

A.B.A.T.E. OF ILLINOIS OPERATIONS MANUAL₁

**A GUIDE BOOK FOR OFFICERS AND
MEMBERS OF ABATE OF ILLINOIS**

**The Mission of ABATE of Illinois is to preserve
the universal right to a safe,
unrestricted motorcycling environment**

A Brotherhood Aimed Toward Education; A.B.A.T.E. of Illinois, Inc. is organized for charitable, educational, civic, benevolent, social, and athletic purposes, including for such purposes as, the promotion of motorcycle use, acceptance, safety and enjoyment. Said purposes include promoting the motorcycling interests of the corporation's members and affiliates. Said corporation is further organized to undertake such interaction, including lobbying and litigation support, with various governmental bodies as may be necessary or desirable to promote the motorcycling interests of the corporation's members and affiliates.

So says the legalese at the beginning of our Bylaws; but, what does it mean? The bottom line is, A.B.A.T.E. of Illinois is a Motorcyclist's Rights Organization. Yes, we do charitable work. What better way to promote motorcycling, and a positive image of motorcyclists to the rest of the world? Yes we educate; We educate our members on the merits of taking the motorcycle safety courses offered by IDOT. We educate anyone who will listen to be aware of motorcycles, both through individual effort and through our Safety and Education program. We also educate legislators that laws which discriminate against motorcyclists, and motorcycling are unacceptable. On the civic level we encourage all A.B.A.T.E. members to be not only registered, but active voters. We also believe that all citizens should be active in their communities.

MEMBER DUTIES:

Aside from being required to be a paid member, members are strongly encouraged to;

1. Be registered and active voter
2. Attend all appropriate ABATE meetings.
3. Consider becoming Chapter/State officers.
4. Become active in ABATE programs. (Legislative, Safety & Ed)
5. Support ABATE fund-raisers. (Bike Raffle, State Party, local)
6. Attend ABATE events. (Freedom Rally, Seminar)
7. Support ABATE's Political Action Committees. (State & Fed)
8. Promote ABATE membership to others.
9. Become active in politics.
10. Become active in national Motorcyclists Rights Organizations.

CHAPTER DUTIES:

Each Chapter will begin with and maintain a membership of no less than 25 members in good standing, and will maintain a board of directors, which shall be made up of the following officers: (the duties listed are minimum, they may be expanded.)

PRESIDENT: (or COORDINATOR): To conduct meetings, oversee chapter business in accordance with Chapter By-laws, and the Bylaws of ABATE of Illinois. To communicate ABATE goals effectively to the Chapter, and the public in a professional and businesslike manner, and insure that all board position duties, are being fulfilled in the best interest of ABATE. Should be acquainted with Robert's Rules of order, and use them where appropriate. Must assure that the Chapter is operating within the bylaws of ABATE. It shall be the duty of the Chapter President to assure that all chapter events are properly insured. It is the duty of the Chapter President to assure that someone is representing the Chapter at all meetings of the State Board

VICE PRESIDENT: (or Assistant Coordinator.) To conduct meetings and ABATE business in the absence of the President. Also to take such responsibilities as the Chapter and the President may assign. Should possess the ability to communicate effectively to the Chapter, and the public the goals of ABATE in a professional and business like manner. Should be acquainted with Robert's Rules of Order. Must help to assure that Chapter business is run in accordance with Chapter Bylaws, and The Bylaws of ABATE.

SECRETARY: To take and record the minutes of the membership meetings. To update, and protect the chapter's records and properties. To submit a list of the names, addresses, and phone numbers of Chapter officers to the State office as soon as possible after election. To submit semiannual schedules of events planned by the chapter, to the State office. To assure that the State office has a current copy of the Chapter Bylaws.

TREASURER: To conduct chapter financial affairs in accordance with Chapter and State Bylaws, and in accordance with Chapter vote. To cooperate in full with the State Treasurer. To assure that all moneys due to the State are forwarded to the State office in a timely manner. To ensure that all tax forms and financial statements are produced in a

timely and efficient manner so as to be in compliance with State and Federal tax codes as well as the by-law's of ABATE of ILL. (Additional information included in addendum.)

LEGISLATIVE COORDINATOR; To communicate, and cooperate with the State Legislative Coordinator to accomplish the goals of ABATE. To work with area politicians to gain support for ABATE positions. To communicate to the Chapter, and the public the positions of ABATE. To urge membership to work toward the political goals of ABATE. To ensure all political endorsements are in accordance with the policy set forth by the state board.

