terminated, the next renewal application shall be made as a single person.
 - 3) Junior membership
 - a) Junior membership is limited to the maximum age of 20 years.
 - b) Junior members 18 to 20 years of age shall be permitted to vote in A.B.A.T.E. of PA elections
 - c) Junior members 18 to 20 years of age may hold office in A.B.A.T.E. of PA.
 - d) After age 20 and upon completion of the Motorcycle Safety Course, a Junior member shall receive a \$4.00 discount off the first year full membership.
 - 4) Five year single membership
 - 5) Lifetime membership categories.
 - a) New member to five years
 - b) After completion of five years
 - c) After completion of ten years
 - d) After completion of twenty-five years.
 - 6) Honorary membership
 - a) A written petition shall be submitted to the **State Board** and a majority vote of the **Board of Directors** is needed for approval.

- F) Membership dues shall be submitted with the application. Annual dues shall be payable upon anniversary date of membership acceptance
- G) The Criteria for membership shall be:
 - 1) Must complete the official membership application.
 - 2) Application shall be presented to any elected officer, appointed officer or **State Office Manager**.
 - 3) Applicant shall abide by the **Corporate Operating Procedures** and any **District and/or Chapter by-laws**.
- H) A member not assigned to a chartered **Chapter** shall, for record keeping purposes, be assigned to “**Chapter 99**” by the **Office Manager** and designated as a “**Member-At-Large**.”
- I) Members Rights:
 - 1) The member is entitled to a state newsletter.
 - 2) The member is entitled to a state patch the first year and an appropriate year pin thereafter.
 - 3) Membership shall not be transferable or assignable to other members or non-members.
 - 4) Memberships may be transferred between **Chapters**. The member shall notify the **Chapter Membership Officer** of each concerned **chapter** and the **State Office Manager**.
 - 5) Members with one or more years of service who successfully complete the Pennsylvania Motorcycle Safety Program Instructors’ Course shall be entitled to reimbursement of course materials charges paid to the Safety Program.
 - 6) **A.B.A.T.E. of PA** will honor currently valid seniority earned in any other state’s ABATE organization. Lifetime memberships do not apply and only **A.B.A.T.E. of PA** membership years accrued can be applied toward the Lifetime Membership discounted fee.
 - 7) A **Member-At-Large** shall not participate in holding formal meetings, sponsor events, collect funds or engage in any activities while using the name **A.B.A.T.E. of PA** unless approved by the **Board of Directors**.
 - 8) A member may elect NOT to be assigned to a chartered **Chapter** by informing the **Office Manager** in writing. Upon receipt of this request, the **Office Manager** shall assign this member to **Chapter 99**. All rights and limitations of the **Member-At-Large** shall apply.
- J) Termination of an Individuals Membership:
 - 1) Non-payment of annual dues.
 - 2) Acts considered detrimental to **A.B.A.T.E. of PA**.
 - a) Improper behavior, resulting in negative publicity or derogative to the image of **A.B.A.T.E. of PA**, its **Chapters** and **Districts**.
 - b) Not obeying the By-laws.
 - c) Discriminatory behavior toward other members, chapter, or **District**.
 - d) For procedural details see Article X, Section C

Article IV Officers

Note: “**Member in good standing**” as used herein shall be defined as a currently paid member who does not have any charges pending against him by **A.B.A.T.E. of PA**.

- A) State Administration**
 - 1) **State Coordinator**
 - a) Chairs all **A.B.A.T.E. of PA** state level meetings.

- b) Oversees all **A.B.A.T.E. of PA** state level committees.
 - c) Empowered to make all decisions, that does not need **Board of Directors** approval. This ensures continuous daily operation of **A.B.A.T.E. of PA**.
 - d) Reviews and authorizes all media communication for **A.B.A.T.E. of PA** at the state level.
 - e) Has veto power.
 - 1) A 2/3-majority vote of seated quorum to override the veto.
 - f) May only vote at **State/Grand Board** meetings in the event of a tie.
 - g) May sign **A.B.A.T.E. of PA** checks.
 - h) Is an elected position with a two (2) year term that shall run concurrent with the term of the Pennsylvania Legislature.
 - i) Must be bondable, or office is forfeited.
 - j) Must be a member in “**good standing**”
 - 1) If membership lapses, office is forfeited.
 - k) Authorized to make non-budgeted expenditures, benefiting **A.B.A.T.E. of PA**, not exceeding \$300 total, without **Board of Directors** approval. Whereas, any additional funds for similar expenses requires written approval of the **Executive Board**.
 - l) Authorized to make budgeted expenditures, benefiting **A.B.A.T.E. of PA**
 - m) Shall assist **Districts** or **Chapters** with any administrative problems.
- 2) **Assistant State Coordinator**
- a.) Assumes authority of **State Coordinator** in the event of **State Coordinator**’s absence, disability, or removal from office.
 - b.) May sign **A.B.A.T.E. of PA** checks.
 - c.) Has no **State/Grand Board** vote.
 - d.) Is an elected position with a two (2) year term that shall run concurrent with the term of the Pennsylvania Legislature.
 - e.) Is the State Parliamentarian.
 - f.) Must be bondable, or office is forfeited.
 - g.) Must be a member in “**good standing**”
 - 1) If membership lapses, office is forfeited.
- 3) **State Secretary**
- a) Responsible for recording all **State/Grand Board** meetings minutes.
 - 1) Minutes shall be typed and mailed to the **Grand Board**, **State Newsletter Editor** and **State Office Manager** within 15 days following a **State/Grand Board** meeting.
 - b) Responsible for preparation of all **A.B.A.T.E. of PA** state level correspondence and documentation.
 - c) Maintains all District and Chapter minutes on file.
 - d) May sign **A.B.A.T.E. of PA** checks.
 - e) Must be bondable, or office is forfeited.
 - f) Has no **State/Grand Board** vote.
 - g) Is an elected position with a two (2) year term that shall run concurrent with the term of the Pennsylvania Legislature.
 - h) Must be a member in “**good standing**”
 - 1) If membership lapses, office is forfeited.

- i) May appoint an unpaid assistant.
 - j) Provides written notice prior to every **State/Grand Board** meeting, providing time and place. Refer to **Article V** pertaining to **Agenda**.
- 4) **State Treasurer**
- a) Must sign all **A.B.A.T.E. of PA** checks
 - 1) Where two signatures are required the signatures shall not be those of relatives or co-inhabitants.
 - b) Not authorized to sign checks beyond budgeted expenses and over \$300.
 - 1) Checks over this limit (\$300) must be approved by a majority vote of the seated quorum of the **Board of Directors** prior to the expenditure.
 - c) Receives **State, District** and **Chapter** bank statements and Treasurer's Reports on a monthly basis.
 - e) Prepares the "**Annual State Budget**" for presentation and approval at the January **State Board** meeting.
 - f) Petty cash shall be budgeted for and set up by the **State Treasurer** for each **State Administrator** to pay for expenses incurred in maintaining these offices. Upon receipt of signed and dated receipts with a statement of how the expenses were incurred, the petty cash shall be replenished.
 - g) Responsible for the completion of the yearly tax returns.
 - h) Has no **State/Grand Board** vote.
 - i) Is an elected position with a two (2) year term that shall run concurrent with the term of the Pennsylvania Legislature.
 - j) Shall be bonded, or office is forfeited.
 - k) Shall be a member in "**good standing**"
 - 1) If membership lapses, office is forfeited.
 - l) The **State Treasurer's** office shall be audited. The results shall be presented at the **State Board** meeting and published in the **State Newsletter**.
 - 1) An audit shall be conducted at the conclusion of each elected year and when the office changes hands.
 - 2) An internal audit shall be conducted twice a year, June 30th and December 31st. The internal audit shall be conducted by the **State Coordinator, State Secretary** and two (2) **District Reps**.
 - 3) If an external audit is needed, the cost of this audit shall be funded by **A.B.A.T.E. of PA**.
 - m) Shall maintain current file of **A.B.A.T.E. of PA** financial records at the **Corporate Office**.
 - n) A record shall be kept of all **A.B.A.T.E. of PA** assets and shall be inventoried and reported yearly at the January **State Board** meeting.
 - o) The **State Treasurer** shall be responsible for the reimbursement of elected and appointed officials.
 - 1) Prepares the "Expense Reimbursement Policy" for presentation at the January **State Board Meeting**.
 - 2) Provides reimbursement to **State Officers** in accordance with the approved "Expense Reimbursement Policy".
- 5) **State Legislative Coordinator**

- a) Shall be the **A.B.A.T.E. of PA** liaison officer to the legislative lobbyist and/or state lobbyist.
 - b) Shall be responsible for all legislative concerns for **A.B.A.T.E. of PA**
 - c) Shall be responsible for keeping State Representatives and Senators aware of **A.B.A.T.E. of PA** aims and goals.
 - d) Has no **State/Grand Board** vote.
 - e) Is an elected position with a two (2) year term that shall run concurrent with the term of the Pennsylvania Legislature.
 - f) Shall be responsible to coordinate and direct activities of the **District Legislative Coordinators**.
 - g) May sign **A.B.A.T.E. of PA** checks.
 - h) Must be bondable, or office is forfeited.
 - i) Must be a member in “**good standing**”
 - 1) If membership lapses, office is forfeited.
 - j) Shall appoint an **Assistant State Legislative Coordinator** (s) whose term shall be two (2) years. The **Board of Directors** shall vote on approval of the Assistant.
 - k) Outgoing **State Legislative Coordinator** shall serve in an advisory capacity for six (6) months after leaving office.
 - l) Shall be a registered voter or office is forfeited.
- 6) **Assistant State Legislative Coordinator**
- a) Assumes position of **State Legislative Coordinator** in the absence of the **State Legislative Coordinator**.
 - b) Answers directly to the **State Legislative Coordinator**.
 - c) Appointed position by **State Legislative Coordinator** with the approval of the **Board of Directors**.
 - d) Has no **State/Grand Board** vote.
 - e) Must be bondable, or office is forfeited.
 - f) Two (2) year term, but that term shall be one (1) year out of place with the **State Legislative Coordinator**. This keeps an experienced person in office during election transitions.
 - g) Must be a member in “**good standing**”.
 - 1) If membership lapses, office is forfeited.
 - h) Shall be a registered voter or office is forfeited.
- 7) **State Membership Officer**
- a) Objective shall be to recruit and maintain the highest possible number of **Chapters** and **Members** in **A.B.A.T.E. of PA**.
 - b) Shall design, produce and distribute membership recruitment literature and ad copy, which is subject to approval of the **State Coordinator**. The **State Coordinator** may also submit for **State Board** approval.
 - c) Shall design and produce all documents and procedures required to conduct and administrate the state membership drive contests, which is subject to approval of the **State Coordinator**. The **State Coordinator** may also submit for **State Board** approval.
 - d) Shall contract with M/C media and/or M/C organizations for publication of membership ad copy, which is subject to approval of the **State Coordinator**. The **State Coordinator** may also submit for **State Board** approval.
 - e) Shall interact with motorcycling media and organizations for reciprocal exchanges, which is subject to approval of the