SAFETY & EDUCATION COORDINATOR: To communicate, and cooperate with the State Safety & ED Coordinator to accomplish the goals of ABATE. To promote to the schools, the membership, and the public, ABATE's Motorcycle Awareness Program To assure that proper reports are forwarded to the State Safety & Ed. Coordinator for all program presentations. To promote to the membership, and the public, the Rider Ed program offered by the State of ILL.

STATE BOARD REPRESENTATIVE: (May be filled by any previously listed officer.) To attend all State Board meetings. To report to the chapter on business transacted, and decisions made at those meetings, and questions that the board has sent to the chapter for consideration. To be prepared, through knowledge of chapter sentiment to vote on issues that may need an immediate decision by the board.

**SUGGESTED ADDITIONAL OFFICES: MEMBERSHIP COORDINATOR
ACTIVITIES COORDINATOR PUBLIC RELATIONS COORDINATOR
PRODUCTS COORDINATOR ASSISTANTS TO ANY OF THE ABOVE**

All officers are expected to cooperate with the corresponding State officer and carry out the duties associated with their office to the best of their ability.

The Chapters are a regional functioning body of the State organization, and are expected to run in accordance with the Bylaws of the State organization. Chapter efforts and moneys are to be used to promote Motorcycle safety, Motorcyclists rights, and the growth of ABATE as a whole.

No chapter shall engage in fund raising activities designed to promote any organization engaged in support of viewpoints which oppose the stated mission goals of ABATE of ILL.

Upon payment of dues by a new member, the Chapter is to provide: a membership patch, temporary proof of membership, a copy of the Chapter Bylaws, and anything else that may help encourage further involvement Application and moneys must be sent to the State Office A.S.A.P. No Chapter shall endorse or promote any political candidate other than those endorsed by the **STATE BOARD.**

No chapter will be permitted to promote practices or products that would be detrimental to the reputation of ABATE, or the well being of its members.

There shall be no back patches (colors) produced, distributed or worn bearing the name ABATE of Illinois. Colors shall include any patch, air brushing, or silk screening that

include upper and/or lower "rockers" (a.k.a.. "banners"). All designs must be approved by the Executive Board of ABATE of Illinois. Appeal to the State Board is permitted upon disapproval.

All Chapters should write a monthly article for the State Newsletter. It is suggested that each Chapter hold at least one fundraising event each year for the chapter, one for the State organization, one, for the ABATE PAC, and one for the FEDPAC. (SEE Addendum and coordinate the event with PAC. It is also suggested that the Chapter support the MRF to the best of their ability. Chapters should help promote member participation in State and Regional ABATE events, and in ABATE and MRF sponsored programs, as well as those sponsored by other Motorcyclist's Rights Organizations.

ALL OFFICERS BOTH STATE AND CHAPTER ARE EXPECTED TO CONDUCT THEMSELVES, AT ALL TIMES, IN A MANNER THAT WILL NOT BRING EMBARRASSMENT TO, OR LEGAL ACTION UPON ABATE OF ILL.

ALL OFFICERS BOTH STATE AND CHAPTER ARE REQUIRED, UPON LEAVING OFFICE TO RETURN ALL PROPERTY BELONGING TO ABATE OF ILLINOIS OR ANY CHAPTER THEREOF.

All State Officers must be "Bondable". (This guideline is suggested for all Chapters.)

A.B.A.T.E. OF ILLINOIS EXECUTIVE BOARD:

EXECUTIVE BOARD MEMBERS ARE INELIGIBLE TO WIN PRIZES IN The State Bike Raffle. (don't even buy a ticket.)

RESPONSIBLE FOR MAINTAINING THE STANDARDS OF ALL SPECIAL AWARDS, I.E.: RICH NEB, HONORARY LIFETIME AWARDS, ETC AT A LEVEL COMMENSURATE OF THE DIGNITY OF SAID AWARDS.

STATE COORDINATOR: REQUIREMENTS:

Must insure the prompt and timely completion all organization business. Must have been an active member of ABATE for the past two years, and an active member of the State Board or Executive Board for at least one year, and in good standing. Should have the ability to communicate ABATE goals effectively and positively to other Motorcyclists and the general public. Should possess the skills to best serve the interests of ABATE in a professional and business like manner. Must have the time to attend the Executive and State Board meetings, and any other meetings or events necessary to assure the success of ABATE. Should be acquainted, and prepared to work with Robert's Rules of Order. Must be a registered voter.