- State Coordinator.** The **State Coordinator** may also submit for **State Board** approval.
- f) Analyze the unchartered counties of the state to determine potential for new chapters.
 - g) Establish rapport with all riding groups and recruit **A.B.A.T.E. of PA** members from within those groups.
 - h) Visit **Chapters** as needed to help resolve problems, as requested by the **Chapters**.
 - i) Shall provide training for **Chapter Membership Officers**. Monitor their performance and provide assistance as needed.
 - j) Shall attend **State Board** meetings and report on activities.
 - k) Shall prepare statistical analyses of membership level trends and report to the **State Board**.
 - l) Develop plans of action, in conjunction with **Districts** and **Chapters**, to stimulate and maintain memberships, pursue membership renewals and enhance positive trends.
 - m) Shall be an appointed position by the **State Administration** with the approval of the **Board of Directors**.
 - n) Two (2) year term
 - o) Has no **State/Grand Board** vote.
 - p) Shall be bondable or office is forfeited.
 - q) May appoint one or more unpaid assistant(s).
 - r) Shall be a member in "**good standing**".
 - 1) If membership lapses, office is forfeited.
- 8) **Newsletter Editor**
- a) Shall edit the monthly **A.B.A.T.E. of PA** newsletter.
 - b) Shall be responsible for publication of the monthly **A.B.A.T.E. of PA** newsletter.
 - c) The **Editorial policy** for the **State Newsletter** encourages letters, articles, etc. from members that are positive in nature and related to **A.B.A.T.E. of PA** and/or motorcycling in general. The **Newsletter Editor** shall forward any questionable material to the **State Coordinator** for decision. Negative and/or impertinent material will be rejected for publication. If text is determined to be rejected for publication as being negative or impertinent against **A.B.A.T.E. of PA** and the **State Coordinator** notifies the chapter or individual, they shall have one (1) day to resubmit non-detrimental text, or by the newsletter deadline of the first of the month, whichever is later. The author of the disputed material may appeal the decision to the Board of Directors. Release of the disputed material to the public before the Board of Directors has voted on the appeal will constitute a detrimental act as referenced in Article II Section J.
 - d) Shall be responsible for all advertising and billing of the **A.B.A.T.E. of PA** newsletter.
 - e) Has no **State/Grand Board** vote.
 - f) Shall be an appointed position by the **State Administration** with the approval of **Board of Directors**.
 - g) Shall prepare a yearly budget for the **State Treasurer** prior to the January **State Board** meeting.
 - h) Shall present the yearly Newsletter budget to the **State**

- f) Shall work with **Chapters** to develop means of achieving satisfactory local media coverage.
 - g) Shall react to unfavorable portrayal of motorcyclists in movies, TV, advertising, etc.
 - h) Shall attend **State/Grand Board** meetings and provide reports on activities.
 - i) All copy shall be subject to the approval of the **State Coordinator**, who may also submit it for **State Board** approval.
 - j) Has no **State/Grand Board** vote.
 - k) Shall be an appointed position by the **State Administration** with the approval of **Board of Directors**.
 - l) Two (2) year term.
 - m) Shall be bondable or office is forfeited.
 - n) May appoint an unpaid assistant(s).
 - o) Shall be a member in “**good standing**”.
 - 1) If membership lapses, office is forfeited.
- 12) **Office Manager**
- a) Shall be a paid employee of **A.B.A.T.E. of PA**
 - b) Shall be bonded or office is forfeited.
 - c) May appoint an unpaid assistant(s).
 - d) Shall be a member in “**good standing**”.
 - 1) If membership lapses, office is forfeited.
 - e) Shall be hired by the **State Administration** with the approval of **Board of Directors**.
 - f) Shall be paid a bi-weekly salary set by the **State Administration** with the approval of **Board of Directors**.
 - g) Shall attend **State/Grand Board** meetings and provide reports as needed.
 - h) Has no **State/Grand Board** vote.
 - i) Shall be responsible for depositing all monies in the **A.B.A.T.E. of PA** account in a timely manner.
 - j) Shall be responsible for receiving incoming and sending outgoing mail for **A.B.A.T.E. of PA**.
 - k) Shall perform other duties as directed by the **State Administration** with the approval of **Board of Directors**.
- 13) **Communication Director**
- a) Shall administer the **A.B.A.T.E. of PA** website.
 - b) All copy shall be subject to the approval of the **State Coordinator**, who may also submit it for **State Board** approval. The chapter coordinator and chapter webmaster will be notified if website material is disapproved. Disapproved copy must be removed from the website within 48 hours if it has already been posted. The chapter coordinator and/or chapter webmaster may appeal the decision to the Board of Directors. Continued posting of the disapproved material after the notice period and before the Board of Directors has voted on the appeal will constitute cause under Article X Section B paragraph 1.
 - c) May appoint an unpaid assistant(s).
 - d) Shall be a member in “**good standing**”.
 - 1) If membership lapses, office is forfeited.
 - e) Shall attend **State/Grand Board** meetings and provide reports as needed.

- f) Has no **State/Grand Board** vote.
 - g) May teach “internet” workshops as needed.
 - h) Shall work with **Chapters** to develop means of achieving satisfactory communication between **A.B.A.T.E. of PA , Districts** and **Chapters**.
 - i) Shall be appointed by the **State Administration** with the approval of **Board of Directors**.
- 14) **State Operation Save-A-Life Director**
- a) Objective shall be to promote Motorcycle Safety and Awareness by presenting the Operation Save-A-Life program to high school Drivers Education classes, community organizations, and other institutions involved in driving on four or more wheels.
 - b) Shall design and produce OSAL script, videos, and supporting materials for distribution to all chapters.
 - c) Shall provide training for **District and Chapter OSAL Coordinators** and monitor their performance, and provide assistance as needed.
 - d) Shall attend **State/Grand Board** meetings and provide reports on activities.
 - e) Has no **State/Grand Board** vote.
 - f) Shall be an appointed position by the **Executive Board** with approval of the **Board of Directors**.
 - g) Two (2) year term.
 - h) The term shall run concurrent with the term of the Pennsylvania Legislature.
 - i) Shall be bondable or office is forfeited.
 - j) Shall be a member in “good standing”
 - 1) If membership lapses, office is forfeited.
- 15) **State Operation Save-A-Life Assistant Director**
- a) Assumes position of State Operation Save-A-Life Director in the absence of the State Operation Save-A-Life Director.
 - b) Objective shall be to promote Motorcycle Safety and Awareness by presenting the Operation Save-A-Life program to high school Drivers Education classes, community organizations, and other institutions involved in driving on four or more wheels.
 - c) Shall provide training for **District and Chapter OSAL Coordinators**, monitor their performance, and provide assistance as needed.
 - d) Answers directly to the State OSAL Director and provides reports on all OSAL activity.
 - e) Has no **State/Grand Board** vote.
 - f) Appointed position by the OSAL State Director with approval of the Board of Directors.
 - g) Two (2) year term.
 - h) The term shall run concurrent with the term of the Pennsylvania Legislature.
 - i) Shall be bondable or office is forfeited.
 - j) May appoint and unpaid assistant(s).
 - k) Shall be a member in “good standing”
 - 1) If membership lapses, office is forfeited.

16) **Miscellaneous**

- a) The **Executive Board** shall not hold any other elected office at the **State, District, or Chapter** levels. The member shall remain as full member in their home **Chapter**.
- b) Any office vacated for any reason during the term, except for the **State Coordinator's** office, shall be filled by interim appointment by the **State Coordinator** with the approval of a 2/3-majority vote of the seated **Board of Directors**, until such time as a special election can be held and its results verified, unless at the **State Board's** discretion, The office shall be filled at the next regular election.
- c) In the event of a vacancy in the **State Coordinator's** office, the **Assistant State Coordinator** shall assume the **State Coordinator's** office for the unexpired term.
- d) In the event of vacancies in both the **State Coordinators'** office and the **Assistant State Coordinator's** office, the senior **Board of Directors** member shall fill the **State Coordinator** position until a new election can be held.
- e) Vacancies, which occur in the appointed offices, shall be filled by reappointment by the **State Administration** with approval of the **Board of Directors**.

17) **Organizational Representatives**

- a) **A.B.A.T.E. of PA** may appoint members to other organizations to represent **A.B.A.T.E. of PA**.
- b) Has no vote at **State/Grand Board** meetings.
- c) Shall be an appointed position by the **State Administration** with the approval of **Board of Directors**.
- d) Shall be a member in "**good standing**".
 - 1) If membership lapses, office is forfeited.
- e) Not required to attend **State/Grand Board** meetings unless requested by **State Board**.
- f) Two (2) year term.

B) District Administration

- 1) A **District** is entitled to one (1) representative for each 1/18th of the total **A.B.A.T.E. of PA** membership represented by the **District**.
This is an example of how this would work.

7000 **Members**

$\frac{x .0555}{388.5}$ (this is 1/18 (1 ÷ 18))

(this is the "factor" for 1 **District Rep**)

840 (**District Members**) ÷ 388.5 (factor) = 2.16 **District Reps**

- a) The membership of record as of June 30 shall be used.
- b) The total **A.B.A.T.E. of PA** membership and the membership of each **District** shall be reported by the **State Membership Officer** along with the number of **District Representatives** each **District** is entitled to at the July **State Board** meeting.
- c) Adjustments to the quantity of **District Representatives** shall be made annually through the elective process, as defined by **Article VIII**.

- d) **Districts** containing three (3) or more **Chapters** are entitled to a minimum of two (2) **District Representatives**.
 - e) **Districts** containing one (1) or two (2) **Chapter(s)** are entitled to a minimum of one (1) **District Representative**.
 - f) The **District Board** shall consist of one **Chapter Coordinator** or **Chapter Representative** from each **Chapter** in the **District**.

 - g) Vacancies in **District Administration**, other than the **District Coordinator** or **Assistant District Coordinator**, shall be filled by appointment from the **District Coordinator** for the remaining term. The sitting **District Board** shall vote on approval.
 - h) **District Treasury**
 - 1) Shall be disclosed to the **State Treasurer** on a monthly basis by the **District Treasurer**. This report shall include bank statement and treasurer's report.
 - 2) Funds shall be considered the property of **A.B.A.T.E. of PA**.
 - 3) Shall be no limitations to the monies in District treasuries.
 - 4) Reimbursement of elected and/or appointed officials shall be left to the discretion of the District.
- 2) **District Coordinator**
- a) Shall be a **District Representative**.
 - b) Shall chair all **District Board** meetings.
 - c) Oversees all **District** committees.
 - d) Shall be empowered to make necessary decisions to ensure continued uninterrupted daily operation, without **District Board** approval.
 - e) Shall have overall authority similar to the **State Coordinator** at the **District** level.
 - f) Shall be a member of the **Board of Directors**, with one (1) vote per issue at **State/Grand Board** meetings.
 - g) Shall be bondable if the **District** has a treasury or office is forfeited.
 - h) May sign **District** treasury checks.
 - i) Shall have no **District Board** vote.
 - j) Shall be a member in "**good standing**".
 - 1) If membership lapses, office is forfeited.
- 3) **District Representative**
- a) A **District Representative** shall visit each **Chapter** within their home **District** at least once every four (4) months.
 - b) Shall be a member of the **Board of Directors**, with one (1) vote per issue at **State/Grand Board** meetings.
 - c) Shall be an elected position with a two (2) year term.
 - d) In the event of vacancy, the **District Coordinator** shall appoint a **District Representative**. The sitting **District Board** shall vote on approval.
 - e) When the **District** has two (2) or more **District Representatives**, the senior representative's term shall be staggered by one year from the other representative's term.
 - f) Shall have no **District Board** vote.

- g) Shall be bondable if the **District** has a treasury or office is forfeited.
 - h) May sign **District** treasury checks.
 - i) Shall be a member in “**good standing**”.
 - 1) If membership lapses, office is forfeited.
- 4) **Assistant District Coordinator**
- a) Additional **District Representatives**, in excess of two (2) shall function as **Assistant District Coordinators**. The succession of authority shall be based upon uninterrupted seniority as **District Representative**.
 - b) Shall assume the authority of the **District Coordinator** in the absence, disability or removal from office of the **District Coordinator**.
 - c) Shall be a **District Representative**.
 - d) Shall be a member of the **Board of Directors**, with one vote at **State/Grand Board** meetings.
 - e) Shall have no **District Board** vote.
 - f) Shall be bondable if the **District** has a treasury or office is forfeited.
 - g) May sign **District** treasury checks.
 - h) Shall have overall authority similar to the **Assistant State Coordinator** at the **District** level.
 - i) Shall be a member in “**good standing**”.
 - 1) If membership lapses, office is forfeited.
- 5) **District Secretary**
- a) Shall have overall authority similar to the **State Secretary** at the **District** level.
 - b) Shall have no **District Board** vote.
 - c) Shall have no **State/Grand Board** vote.
 - d) Shall be a member of the **District Administration**.
 - e) Shall be bondable if the **District** has a treasury or office is forfeited.
 - f) May sign **District** treasury checks.
 - h) Shall be an elected position with a two (2) year term.
 - i) Shall submit meeting minutes to the state. **A.B.A.T.E. of PA** is entitled to impose fines, following a designated grace period.
 - 1) Meeting minutes have sixty (60) days grace from meeting date, after which a cumulative fine of \$25 may be imposed for each month that the report is overdue.
 - 2) In the continued case of non-compliance in sending reports to **A.B.A.T.E. of PA**, or the non-compliance in paying levied fines, the **District Coordinator** shall make a personal attempt to rectify the situation. Under continued non-compliance, Chapter Coordinators shall be notified of the non-compliance and given thirty (30) days to correct the problem.
 - i) Shall be a member in “**good standing**”.
 - 1) If membership lapses, office is forfeited.
- 6) **District Treasurer**
- a) Shall have overall authority similar to the **State Treasurer** at the **District** level.
 - b) A record shall be kept of all **District** assets and shall be inventoried and reported yearly at the first **District Board**

- meeting.
- c) Shall have no **District Board** vote.
- d) Shall have no **State/Grand Board** vote.
- e) Shall be a member of the **District Administration**
- f) Shall be bondable if the **District** has a treasury or office is forfeited.
- g) Shall sign **District** treasury checks.
- h) Shall be an elected position with a two (2) year term.
- i) Shall submit treasurer's report and bank statement to the state. **A.B.A.T.E. of PA** is entitled to impose fines, following a designated grace period.
 - 1) Treasurer's reports and bank statements have sixty (60) days grace from meeting date, after which a cumulative fine of \$25 may be imposed for each month that the report is overdue.
 - 2) In the continued case of non-compliance in sending reports to **A.B.A.T.E. of PA**, or the non-compliance in paying levied fines, the **District Coordinator** shall make a personal attempt to rectify the situation. Under continued non-compliance, Chapter Coordinators shall be notified of the non-compliance and given thirty (30) days to correct the problem.
- j) Shall be a member in "**good standing**".
 - 1) If membership lapses, office is forfeited.
- 7) **District Legislative Coordinator**
 - a) Aids the **State Legislative Coordinator**.
 - b) Shall have no **District Board** vote.
 - c) Shall have no **State/Grand Board** vote.
 - d) Shall be a member of the **District Administration**.
 - e) Shall be bondable if the **District** has a treasury or office is forfeited.
 - f) May sign **District** treasury checks.
 - g) Shall be an elected position with a two (2) year term.
 - h) Shall be a member in "**good standing**".
 - 1) If membership lapses, office is forfeited.
 - i) Shall be a registered voter or office is forfeited.
- 8) **District Sergeant-at-Arms**
 - a) Shall be an appointed position by the **District Administration** with the approval of **District Board**.
 - b) Shall maintain order at the request of the **District Coordinator, Assistant District Coordinator, or District Board**.
 - c) Shall aid the **State Sergeant-at-Arms** at **A.B.A.T.E. of PA** functions.
 - d) Shall have no **District Board** vote.
 - e) Shall have no **State/Grand Board** vote.
 - f) The number of **Sergeant-at-Arms** and their term shall be left to the discretion of the **District Board**.
 - g) Shall be a member in "**good standing**".
 - 1) If membership lapses, office is forfeited.
- 9) **District Membership Officer**
 - a) Objective shall be to recruit and maintain the highest

possible number of **Chapters** and members in **A.B.A.T.E. of PA**.

- b) Is encouraged to develop and submit concepts and proposals for membership recruitment to the **State/Grand Board**.
 - c) Analyze the unchartered counties of the **District** to determine potential for new **Chapters**.
 - d) Establish rapport with all riding groups and recruit **A.B.A.T.E. of PA** members from within those groups.
 - e) Visit **Chapters** as needed to help resolve problems, as requested by the **Chapters**.
 - f) Shall provide training for **Chapter Membership Officers**. Monitor their performance and provide assistance as needed.
 - g) Shall attend **District Board** meetings and report on activity.
 - h) Shall prepare statistical analyses of membership level trends and report to the **District Board**.
 - j) Develop plans of action, in conjunction with **Chapters**, to stimulate and maintain memberships, pursue membership renewals and enhance positive trends.
 - k) Shall be responsible for the resolution of problems that occur in the processing of memberships, reports etc. by the **Chapters**.
 - k) Position may be elected or appointed as determined by the **District Board**.
 - l) Two (2) year term
 - m) Has no **District Board** vote.
 - n) Shall have no **State/Grand Board** vote.
 - o) Shall be bondable or office is forfeited.
 - p) May appoint one or more unpaid assistant(s).
 - q) Shall be a member in "**good standing**".
 - 1) If membership lapses, office is forfeited.
- 10) **District Public Relations Officer**
- a) Shall disseminate effective information to all forms of news media concerning events which affect motorcycling on behalf of **A.B.A.T.E. of PA** in the **District**.
 - b) Shall acquire and issue news releases to the media.
 - c) Shall develop a database of information defining the major media companies in the **District**.
 - d) Shall develop and implement a system by which media releases are systematically issued to the appropriate media.
 - e) Shall interface with the media companies who unfairly discriminate or provide biased coverage in the **District**.
 - f) Shall work with **Chapters** to develop means of achieving satisfactory local media coverage in the **District**.
 - g) Shall react to unfavorable portrayal of motorcyclists in movies, TV, advertising, etc.
 - h) Shall attend **District** meetings and provide reports on activities.
 - i) All copy shall be subject to the approval of the **State Coordinator**, who may also submit it for **State Board** approval.
 - j) Has no **State/Grand Board** vote.

- k) Has no **District Board** vote.
 - l) Shall be an appointed position by the **District Coordinator** with the approval of the **District Administration**.
 - m) Two (2) year term.
 - n) Shall be bondable or office is forfeited.
 - o) May appoint an unpaid assistant(s).

 - p) Shall be a member in “**good standing**”.
 - 1) If membership lapses, office is forfeited.
- 11) **District Operation Save-A-Life Coordinator**
- a) Objective shall be to promote Motorcycle Safety and Awareness by presenting the **Operation Save-A-Life** program to high school Drivers Education classes, community organizations and other institutions involved in driving on four wheels or more.
 - b) Shall provide training for **OSAL Chapter Coordinators**, monitor their performance and provide assistance as needed.
 - c) Shall visit **Chapters** as needed to help resolve problems as requested by **Chapters**.
 - d) Shall attend **District** meetings and provide report on activity.
 - e) Shall provide reports on all **OSAL** activity to the **State Director**.
 - f) Shall be a two (2) year appointed position by the **District Coordinator** with approval by the **District Administration**.
 - g) Has no **District Board** vote.
 - h) Has no **State/Grand Board** vote.
 - i) Shall be bondable if the **District** has a treasury, or office is forfeited.
 - j) Shall be a member in “**good standing**”.
 - 1. If membership lapses, office is forfeited.

C) Chapter Administration

- 1) **Chapter Coordinator** (President)
 - a) Shall have overall authority similar to the **State Coordinator** but at the **Chapter** level.
 - b) Shall attend **District Meetings** as a member of the **District Board**.
 - c) Shall only vote at **Chapter Meetings** in the event of a tie or on a secret ballot.
 - d) Shall have one vote at the **District Board Meeting** and the **State Grand Board Meetings**, unless voting power is delegated to the **Chapter Representative** (Refer to Article IV, Section C, 6).
 - e) Shall submit agenda items as specified in Article V.
 - f) Office shall run from January to December.
 - g) May sign **Chapter** checks.
 - h) Shall be bondable, or office is forfeited.
 - i) Shall be a member in “**good standing**”.
 - 1) If membership lapses, office is forfeited.
 - j) Shall be an elected position.
 - k) If the **Chapter Coordinator** (president) is also a **District Representative**, the **Chapter Representative** shall be the **District Board** member, representing the **Chapter**, with entitlement to vote.