RESPONSIBILITIES:

Must submit an annual operating budget to the State Board in a timely manner. Writes the agenda for and chairs all Executive and State Board meetings. Has the deciding vote on tie votes of the Executive Board. Is authorized to make expenditures of up to \$5000,

without the approval of the State Board, but requiring Executive Board approval. Oversees all State level committees, and Executive officers. Is empowered to make all decisions that do not require Board approval. Should write a monthly article for the State Newsletter.

ASSISTANT STATE COORDINATOR: REQUIREMENTS:

Must have been an active member of ABATE for the past two years, and an active member of the State Board or Executive Board for at least one year, and in good standing. Should have the ability to communicate ABATE goals effectively and positively to both motorcyclist and the general public. Should possess the skills to best serve the interests of ABATE in a professional and business like manner. Must have the time to attend the Executive and State Board meetings, and any other meetings or events necessary to assure the success of ABATE. Should be acquainted, and prepared to work with Roberts Rules of Order. Must be a registered voter.

RESPONSIBILITIES:

The Assistant State Coordinator is a voting member of the Executive Board. Performs the duties of the State Coordinator in his absence. Chairs state level committees as delegated by the State Coordinator. Organizes and runs the Annual State Seminar. Acts as liaison to ABATE Legal Services. Should write a monthly article for the State Newsletter.

STATE SECRETARY: REQUIREMENTS:

Must be an active ABATE member for the past year and in good standing. Must possess the ability to take full and accurate meeting minutes. Must have the time to attend Executive and State Board meetings. Must be a registered voter.

RESPONSIBILITIES:

The Secretary is a voting member of the Executive Board. Takes minutes of all State level meetings, and distributes copies to all appropriate persons, in advance of the next meeting whenever possible.

Is responsible for all State level correspondence unless otherwise decided by the Board. Must provide written notice prior to all State level meetings, providing time, and location to all members involved. A two week lead-time is preferable whenever possible. In the event that the Secretary will be unable to attend it is their responsibility to arrange for a replacement to record meeting minutes.

STATE TREASURER: REQUIREMENTS:

Must be an active ABATE member for the past year and in good standing. Must be bondable. Must possess the skills to properly maintain the financial records of ABATE. Should possess good communication skills. Must be a registered voter. Must have the time to attend the Executive and State Board meetings.

RESPONSIBILITIES:

The State Treasurer is a voting member of the Executive Board. Maintains all Corporate financial records. Receives corporate moneys and conducts corporate bank transactions. Generates monthly financial reports and presents them to the Board. Files all government reports as required by law. Shall maintain and supply on request, for review, a copy of all records for any member of the State Board. To ensure that all tax forms and financial statements are produced and filed in a timely and efficient manner so as to be in compliance with State and Federal tax codes and laws, as well as the by-laws of ABATE of ILL.

STATE LEGISLATIVE COORDINATOR: REQUIREMENTS:

Must have been an active ABATE member for the past two years, and in good standing. Should possess the skills to communicate ABATE positions effectively to Legislators, the press, and the general public. Must have the time to attend Executive and State Board meetings, and attend all necessary Legislative hearings for purposes of testimony. Must be a registered voter.

RESPONSIBILITIES:

The State Legislative Coordinator is a voting member of the Executive Board. Must present a report at all State and Executive Board meetings. This report should include bill numbers, committees assigned, committee members, voting records, scheduled legislative action, and any bills that may be of concern to ABATE. Should generate weekly legislative updates during legislative sessions where ABATE issues are involved. These should be to the State office or by mail to Executive Board members and Chapter legislative contacts (for these purposes where available, or in emergency situations e-mail will be considered notification). Must work closely with paid Legislative Consultant. Organizes (personally or by committee) the annual Freedom Rally.

Must insure the timely completion of all business related to Legislative program. Such as voters guides, advertisements, travel etc. Must attend all committee hearings and schedule testimony where ABATE issues are involved, or designate a replacement to do so. Shall coordinate all legislative tactics, letter writing and call-in campaigns, or whatever else is deemed to be necessary.