- 2) **Assistant Chapter Coordinator** (Vice President)
 - a) Shall have overall authority similar to the **Assistant State Coordinator** but at the **Chapter** level.
 - b) May vote on all **Chapter** business.
 - c) Office shall run from January to December.
 - d) May sign **Chapter** checks.
 - e) Must be bondable, or office is forfeited.
 - f) Shall be a member in “**good standing**”.
 - 1) If membership lapses, office is forfeited.
 - g) Shall be an elected position.
- 3) **Chapter Secretary**
 - a) Shall have overall authority similar to the **State Secretary** but at the **Chapter** level.
 - b) May vote on all **Chapter** business.
 - c) Office shall run from January to December.
 - d) Shall be bondable, or office is forfeited.
 - e) May sign **Chapter** checks.
 - f) Shall be bondable, or office is forfeited.
 - g) Shall be a member in “**good standing**”.
 - 1) If membership lapses, office is forfeited.
 - h) Shall be an elected position.
 - i) **Chapters** shall submit monthly meeting minutes to the state. **A.B.A.T.E. of PA** is entitled to impose fines, following a designated grace period.
 - 1) Meeting minutes have sixty (60) days grace from meeting date, after which a cumulative fine of \$25 may be imposed for each month that each report is overdue.
 - 2) In the continued case of non-compliance in sending reports to **A.B.A.T.E. of PA**, or the non-compliance in the paying of levied fines, the **District Rep** for that **Chapter** shall make a personal attempt to rectify the situation. Under continued non-compliance, the **Chapter Charter** shall be revoked if all efforts at reconciliation have failed. **Chapter Members** shall be notified that revocation of their **Chapter Charter** is eminent and be given a thirty (30) day grace period to settle the discrepancy within the confines of their own **Chapter**. See Article VII Charters, B, 2.
- 4) **Chapter Treasurer**
 - a) Shall have overall authority similar to the **State Treasurer** but at the **Chapter** level.
 - b) May vote on all **Chapter** business.
 - c) Office shall run from January to December.
 - d) Shall sign all **Chapter** checks.
 - d) Shall be bondable, or office is forfeited.
 - e) Shall be a member in “**good standing**”.
 - 1) If membership lapses, office is forfeited.
 - f) Shall be an elected position.
 - g) See Article IV, C, 14, Accounting Procedures for Treasurers.
 - h) **Chapters** shall submit monthly treasurer’s reports and bank statements to the state. **A.B.A.T.E. of PA** is entitled to impose fines, following a designated grace period.
 - 1) Treasurer’s reports have sixty (60) days grace from meeting date, after which a cumulative fine of \$25 may

- be imposed for each month that each report is overdue.
- 2) In the continued case of non-compliance in sending reports to **A.B.A.T.E. of PA**, or the non-compliance in the paying of levied fines, the **District Rep** for that **Chapter** shall make a personal attempt to rectify the situation. Under continued non-compliance, the **Chapter Charter** shall be revoked if all efforts at reconciliation have failed. **Chapter Members** shall be notified that revocation of their **Chapter Charter** is eminent and be given a thirty (30) day grace period to settle the discrepancy within the confines of their own chapter. See Article VII Charters, B, 2.
- 5) **Chapter Legislative Coordinator**
 - a) **Chapter Legislative Coordinator** shall be responsible to the **District Legislative Coordinator** and/or **State Legislative Coordinator**.
 - b) May vote on all **Chapter** business.
 - c) Office shall run from January to December.
 - d) Shall be a member in "**good standing**".
 - 1) If membership lapses, office is forfeited.
 - e) Shall be an elected position.
 - f) Shall be a registered voter or office is forfeited.
 - 6) **Chapter Representative**
 - a) Attend all **District Meetings** with entitlement to vote, if delegated to do so by the **Chapter Coordinator** (president.)
 - b) If the **Chapter Coordinator** (president) is also a **District Representative**, the **Chapter Representative** shall be the **District Board** member, representing the **Chapter**, with entitlement to vote.
 - c) Shall have one vote at the **State Grand Board Meetings**, if Chapter vote is delegated by the **Chapter Coordinator** (president). Refer to Article V, Section C, 6.
 - d) May vote on all **Chapter** business.
 - e) Office shall run from January to December .
 - f) Must be a member in "**good standing**"; if membership lapses, office is forfeited.
 - g) Shall submit agenda items as specified in Article V, if so delegated by the **Chapter Coordinator** (president).
 - h) May be an elected or appointed position.
 - 7) **Chapter Membership Officer**
 - a) Shall have overall authority similar to the **State Membership Officer** but at the **Chapter** level.
 - b) Shall send all official membership applications and money to **State Membership Office** monthly.
 - c) Shall be responsible for keeping an accurate and up- to-date **Chapter membership roster**. This roster includes addresses, reviewed and updated at least every two (2) months.
 - d) May be an elected or appointed position.
 - e) Office shall run from January to December.
 - f) Must be bondable, or office is forfeited.
 - g) Must be a member in "**good standing**".
 - 1) If membership lapses, office is forfeited.

- h) Responsible for issuing pins to lifetime members and five year renewal members in the month of January for that member's current year, at no additional cost to the member. Pins for this purpose shall all be purchased from the **A.B.A.T.E. of PA** by the **Chapter**.
- i) **Chapters** shall submit monthly membership reports to the state. **A.B.A.T.E. of PA** is entitled to impose fines, following a designated grace period.
- 1) Membership reports, thirty (30) days grace from meeting date, after which a cumulative fine of \$25 may be imposed for each month that each report is overdue.
 - 2) In the continued case of non-compliance in sending reports to **A.B.A.T.E. of PA**, or the noncompliance in the paying of levied fines, the **District Rep** for that **Chapter** shall make a personal attempt to rectify the situation. Under continued noncompliance, the **Chapter Charter** shall be revoked if all efforts at reconciliation have failed. **Chapter Members** shall be notified that revocation of their **Chapter Charter** is eminent and be given a thirty (30) day grace period to settle the discrepancy within the confines of their own chapter. See Article VII Charters, B,
- 8) **Chapter Products Officer**
- a) Shall have overall authority similar to the **State Products Officer** but at the **Chapter** level.
 - b) May have an operating budget, at the **Chapter** discretion.
 - c) Shall file bi-yearly **products reports** to **Chapter Treasurer**.
 - d) Shall be responsible for reimbursing the **State Products Office** for products ordered.
 - e) May obtain products from other sources other than the **State Products Officer**. See Article IV,A,9,m.
 - f) May be an elected or appointed position.
 - g) Office shall run from January to December .
 - h) Shall be bondable, or office is forfeited.
 - i) Shall be a member in "**good standing**".
 - 1) If membership lapses, office is forfeited.
- 9) **Chapter Sergeant-at-Arms**
- a) Shall have overall authority similar to the **State Sergeant-at-Arms** but at the **Chapter** level.
 - b) The number of **Sergeants-at-Arms** at the **Chapter's** discretion.
 - c) Shall be responsible to the **State Sergeant-at- Arms**.
 - d) May be an elected or appointed position.
 - e) Office shall run from January to December.
 - f) Shall be bondable, or office is forfeited.
 - g) Shall be a member in "**good standing**"; if membership lapses, office is forfeited.
- 10) **Chapter Legislative Advocate**
- a) Shall develop a firsthand relationship with every **Legislator** in the **Chapter's** region for the purpose of gaining and/or maintaining support for legislation positively affecting the defined objectives of **A.B.A.T.E. of PA**.
 - b) Shall provide constituency coverage of every **Legislator**

whose district is coincident with the geographic territory of the **Chapter** and its members.

- c) Shall be a **registered voter**.
- d) Shall be a constituent of the recipient legislator.
- e) Shall meet the **Legislators** to communicate objectives and determine position on pertinent issues.
- f) Shall report results to **State Legislative Office** via **Legislative Database Field Worksheet**, with copies to **chapter** and **District Legislative Coordinators**.
- g) Shall take follow-up action with **Legislators** as directed by the **Legislative Officers**.
- h) Shall attend political fundraising activities of **BIKEPAC**, as requested.
- i) Shall volunteer service to political candidates.
- j) Shall be part of the "**telephone tree**" communications network.
- k) Shall implement defined policy.
- l) Is entitled to a **petty cash** fund for postage, telephone and travel expenses as provided by the **Chapter**.
- m) Has no **Chapter** board vote.
- n) Appointed by the **Chapter Coordinator** with approval of **Chapter**.
- o) Term of office is indefinite, with annual confirmation by the **Chapter**.
- p) Shall be a member in "**good standing**".
 - 1) If membership lapses, office is forfeited.
- q) This office may be held con-currently with any other office at the **Chapter, District** or **A.B.A.T.E. of PA** level.

11) **Chapter Public Relations Officer**

- a) Shall disseminate effective information to all forms of news media concerning events which affect motorcycling on behalf of **A.B.A.T.E. of PA** in the **District**.
- b) Shall acquire and issue news releases to the media.
- c) Shall develop a database of information defining the major media companies in the **Chapter's** area.
- d) Shall develop and implement a system by which media releases are systematically issued to the appropriate media.
- e) Shall interface with the media companies who unfairly discriminate or provide biased coverage in the **Chapter's** area.
- f) Shall work with **members** to develop means of achieving satisfactory local media coverage for the **Chapter**.
- g) Shall react to unfavorable portrayal of motorcyclists in movies, TV, advertising, etc., in the local media.
- h) Shall attend **Chapter** meetings and provide reports on activities.
- i) All copy shall be subject to the approval of the **StatePublic Relations Officer**, who may also submit it for **State Board** approval.
- j) Shall be an appointed position by the **Chapter Coordinator** with the approval of the **Chapter Administration**.
- k) Two (2) year term.
- l) Shall be bondable or office is forfeited.
- m) May appoint an unpaid assistant(s).

- n) Shall be a member in “**good standing**”.
 - 1. If membership lapses, office is forfeited.
- 12) **Chapter Communications Officer/Webmaster**
 - a) Shall administer the **Chapter** website.
 - b) All copy shall be subject to the approval of the **Chapter Coordinator** who may also submit it for **Chapter Board** approval. All media communication is also subject to approval of the State Coordinator (see Article IV, A, 1, d).
 - c) Shall send the FTP user ID, user password, and host name to the State Office for any chapter websites that are not hosted on the state server. If any changes are made, the updated information will be sent to the State Office immediately. The State office shall keep this information confidential.
 - d) Shall attend **Chapter** meetings and provide reports as needed.
 - e) Shall be appointed by the **Chapter Coordinator** with the approval of the **Chapter Board**.
 - f) Has no **Chapter Board** vote.
 - g) Term of office is indefinite, with annual confirmation by the **Chapter**.
 - h) Shall be a member in “good Standing”.
 - 1. If membership lapses, office is forfeited.
- 13) **Chapter Operation Save-A-Life Coordinator**
 - a) Objective shall be to promote Motorcycle Safety and Awareness by presenting the Operation Save-A-Life program to high school Drivers Education classes, community organizations, and other institutions involved in driving on four or more wheels.
 - b) Shall provide training for OSAL chapter presenters, monitor their performance, and provide assistance as needed.
 - c) Shall provide reports on all OSAL activity to the State Director.
 - d) Shall attend chapter meetings and provide reports on activities.
 - e) May be an elected or appointed position.
 - f) Office shall run from January to December.
 - g) Shall be bondable, or office is forfeited.
 - h) Shall be a member in “good standing”, if membership lapses office is forfeited.
- 14) **Miscellaneous Provisions**
 - a) Should vacancies occur in **Chapter** offices, other than the **Chapter Coordinator**, the **vacancies** may be filled for the duration of the term by appointment from the **Chapter Coordinator**, with the approval of a majority vote of the **Chapter** in attendance. The appointee shall be qualified for that office. In the event of a vacancy in the **Chapter Coordinator** (president), the **Assistant Chapter Coordinator** (vice president) shall assume that office.
 - b) The **Chapters** shall determine the number of years that defines a term for all **Chapter** officers.
 - c) **Chapter** fund-raisers, to be determined by the **Chapter**.
 - d) **A Chapter** shall maintain five officers; **Chapter Coordinator**

(president), **Assistant Chapter Coordinator** (vice president), **Chapter Secretary**, **Chapter Treasurer**, **Chapter Legislative Coordinator**, to hold a **Chapter Charter**.