Shall prepare, in conjunction with our affiliated PACs, a voter's guide for an statewide and national elections grading all candidates as to their position on motorcycling issues. Shall hold a seat on state and federal PAC boards and attend meetings of said boards whenever possible. Must plan and present Legislative workshops for the State Seminar. Should write a monthly article for the State Newsletter.

STATE SAFETY & EDUCATION (S&E) COORDINATOR: REQUIREMENTS:

Must be an active ABATE member for the past year, and in good standing. Must possess a sound working knowledge of the ABATE Motorcycle Awareness program. Should be an active classroom Instructor. Must be able to communicate effectively the substance and aims of the Safety and Education Program.

Must have time to attend all State and Executive Board meetings, and to travel from time to time to different Chapters for "Training Workshops". Must be a registered voter. Should present all new Safety and Ed. tapes and literature to state board prior to publication.

RESPONSIBILITIES:

Must communicate with the S&E Coordinators of all the Chapters on all S&E matters. Should have assistance and leadership where deemed necessary to assist the Chapters in implementing a strong Awareness Program. Must maintain a good supply of materials needed for the Chapter S&E Programs. Must keep records of all reports on S&E presentation activity. Should keep the State Board updated on program progress, and numbers trained. Must make progress report to the State Board at the end of each semester. Must promote to the membership, and the general public, the Rider Education Program offered by the State of Illinois. Must plan and present S&E workshops for the State Seminar. Should write a monthly article for the State Newsletter.

STATE NEWSLETTER COORDINATOR: REQUIREMENTS:

Must be an active ABATE member for the past year, and in good standing. Should be a skilled typist, with computer word processing experience and open access to a computer. Should have good organizational skills for layout. Must have time to attend all State and Executive Board meetings. Must have 10 hours per month to type, scan, and download articles plus another 10 to lay out the paper. Approximately 20 hours total. Must be a registered voter.

RESPONSIBILITIES:

The State Newsletter Coordinator is a voting member of the Executive Board with one vote. Must publish the newsletter on a timely basis. Must oversee all contracts with suppliers of services to the newsletter. Shall be responsible for all advertising. Ideally the newsletter should be self-supporting. Shall collect and/or solicit articles for the newsletter. Is responsible for all collections and disbursements of moneys for the newsletter. Will maintain a database of all Chapter and State activities and meetings for inclusion in the newsletter. Must maintain an e-mail address so articles may be sent, and other information may be obtained.

STATE ACTIVITIES COORDINATOR: REQUIREMENTS:

Must have been an ABATE member for the past year, and in good standing. Must possess good organizational skills. Should possess good communication skill. Should have a working knowledge of laws covering the running of parties and raffles. Must have the time to attend State and Executive Board meetings and organize State events. Must be a registered voter.

RESPONSIBILITIES: The State Activities Coordinator is a voting member of the Executive Board. Organizes (personally or by committee) all state events, with the exception of the annual seminar and Freedom Rally. Obtains all licenses and permits for events as required by law. Arranges Music, contests and vendors for events as needed. Provides to the State Treasurer an accurate report of event income and expenses.

STATE BIKE RAFFLE COORDINATOR: REQUIREMENTS:

Must have been an ABATE member for the past year, and in good standing. Must have time to take the raffle bike wherever necessary to sell tickets. Must attend State and Executive Board meetings when not showing raffle bike at events. Should possess good sales skills. Must be a registered voter.

Must submit a detailed proposal for purchase of raffle bike prior to purchase. Obtains raffle bike. Obtains and is responsible for raffle tickets. Obtains all licenses and permits required by law. Assures that raffle bike is transported to all events possible. Keeps and maintains ABATE bike trailer. Turns in moneys collected to the state office on a regular basis. Makes arrangements with the Illinois Motorcycle Dealers Assn. for the drawing to be held at the Labor Day Springfield Mile, and obtain pit passes for the necessary people for the drawing.

STATE PUBLIC RELATIONS COORDINATOR: REQUIREMENTS:

Must have been an ABATE member for the past year, and in good standing. Must have solid communications skills and knowledge of ABATE business. Must possess the ability to interact with the media, and the general public through press releases and public service announcements, and follow up to make sure the message is getting out. Must be a registered voter.