- 15) **Accounting Procedures for a Chapter**
- a) Each **Chapter** shall maintain a **checking account** through which the all of **Chapter** funds shall flow. Checking accounts shall be set up with two signatures. No two signatures shall be married or **cohabitating partners**.
 - b) **Chapter** treasuries shall be disclosed to the **State Treasurer** on a monthly basis by a monthly **Treasurer's Report** and bank statement sent to the **State Treasurer's** office.
 - c) There shall be no limitations to monies in **Chapter** treasuries.
 - d) All monies shall be considered property of the **A.B.A.T.E. of PA**.
 - e) All monies due **A.B.A.T.E. of PA** for memberships, products, or other legitimate debts shall be paid when due, but not to exceed thirty days from the date of obligation.
 - f) **Chapter assets** shall be inventoried yearly. A record shall be kept of all assets and a copy sent with the **Chapter Treasurers'** report to the **State Treasurer** for the January **State Board Meeting**.
 - g) In the event of **non-compliance**, refer to the following provisions of **A.B.A.T.E. of PA** Corporate Operating Procedures Article IV,C-Chapter Officers, 4)Chapter Treasurer, i), 2).
 - h) A **general ledger** or a **check book** shall be maintained, which documents all financial transactions of the **Chapter**. The entries shall be made on the day of each transaction, or as quickly as is reasonably possible after the transaction.
 - i) **Disbursement** or payments by the **Chapter** shall be by check whenever feasible.
 - j) Disbursement by cash shall be made only for legitimate expenses upon presentation of receipt.
 - k) **Petty cash** funds may be set up to facilitate **Chapter** management at the **Chapter's** discretion. Funds shall not exceed **\$100.00 per office**. Members accepting an office that necessitates a petty cash fund shall sign a receipt to the **Chapter** for funds upon assumption of office. Upon termination of office, funds will be returned to the treasury.
 - l) Reimbursement of **petty cash** fund shall be by check on a monthly basis, only upon presentation of receipts for legitimate expenditures used in the maintenance of the **Chapter**.
 - m) All **cash received** at any event, meeting, party, ticket sale, etc., will be deposited in the checking account on the first bank business day following the transaction; or by night depository. At the **Chapter's** discretion, it could require that the person handling the funds sign a **duplicate receipt** to the chapter when accepting the responsibility for said funds. NOTE: MAC cards, for deposit only, can be issued to your

- officers.
- n) All ticket sales (50/50, raffles, event tickets, etc.) will be entered into the **Chapter ledger** or **Chapter check book** for either the cash prize of the ticket, or the return of the unused tickets.
 - o) At the end of each event, **products shall be inventoried** by the **Products Officer** and assistant. An accounting of **sales** and remaining **inventory** shall be made at the first **Chapter** meeting following event. Funds from the sale shall be turned over to the **Chapter Treasurer** at the end of an event and a receipt shall be issued. Receipts shall be retained in the **Product Officers** files. Products shall be ordered by the **Products Officer**. A check for the exact amount shall be written to the supplier.
 - p) Any **Chapter income** shall be in check form whenever feasible. When cash is tendered, the payer shall be given either a sequentially numbered **duplicate receipt** and/or two-part ticket. A listing of all attendees and ticket numbers should be kept with the **event work sheet** as per individual **Chapter** book keeping procedures.
 - q) All **event transactions** shall be recorded in ledger form. An accounting of the event shall be presented as part of the **Treasurer's** report at the first meeting following the event. All work sheets and receipts shall be accessible to **Chapter** members, upon prior request, at any meeting.
 - r) **All financial records** (including bank statements, canceled checks, general ledgers, tickets, ticket stubs and cash receipts) shall be retained for **seven (7) years**. All **Treasurer's** records shall be made available to any **Chapter** member upon request, and to **District Representatives** and/or the **State Board** upon written request to the **Chapter**.. Each member shall have the right to request assistance from **District Representatives** if not satisfied with **Chapter's** response to a **treasury discrepancy**.
 - s) By presenting all financial records for **Chapter** inspection, on a monthly basis at **Chapter** meetings, discrepancies can be discovered in a timely manner. In the event of a discrepancy, it will be the **Chapter's** decision on how to facilitate the resolution of said discrepancy. Every resolution shall be instituted within fourteen (14) days of **discovery of a discrepancy**. After all **Chapter** solutions have failed to produce results, legal means of solution shall be instituted. The **State Board** need not become involved as an active participant, but shall be apprised in writing when legal steps are instituted. If the **Chapter** can not find a solution, the **District Representatives** shall be notified.
 - t) **Bi-annual audits** shall be done by all **Chapters**. Two (2) officers, **Treasurer** excluded, and two (2) members shall audit all checking accounts, savings accounts, C.D.s, petty cash funds, and all assets and property. A copy of the audit shall be sent to **A.B.A.T.E. of PA**, and also shall be available to any **Chapter** member upon request.
 - u) All funds from **Charitable Fund-raisers** shall be sent to the **State Treasurer**. The **State Treasurer** shall in turn write a

check out to the charitable organization and either return to **Chapter** for presentation or send to the appropriate organization. If the **Charitable Donation** needs to be issued on the spot, contact the **State Treasurer** to attend the event. This shall be adhered to, to maintain **A.B.A.T.E. of PA's non-profit status with the IRS.**

- v) **NON-PROFIT STATUS with the IRS:** All **Chapters** that have chosen to do so have been listed under the **States Group Federal Tax Exemption** with the IRS. You have also been issued a **Federal ID number**. Use this ID number for your checking and all bank accounts. Also, **the legal name of this corporation is "Alliance of Bikers Aimed Toward Education" with your chapter name following.** The IRS cannot identify us as "A.B.A.T.E.". **Chapter Treasurer's** shall ensure that all accounts applicable to the **Chapter** be in long name form. The **Chapter** can get the short form (A.B.A.T.E.) printed on your checks.
- w) **NOTE:** When any officer of a **Chapter is signing any contract** for the **Chapter**, the contract shall be signed as in the example below.

Example:

Name of Officer	Joe Smith
Position Held	President
Chapter Name	Free Chapter
A.B.A.T.E. of PA Inc.	A.B.A.T.E. of PA Inc.

If the officer just signs his/her name, then the contract is treated as a personal one, not for the **Chapter**. Could come back on the person signing contract.

Article V Meetings:

- A) **State Board/Grand Board Definitions**
 - 1) **State Officers**, elected and appointed shall be the "**State Administration**".
 - 2) **District Representatives** shall be the "**Board of Directors**".
 - 3) **Chapter Representatives** and/or **Chapter Coordinators** (Presidents) shall be the "**Board of Chapter Reps**".
 - 4) The combined body of the "**Board of Directors**" and the "**State Administration**" shall hence be considered the "**State Board**".
 - 5) The combined body of the **State Board** and the **Board of Chapter Reps** shall be the "**Grand Board**".
 - 6) Elected State Officers shall hence be considered the "**Executive Board**".
- B) **Grand Board Meeting**
 - 1) **Grand Board** meetings shall be held from 1:00 PM until 6:00 PM, twice a year; March and September, at an adequately sized place as close to the center of the state as possible.
 - 2) Areas of Business
 - a) **State Administration** reports
 - 1) **State Secretary** shall be responsible for recording all **State**

- Board Meeting Minutes.** Minutes then to be typed and mailed to the **State Administration, District Representatives, Chapter Coordinators** and a copy to the **State Newsletter Editor** within 15 days following a **Board/Grand Board Meeting. Secretary's** report, Minutes of the last board meeting will be made available to be read by **State Secretary.**
- 2) **Treasurer's** report shall be printed and distributed to all **Grand Board** members by the **State Treasurer.**
 - 3) Membership report by the **State Membership Officer** shall report on the status of memberships and shall distribute a report on monies spent for materials (pins, patches, etc.) for the previous six months.
- b) **Old Business** (issues previously discussed by **State Board**)
- 1) Agenda
 - a) Agenda items shall be submitted by **State Coordinator** through the **State Secretary**, in writing to members of the **Board of Directors** three weeks prior to the meeting.
 - b) Any additions to the agenda shall be submitted in writing to the **State Secretary** at least ten days prior to the meeting.
 - c) Complete agenda shall be passed out to the **Grand Board** members prior to calling meeting to order, additional items may be added at this time, but shall be discussed only if allocated time permits.
 - d) The **State Coordinator** shall state a planned time allocation to each item and announce it prior to beginning of discussion. These time allocations are not binding, but are guidelines for keeping the meeting on schedule.
 - 2) Discussion of Issues
 - a) All **Grand Board** members shall be allowed comment as long as it pertains to the issue before the **Grand Board**, preference given to members of the **Board of Directors.**
 - b) Floor for discussion will be given only after member recognized by the **State Coordinator.** Comments should be brief and to the point and pertain to the issues before the **Grand Board.** NO GRANDSTANDING!
 - c) No one outside **Grand Board** members shall be recognized, unless member holding the floor relinquishes it to them and the **State Coordinator** recognizes them, for comment pertaining to the issue before the **Grand Board.**
 - d) No one shall speak twice on the same issue until:
 - (1) All others who desire to speak have had their turn.
 - (2) One rebuttal may then be given on that issue.
 - 3) Voting
 - a) All motions and seconds to motions shall be made by the **Board of Directors.**
 - b) Each member of the **Board of Directors** shall have one vote.
 - c) Voting may be done by **roll call** or **hand count**, at the discretion of the **State Coordinator.**
 - d) In the event of a tie, the **State Coordinator** shall cast tie breaking vote.