RESPONSIBILITIES:

The P.R. Coordinator is a voting member of the Executive Board. Should work with the Activities Coordinator to promote ABATE events. Writes promotional material for the media to enhance the image of motorcyclists and motorcycling. Should work with the Safety & Ed. Coordinator to promote and publicize motorcycle awareness programs. Should do, or arrange for other officers interviews with the purpose of generating public awareness of motorcyclists, and motorcycling issues. Produce news releases to the media. Implement a system by which media releases are systematically issued to the appropriate media.

Inform the membership of unfavorable, discriminatory, or biased portrayal of motorcyclists in any media. (i.e. Movies, Advertising, Editorial comment, etc.) to enable appropriate response. Should remain in close contact with the Editor of the Website, and submit as much information as possible

STATE PRODUCTS COORDINATOR: REQUIREMENTS:

Must be an active ABATE member for the past year and in good standing. Should possess good communication and sales skills. Should have some bookkeeping skills. Must have the time to attend Executive and State Board meetings. Must have the time and ability to transport products where necessary to be sold. Must be a registered voter. Must be bondable.

RESPONSIBILITIES:

The State Products Coordinator is a voting member of the Executive Board. Will authorize through the Executive Board all ABATE products. Will protect by copyright, all uses of the ABATE of Illinois name, and original designs of ABATE of Illinois. Will solicit from the membership and other sources designs to be used on ABATE products. Will maintain a bank account for product moneys. Will maintain a reasonable inventory of State products. Will supply to the chapters on consignment State products as needed. Will have control over the selection and pricing of State products. Will be responsible for having State products available for sale at all State events, and any other event deemed necessary by the Board. Shall prepare a monthly financial statement of the products account, including inventory cost and value and provide same to the Board. Shall submit to the State, all account balances in excess of \$5000 on a timely basis unless otherwise authorized by the Executive Board. Arranges with the State Newsletter Coordinator for advertising of State Products.

REGIONAL COORDINATORS: REQUIREMENTS:

Must be an active ABATE member for the past year and in good standing. Must have the time and ability, to attend all Executive and State Board meetings, to travel the region, and support State Events. Should possess good communications skills. Where needed the Region may elect Co-Coordiators. Must be a registered voter. Insures the timely completion of chapter responsibilities to the State organization so as to remain in compliance with all State and Federal laws as well as the By-laws of ABATE of ILL.

RESPONSIBILITIES:

The Region Coordinator is a voting member of the Executive Board. (In the case of Co-Coordiators, each Region shall have only one vote.) Shall act as liaison between the Region Chapters and the Executive Board. Shall act as liaison between Chapters within the Region, and with other Regions. Schedules, plans and conducts Region meetings. Helps as needed to resolve problems within and among Chapters in the Region. Assures that Region Chapters are operating with in the Bylaws of ABATE of Illinois. Attends 2 Chapter Events at each Region Chapter (including meetings) per year if possible and reasonable within budget constraints. Writes a monthly Region Update for the State Newsletter. Coordinates, with the help of the State Activities Coordinator, as needed, a Region Party where it is desired and supported by the Region Chapters.

OPS MANUAL ADDENDUM

The contents of the addendum are intended to be instructional only. It is not the intent of anyone involved with this publication to micro-manage any chapters business. However, when there are legalities involved (i.e. tax laws, or State or Federal statutes) we will try to label those documents so as to enable everyone to discern the difference between what is simply a suggestion and what is a guideline established by State or Federal statute.

The content of the Operations Manual are meant to be a guideline as to how the full State Board wishes to see business conducted. It has been gleaned and refined directly from our State by-laws. It has been reviewed more times than Lassie has masters and this is the current product. This in no way suggests that this is a final draft. This is to be a "Living Document" and as such will be required to periodically undergo a review in order for it to evolve and adapt to an ever-changing environment. As with any sort of "Life Form" it will be a necessary process in order to ensure the growth and maturation of the organization as a whole.

We would like to thank ABATE of INDIANA for their permission to use their Operations Manual as a bit of a guideline (and in a couple of cases an outright reprint of some information.) Including but not limited to checklist, event forms, and newsletter information. Some are direct reprints some were used as a guideline.

If you have any suggestions or comments about this Ops Manual, please contact one of the following members of the Ops Manual Committee.

Chairman	Bob "Korg" Ward	309/465-7015
NE Region	Ed Domine	815/436-4903
NW Region	Roger Larson	815/232-7064
EC Region	Tom Harms	309/579-2501
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