- e) Any member of the **State Board** may call for a **roll call vote**.
- c) **New Business** (new issues)
- 1) **Agenda**
 - a) Agenda items to be discussed shall be submitted in writing to the **State Secretary**, at least ten days prior to date of the meeting by **Chapter Representatives** and/or **Chapter Coordinators**.
 - b) Agenda items may be added prior to calling the meeting to order by a **Chapter Representative** and/or **Chapter Coordinator**.
 - c) The agenda shall state the sponsor's name and **Chapter** for each agenda item.
 - d) Prior to opening of new business, the complete agenda will be given to the **State Coordinator** who will announce each agenda item, open the floor for discussion and name the **Chapter** who proposed it.
 - 2) **Discussion of Issues**
 - a) All **Grand Board** members shall be allowed comment as long as it pertains to the issue before the board, preference given to members of the **Board of Chapter Reps.**, first comment shall be made by sponsoring **Chapter**.
 - b) Floor for discussion shall be given only after member is recognized by the **State Coordinator**.
 - c) Comments shall be brief and to the point and pertain to the issues before the **Grand Board**. NO GRANDSTANDING!
 - d) No one outside **Grand Board** members shall be recognized, unless member holding the floor relinquishes it to them and the **State Coordinator** recognizes them, for comment pertaining to the issue before the **Grand Board**.
 - e) After the floor is given by the **State Coordinator**, the member with the floor should state their name and **Chapter** before commenting.
 - f) No one shall speak twice on the same issue until:
 - (1) All others who desire to speak have had their turn.
 - (2) One rebuttal may then be given on that issue.
 - 3) **Voting**
 - a) All motions and seconds to motions shall be made by the **Board of Chapter Reps.**
 - b) Each member of the **Board of Chapter Reps.** shall have one vote.
 - c) Voting may be done **by roll call** or hand count, at the discretion of the **State Coordinator**.
 - d) In the event of a **tie**, a vote by roll call shall be taken of the **Board of Chapter Reps.** If still tied, the **State Coordinator** shall cast **tie breaking** vote.
 - e) Any member of the **Grand Board** may ask for a **roll call vote**.
- d) Open discussion (any member of **A.B.A.T.E. of PA** may bring up issues for discussion).

- 1) Any issue pertaining to **A.B.A.T.E. of PA** business.
 - 2) May ask for a motion from the **Board of Directors or Board of Chapter Reps.** to re-open old or new business to vote on issues brought forth.
 - 3) The floor shall be given to the member only after recognition by the **State Coordinator.**
- 3) Security
- a) Security shall be the responsibility of the **State Administration** either through the **State Sergeant-at-Arms** or **State Coordinator** if there is no **Sergeant-at-Arms** appointed.
 - b) In addition to the **State Sergeant-at-Arms**, there shall be four other sergeants on duty at all times, appointed by the **State Administration** from recommendations from **Chapters.** Appointments should be from as wide a geographical area as possible.
 - c) There shall be no drinking of alcoholic beverages during the meeting.
 - d) Any member attending, who becomes belligerent or abusive shall be removed from the meeting by the **Sergeant-at-Arms** on duty at the discretion of the **State Coordinator, Senior District Rep.,** or the **State Sergeant- at-Arms.** Any member of the **Grand Board** may ask for an individual's removal, but the decision rests with the above named officers.
- 4) Seating Arrangements
- a) In order to make business proceed as orderly as possible, this seating arrangement is recommended (see drawing at the end of c.o.p.'s)
- C) **State Board Meeting**
- 1) Shall be held from 1:00 PM until 6:00 PM on the third Saturday of the months of January, May July, and November at an adequately sized place, as close to the center of the state as possible.
 - 2) Areas of Business
 - a) **State Administration** Reports
 - 1) **State Secretary** shall be responsible for recording all **State Board Meeting** Minutes. Minutes then to be typed and mailed to the **State Administration, District Representatives, Chapter Coordinators** and a copy to the **State Newsletter Editor** within 15 days following a **Board/Grand Board Meeting. Secretary's** report, Minutes of the last board meeting will be made available to be read by **State Secretary.**
 - 2) Treasurer's report – shall be printed and distributed to all **State Board Members** by the **State Treasurer**
 - 3) Membership Report - shall be given by **State Membership Officer** as to status of memberships.
 - b) Old Business (issues previously discussed by state board).
 - 1) Agenda
 - a) Agenda items shall be submitted by **State Coordinator** through the **State Secretary,** in writing, to members of the **Board of Directors** fifteen days prior to the meeting.
 - b) Any additions to the agenda shall be submitted in writing to the **State Secretary** at least ten days prior to the meeting.
 - c) The completed agenda shall be passed around to **State**

- Board** members prior to calling the meeting to order. Additional items may be added at this time, but shall be discussed only if allocated time permits.
- d) The **State Coordinator** shall state a planned time allocation to each item and announce it prior to the beginning of the discussion. These time allocations are not binding, but are guidelines for keeping the meeting on schedule.
- 2) Discussion of Issues
 - a) All **State Board** members shall be allowed comment as long as it pertains to the issues before the **State Board**, preference given to members of the sponsoring **District**.
 - b) Floor for discussion shall be given only after member is recognized by the **State Coordinator**.
 - c) Comments shall be brief and to the point and pertain to the issues before the **State Board**. **NO GRANDSTANDING!**
 - d) No one outside of **State Board** members shall be recognized, unless the member holding the floor relinquishes it to them, and the **State Coordinator** recognizes them, for comment pertaining to the issue before the **State Board**.
 - e) No one shall speak twice on the same issue until:
 - 1) All others who desire to speak have had their turn.
 - 2) One rebuttal may then be given on that issue.
 - 3) Voting
 - a) All motions and seconds to motions shall be made by the **Board of Directors**.
 - b) Each member of the **Board of Directors** shall have one vote.
 - c) Voting may be done by **roll call** or hand count, at the discretion of the **State Coordinator**.
 - d) In the event of a tie, the **State Coordinator** shall cast the **tie breaking** vote.
 - e) Any member of the **State Board** may call for a **roll call vote**.
 - c) New Business (new issues)
 - 1) Agenda
 - a) Agenda items to be discussed shall be submitted in writing, to the **State Secretary**, at least fifteen days prior to the date of the **State Board Meeting**.
 - b) Agenda items may be added prior to calling the meeting to order and shall be submitted by a **District Representatives**.
 - c) The agenda shall state the sponsor's name and **District** for each agenda item.
 - d) Prior to the opening of new business, the complete agenda shall be given to the **State Coordinator** who shall announce each agenda item, open the floor for discussion, and name the **District** who proposed it.
 - 2) Discussion of Issues
 - a) All **State Board Members** shall be allowed comment as long as it pertains to the issue before the **State Board**, preference given to members of the **Board of Directors**;

- 1) Motorcyclists Rights' Rally
 - a) Shall be funded by **A.B.A.T.E. of PA.**
 - b) All proceeds shall be remitted **A.B.A.T.E. of PA** treasury.
- 2) **A.B.A.T.E. of PA** fund-raisers
 - a) Shall be funded by **A.B.A.T.E. of PA.**
 - b) All proceeds shall be remitted to **A.B.A.T.E. of PA** treasury.
- 3) State Legislative and Leadership Seminars
 - a) Shall be funded by **A.B.A.T.E. of PA.**
 - b) All proceeds shall be remitted to **A.B.A.T.E. of PA** treasury.
- 4) Sanctioning of **District** and **Chapter** Events.
 - a) **A.B.A.T.E. of PA** promotes the sanctioned events of the **Districts** and **Chapters** through the **State Newsletters.**

B) **District** Functions

- 1) **District Representatives** shall represent the views of each of their **Chapters** at all **A.B.A.T.E. of PA** meetings.
- 2) **District** shall sanction events within their **District.**
- 3) **District** shall financially back only sanctioned events.
- 4) **District** shall receive proceeds from all sanctioned events where applicable.
- 5) Events shall be sponsored by a **Chapter** within the **District.** This reduces competition and promotes interaction between **Chapters.**

C) **Chapter** Functions

- 1) The **Chapter Reps** and /or **Chapter Coordinators** shall represent views of their membership at all **District** meetings and the **A.B.A.T.E. of PA** meetings.
- 2) Each **Chapter** shall be permitted to hold its own events without **District** and **A.B.A.T.E. of PA** sanctioning.
- 3) No **District** funding shall be available for non-sanctioned **Chapter** events.

Article VII: **Charters:**

A) **A.B.A.T.E. of PA Charter**

- 1) **Charter** shall be obtained from the **Pennsylvania Corporation Commission**, and a copy retained at the **A.B.A.T.E. of PA** office.

B) **Chapter Charters**

- 1) New **Chapter Charters** shall be granted by the **State Board** when the following conditions are met:
 - a) At least ten (10) **A.B.A.T.E. of PA** members upon granting of **Probationary Charter.**
 - b) New **Chapter** shall have a public meeting place at least twenty (20) miles from existing **Chapters** established meeting place. Existing **Chapters** in the region (**District** or adjacent **County**) shall give input and sanction the new **Chapter** before **Probationary Charter** can be granted by the **State Board.**
 - c) Shall have a meeting at least once each month.
 - d) Shall have on file at **A.B.A.T.E. of PA** office a completed **Application to obtain a Probationary Chapter Charter.**
 - e) **Probationary Charters** shall only be granted by petitioning the **Board of Directors** in person.
 - f) Each chapter shall serve a ninety (90) day **probationary period** before issuance of a **Chapter Charter.**

- g) A Chapter with a **Probationary Charter** is NOT eligible for **A.B.A.T.E. of PA Board/Grand Board** and/or **District Board** votes.
 - h) The **State Board** shall have thirty (30) days following the conclusion of probation period in which to approve/disapprove the **Chapter Charter**.
 - i) Petitioner shall appear before the **Board of Directors** in order to accept **Chapter Charter**.
 - j) Probationary Chapters may apply for \$150 loan from the **A.B.A.T.E. of PA** treasury for the purpose of establishing essential services. The loan, if granted by the **State Board**, shall be repaid, in its entirety prior to issue of a **Chapter Charter**.
- 2) **Suspension and revocation of Chapter Charters** shall be determined by the **State Board** as defined in the following rules.
- a) If any problem is found to exist, the **State Board** and/or **State Administration** shall work with the **Chapter** to solve the problem.
 - b) The **Chapter** shall be notified in writing thirty (30) days before any **disciplinary action** is taken.
 - c) With majority vote of the **State Board**, upon review, a **Chapter Charter** can be **Suspended**.
 - d) If /when the problem is resolved, the **Chapter Charter** shall be immediately reinstated.
- 3) The **Chapter Charter** can only **be revoked** after completion of the following.
- a) The **State Administration**, after completion of the **suspension procedure**, shall conduct an **official investigation**.
 - b) The **Chapter** shall be notified in writing thirty (30) days before any action is taken.
 - c) The **State Board** shall review the problem and vote on the revocation of a **Chapter Charter**.
 - d) Violation of **A.B.A.T.E. of PA** Corporate Operating Procedures shall call for **Chapter Charter** review and/or revocation.
 - e) Actions detrimental to **A.B.A.T.E. of PA** shall be considered grounds for review by the **State Board**. This review may include **Chapter Charter** revocation.

Article VIII: **Nominations and Elections:**

- A) Nominations
 - 1) Nominations shall be opened at the August **Chapter** meetings.
 - 2) All nominations shall come from the **Chapter** level.
 - 3) All nominations shall be made during the **Chapter** meeting.
 - 4) Nominations shall be closed at 12 midnight on the third Saturday of October.
 - 5) The member making the nomination shall be present at the **Chapter** meeting to make the nomination.
 - 6) No mail-in or **phone-in** nominations shall be accepted.
 - 7) Notification of all nominations shall be forwarded to the **State Secretary** and shall be postmarked or emailed no later than the Monday following the third Saturday in October to be considered valid, except as they may pertain to **District** and **Chapter** elections.
 - a.) A printed copy of the email must be made for the record.

- b.) The **State Secretary** will send reply by email that said nomination(s) were received.
- 8) The **State Secretary** shall provide written notification of all state level nominees to every **Chapter**, postmarked no later than the Thursday following the third Saturday in October.
 - 9) Communication of **District** level nominations to **Chapters** within the **District** shall be the responsibility of the **District** administration.
 - 10) The member being nominated shall also be present at the meeting to either accept or reject the nomination.
 - 11) A member may accept nomination for only one **State Executive Board** position or office during the three (3) month nomination period.
 - 12) A member shall not accept a nomination for any office or position for which they are knowingly unqualified.
 - 13) No member shall be eligible for nomination for an office or position from which they have been **removed or resigned** in the previous two (2) years.
 - 14) Members nominated for a **District** office shall be allowed to attend other **Chapter** meetings within that **District** in order to make themselves known to other **District** members. They may address the membership during the **Chapter** meetings for campaigning purposes. **Chapters** have the right to apply fair and non-discriminatory time limits for such addresses.
 - 15) Nominees for state office shall have the right to visit any chapter within the state for campaign purposes. They may address the membership during the **Chapter/District** meetings for campaigning purposes. **Chapters** have the right to apply fair and non-discriminatory time limits for such addresses.
 - 16) To be nominated to any office or position, a nominee shall be an active member (attending Chapter or District or **A.B.A.T.E. of PA** meetings within the last year) and shall be a member in "**good standing**".
 - 17) Any member in "**good standing**" may make a nomination.
- B) Elections
- 1) All elections, State, **District** and **Chapter** shall be held following the close of nominations (12 midnight on the third Saturday of October) but prior to the December 15th postmark deadline.
 - 2) Balloting shall be done at the regular **Chapter** meeting place on the day of the meeting.
 - 3) Balloting may also be done at a location other than the normal **Chapter** meeting place and time providing the following criteria are met:
 - a) Date, place and times shall be published in the **A.B.A.T.E. of PA Newsletter** for two (2) months preceding the month balloting takes place.
 - b) All other rules prescribed in this section shall be followed for all hours of balloting.
 - 4) To vote for any **Chapter**, **District** or **State Officer**, a member who is assigned to any chartered **Chapter**, shall be a member of **A.B.A.T.E. of PA** for a period of not less than thirty (30) days and shall be a member in "**good standing**".
 - 5) A **Member-At-Large** shall not be entitled to vote in any **A.B.A.T.E. of PA** elections.
 - 6) At least two **Sergeants-at-Arms** shall oversee the balloting and

check voters credentials (current membership card).

- 7) Ballots shall be counted by two **impartial judges**, appointed by the **Chapter Coordinator** (president), with approval of the **Chapter Board**.
- 8) As soon as possible after counting, **all A.B.A.T.E. of PA state election ballots** shall be sent to the **A.B.A.T.E. of PA** office with a **signed statement** by the involved **Sergeant-at-Arms** and **Chapter Coordinator** (president) attesting to the vote count and validity of voters credentials **along with a sign-in sheet**.
 - a) An impartial panel of three (3) **District Representatives** shall be chosen at the November **State Board** meeting to count the received valid ballots.
 - b) Ballots shall be counted at the **A.B.A.T.E. of PA** office.
 - c) Ballots shall not leave the **A.B.A.T.E. of PA** office.
- 9) Ballots, signed statements, and sign-in sheets received postmarked after **December 15th** shall be **considered invalid**. This leaves the submitting **Chapter** without a vote at the State level. The **Chapter** votes for **District/Chapter Officers** shall be valid.
- 10) One ballot, and only one ballot, shall be issued to each voting member at the time the member signs in and presents their voting credential.
- 11) Members may **vote only** within their **Chapter** meeting.
- 12) No mail-in or absentee ballots shall be counted.
- 13) In the event of a **tie vote for any office** or position:
 - a) Immediate recount of all ballots.
 - b) If tie still exists at the **A.B.A.T.E. of PA** level:
 - 1) Votes shall be recounted **District** by **District**.
 - 2) Majority popular vote of a **District** determines the **District** selection.
 - 3) One vote per **District**.
 - 4) Tabulation of all **Districts** votes shall determine the winner.
 - 5) As the last resort for a continued tie, the **A.B.A.T.E. of PA Executive Board** shall have the final vote.
- 14) Each **District/Chapter** shall provide their own **District/Chapter** ballots.
- 15) Results are final after receipt of all **A.B.A.T.E. of PA** state election **ballots, signed statement and sign-in sheets** by the **A.B.A.T.E. of PA** office.
- 16) **A.B.A.T.E. of PA, District and Chapter** elections shall be determined by the total popular vote from all qualifying “**members in good standing**”.
- 17) New officers shall be sworn in at the January meeting after the meeting has been called to order and all officer reports are given.
- 18) All members shall be notified of opening of nominations and elections, either by mail or newsletter, at least one month prior to opening of nominations or elections.

Article IX Quorum

- A) **State Board** Meetings
 - 1) A quorum shall be constituted by representation of 2/3 of the existing **Districts**.

- 2) A quorum at a **Grand Board** meeting shall be 2/3 representation of all existing **Chapters** and 2/3 of the existing **Districts**.
- B) **District Board Meetings**
 - 1) A quorum shall be considered to be 2/3 representation of the constituent **Chapters**.
 - C) **Chapter Meetings**
 - 1) A quorum shall be considered as 3/5 of the **Chapter's Executive** officers (**Chapter Coordinator** (president), **Assistant Chapter Coordinator** (vice-president), **Secretary**, **Treasurer**, and **Legislative Coordinator**). Any three of which shall constitute a quorum.

Article X Miscellaneous

- A) **Corporate Operating Procedures and By-Law Changes**
 - 1) State Level
 - a) Any proposed Corporate Operating Procedure changes shall be submitted in writing to the **State Board** at least two months before a vote. The proposal shall be taken back to the **District and Chapters** for discussion and vote.
 - b) Corporate Operating Procedures changes requires a 2/3 majority vote by the **Board of Directors** for approval.
 - c) The **Board of Directors** may vote to allow the **Board of Chapter Reps** to vote on the proposed Corporate Operating Procedure change approval.
 - d) Changes to Corporate Operating Procedures shall be duly noted and entered into the Corporate Operating Procedures by the **State Secretary**.
 - e) Any amendment to the Corporate Operating Procedures shall be dated and supersedes all materials previous to that issue.
 - 2) **District Level**
 - a) **Districts** may have by-laws. These **District** by-laws shall not violate the content, intent or spirit of **A.B.A.T.E. of PA's Corporate Operating Procedures**. The sitting **District Board** shall vote on approval.
 - b) Resolutions passed by the **District Board** shall have the same effect and responsibilities as By-laws.
 - c) Any proposed **District By-law** changes shall be submitted in writing to the **District** board (**Chapter Coordinator /Representatives**) at least one month before a vote. The proposal shall be taken back to the **Chapters** for discussion and vote.
 - d) By-law changes require a 2/3 majority vote by the **District Board** for approval.
 - e) Changes to **District By-laws** shall be duly noted and entered into the **District By-laws** by the **District Secretary**.
 - f) Any amendment to the **District By-laws** must be dated and supersedes all materials previous to that issue.
 - 3) **Chapter Level**
 - a) **Chapter** may have their own **By-laws**.
 - b) **Chapter By-laws** shall not violate **A.B.A.T.E. of PA Corporate Operating Procedures** and/or **District By-laws**; either in

content, intent, or spirit; in doing so, such by-laws are considered void.

- c) **Chapter By-laws** shall be ratified by a simple majority of the members of the **Chapter** and shall require **District** approval.
- d) Resolutions passed by the **Chapter** have the same effect as **By-laws**, except they shall neither violate or alter said **By-laws** in content, intent, or spirit, if they do so, these resolutions are void.
- e) The **Chapter** may appoint a committee to write **By-laws** for the **Chapter**.
- f) The **Chapter** membership shall be notified of proposed **Chapter By-law** changes at least one month prior to vote, either by mail or newsletter.
- g) By-law changes require a 2/3 majority vote of the seated **Chapter** membership for approval.
- h) Changes to **Chapter By-laws** shall be duly noted and entered into the **Chapter By-laws** by the **Chapter Secretary**.
- i) Any amendment to the **Chapter By-laws** must be dated and supersedes all materials previous to that issue.

B) Removal from Office

- 1) Any member may be removed from office for proper cause.
 - a) Insubordination
 - b) Improper behavior, resulting in negative publicity or derogative to the image of **A.B.A.T.E. of PA**, its **Chapters** and/or **Districts**.
 - c) **Non performance** of duties over a period of time.
 - d) Not obeying the By-laws.
 - e) **Discriminatory behavior** toward other members, **Chapter, District**.
- 2) Charges shall be presented in writing to the **State Board**, signed by another member and postmarked no later than sixty (60) days following the date the act was committed.
- 3) All charges shall be investigated by an impartial panel appointed by the **State Board**.
- 4) The charged member shall not necessarily forfeit any office during this investigation. However, the **State Board** is empowered to remove the charged officer by majority vote if circumstances warrant.
- 5) The charged member shall have the right to appear in their own defense with or without representation, before the investigative panel.
- 6) Findings of this panel may be appealed to the **State Board**. This appeal shall call for a special **State Board** meeting for consideration of this appeal and a hearing on the charges.
- 7) The results of the appeal shall be final.
- 8) If the charges are dismissed, the member may resume any official duties they have had previously.
- 9) If charges are affirmed, the member may be stripped of any office, duties or privileges they may have held, **including membership**, at the discretion of the **State Board**.
- 10) The charged member shall have the right to require, with thirty (30) day written notice, the presence of the accuser for questioning before the investigative panel.
- 11) If the accuser fails to appear before the investigative panel, as requested, all charges are dismissed.

C) **Termination of Individual Membership Procedure**

- 1) All charges will be filed on the **Chapter** level with two (2) exceptions.
 - a) If a **District Officer** commits an infraction of **A.B.A.T.E. of PA** COP's while performing **District** duties, charges will be filed at the **District** level.
 - b) If a **State Officer** commits an infraction of **A.B.A.T.E. of PA** COP's while performing other duties, charges will be filed at the **State** level.
 - c) Written charges, signed by the accuser and another member, shall be submitted to the **Chapter Coordinator and Chapter Membership Officer** postmarked no more than sixty (60) days following the date the act was committed.
 - d) Charges shall only be submitted by a **member in "good standing"**
 - e) A copy of the charges shall be sent to the **State Coordinator** and the **State Office Manager**.
 - f) One (1) month advance written notice of pending investigation shall be sent registered mail, return receipt requested to the member in question.
 - g) A hearing before the seated elected **Chapter Board** and with grievance parties shall be held.
 - h) Upon a 2/3 majority vote of the hearing board for acts considered detrimental to **A.B.A.T.E. of PA** disciplinary action up to and including termination of an individual membership can occur.
 - i) Grievance parties have the right to appeal to the **District Board**.
 - j) The "recording Secretary" shall send written notification of the outcome of the proceedings to the **A.B.A.T.E. of PA Office**, the **State Membership Officer** and the **District Representatives** of the **District** involved. (This is so the member involved can be barred membership in other **A.B.A.T.E. of PA Chapters** or can be reinstated as a member, as determined by the outcome of each hearing.)
 - k) If reinstated, the member can go to the **Chapter** of their choice.
 - l) The charge, specifically, of theft of **A.B.A.T.E. of Pennsylvania** property, (i.e. cash, bank funds, tickets, records, or other general assets), at the State, District, or Chapter level shall be handled under the guidelines set forth in this section. However, any person found guilty of theft as defined above shall have their membership in **A.B.A.T.E. of Pennsylvania** terminated permanently and be prosecuted to the fullest extent allowed by law.
- 2) To terminate, at the **District Board** level, an individuals membership for acts considered detrimental to the **A.B.A.T.E. of PA** :
 - a) Written charges, signed by the accuser and another member, shall be submitted to a **District Representative** and **District Membership Officer** postmarked no more than sixty (60) days following the date the act was committed.
 - b) Charges shall only be submitted by a **member in "good**

standing”.

- c) A copy of the charges shall be sent to the **State Coordinator** and the state **Office Manager**.
 - d) One (1) month advance written notice of pending investigation shall be sent registered mail, return receipt requested, to the member in question.
 - e) A hearing before the seated elected **District Board** and with grievance parties shall be held.
 - f) Upon a 2/3 majority vote of the **District Board** for acts considered detrimental to **A.B.A.T.E. of PA** disciplinary action up to and including termination of an individual membership can occur.
 - g) Grievance parties have the right to appeal to the **Board of Directors of A.B.A.T.E. of PA**.
 - h) For Appeal to the **District Board**:
 - 1) Charges appealed by the grievance parties shall be forwarded from the **Chapter Coordinator** or **Chapter Membership Officer** to the **District Board**.
 - 2) Ten (10) days advance written notice of pending investigation, sent registered mail, return receipt requested, shall be sent to the member in question.
 - 3) A hearing before the seated elected **District Board** and with grievance parties shall be held.
 - 4) Upon a 2/3 majority vote of the **District Board** for acts considered detrimental to **A.B.A.T.E. of PA** disciplinary action up to and including termination of an individual membership can occur.
 - 5) Grievance parties have the right to appeal to the **Board of Directors of A.B.A.T.E. of PA**. The **State Executive Board** may review the charges and **District** hearing minutes and decide if the **State Board** will hear the appeal.
 - i) The “recording Secretary” shall send written notification of the outcome of the proceedings to the **A.B.A.T.E. of PA Office**, the **State Membership Officer** and the **District Representatives** of the **District** involved. (This is so the member involved can be barred membership in other **A.B.A.T.E. of PA Chapters** or can be reinstated as a member, as determined by the outcome of each hearing.)
 - j) If reinstated, the member can go to the **Chapter** of their choice.
- 3) To terminate, at the **Board of Directors** level, an individuals membership for acts considered detrimental to the **A.B.A.T.E. of PA** :
- a) Written charges, signed by the accuser and another member, shall be submitted to the a **Board of Directors** postmarked no more than sixty (60) days following the date the act was committed.
 - b) Charges shall only be submitted by a **member in “good standing”**
 - c) A copy of the charges shall be sent to the **State Coordinator** and the state **Office Manager**.
 - d) One (1) month advance written notice of pending investigation shall be sent registered mail, return receipt requested, to the member in question.

- e) A “hearing board” consisting of five (5) members of **A.B.A.T.E. of PA** shall be formed by the **Board of Directors**.
 - f) A hearing before the “hearing board” with the grievance parties shall be held.
 - g) Upon a 2/3 majority vote of the “hearing board” for acts considered detrimental to **A.B.A.T.E. of PA** disciplinary action up to and including termination of an individual membership can occur.
 - h) Grievance parties have the right to appeal to the **Executive Board of A.B.A.T.E. of PA**.
 - i) For Appeal to the **Board of Directors**:
 - 1) Charges appealed by the grievance parties shall be forwarded from the **District Board** to the **Board of Directors**.
 - 2) Ten (10) days advance written notice of pending investigation, sent registered mail, return receipt requested, shall be sent to the member in question.
 - 3) A “hearing board” consisting of five (5) members of **A.B.A.T.E. of PA** shall be formed by the **Board of Directors**.
 - 4) A hearing before the “hearing board” with the grievance parties shall be held.
 - 5) Upon a 2/3 majority vote of the “hearing board” for acts considered detrimental to **A.B.A.T.E. of PA** disciplinary action up to and including termination of an individual membership can occur.
 - 6) Grievance parties have the right to appeal to the **Executive Board of A.B.A.T.E. of PA**.
 - j) The “recording Secretary” shall send written notification of the outcome of the proceedings to the **A.B.A.T.E. of PA Office**, the **State Membership Officer** and the **District Representatives** of the **District** involved. (This is so the member involved can be barred membership in other **A.B.A.T.E. of PA Chapters** or can be reinstated as a member, as determined by the outcome of each hearing.)
 - k) If reinstated, the member can go to the **Chapter** of their choice.
- D) For the general good, it is requested that personal relationships and personality conflicts with other members, etc., be left at the door when attending **A.B.A.T.E. of PA** functions. Participants should recognize **A.B.A.T.E. of PA** functions as neutral grounds and it is requested that colors not be flown at **A.B.A.T.E. of PA** functions.
- E) Minutes of Meetings
- 1) **A.B.A.T.E. of PA** minutes:
 - a) Shall be sent to all members of the **State Administration**.
 - b) Shall be sent to all members of the **Board of Directors**.
 - c) Shall be sent to all **Chapter Coordinators** (presidents).
 - d) Shall be made available to all members.
 - 2) **District** minutes:
 - a) Shall be sent to all members of the **District** board.
 - b) Shall be sent to all members of the **District** administration.
 - c) Shall be sent to all **Chapter Coordinators** (presidents) within that **District**.

- d) Shall be sent to the **State Secretary**.
- e) Shall be made available to any **State Administrator**.
- 3) **Chapter** minutes:
 - a) Shall be made available to all **Chapter** executive officers.
 - b) Shall be made available to the **State Coordinator** and **Assistant State Coordinator**.
 - c) Shall be sent to all **District Representatives** for that **District**.
 - d) Shall be sent to the **State Secretary**.

- F) All officers, **State**, **District**, and **Chapter** (except **Chapter Coordinators** (presidents), shall retain voting privileges within their own **Chapter**.

- G) Memberships, newsletters, patches, and pins shall be a priority for the **State Treasury**.

- H) Refer to Robert's Rules of Order for clarification on subjects not covered.

- I) In the event **A.B.A.T.E. of PA** should, for any reason, find it necessary to **cease its existence**, the following procedure shall be followed:
 - 1) All financial records shall be submitted to a CPA firm, selected by the **Executive Board**, for review and preparation of all final returns and **obligations to federal, state and local agencies**.
 - 2) The **Executive Board** shall compile a list of assets and distribute them to rights organization(s) of their choosing.
 - 3) In case of insolvency, the assets shall be sold and monies divided among the debtors according to a formula of percentages as prescribed in bankruptcy proceedings.
 - 4) **A.B.A.T.E. of PA** shall forfeit all legal right to the name so that it is available in the future for use of similar purpose.
 - 5) The **State Administration** shall issue a written report to the selected CPA firm, documenting the specifics of the above directed action, signed by all officers of the **State Administration**.

- J) By inclusion of the Directors Liability Act, 1986 Nov. 28, P.L. 1458, No. 145, officers of **A.B.A.T.E. of PA** shall not be held liable for monetary damages as such for any action taken, or any failure to take action, unless the director has breached or failed to perform the duties of his office and the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.
 - 1) This provision is adopted by inclusion in the Corporate Operating Procedures, as directed by vote of the members of **A.B.A.T.E. of PA**.
 - 2) The provisions of this section shall not apply to the responsibility or liability of a director pursuant to any criminal statute or the liability of a director for the payment of taxes to local, state and federal law.

- K) The words charges, probation and probationer are defined by the **A.B.A.T.E. of PA** Corporate Operating Procedures as:

CHARGES: To blame or accuse. An accusation or indictment.

PROBATION: A trial period in which fitness, as for membership in a group is tested. The release of a convicted offender on

condition of good behavior.

PROBATIONER: A person, chapter or district on probation.

- L) Probation is applicable to the following:
 - 1) **Chapters** and **Districts** for non-compliance to requirements defined by the Corporate Operating Procedures or action of the **Board of Directors** as described in the accepted minutes.
 - 2) Individual members upon conviction under Article X, B. or Article X,C.
- M) Probation may be enacted upon the **Member, Chapter or District** upon majority vote of the seated **Board of Directors**.
- N) Probation shall not exceed one year nor be less than three months from date of enactment.
- O) A member on probation must maintain dues current through the probationary period.
- P) Probation is considered broken if, during the **probationary period**, Probationer repeats the original offense and/or threatens the stability or reputation of the organization. Upon hearing testimony and/or reviewing evidence to that effect, the seated **Board of Directors**, by majority vote, may find probationer in **contempt of probation** and further impose the following:
 - a) Extension of probation period.
 - b) Remove probationer from any office (**Chapter, District or State**).
 - c) Expel probationer from **A.B.A.T.E. of PA Corporation** (termination of individual membership or **revocation of Charter**).