

**A.B.A.T.E.**  
**OF**  
**ILLINOIS,**  
**INC.**  
**LIBERTY**  
**CHAPTER**  
**ORGANIZATION**  
**POLICY**  
**AND**  
**PROCEDURE**  
**MANUAL**  
**REVISED 2011**

A Brotherhood Aimed Toward Education; A.B.A.T.E. of Illinois, Inc. is organized for charitable, educational, civic, benevolent, social, and athletic purpose, including for such purposes as, the promotion of motorcycle use, acceptance, safety, and enjoyment. Said purposes include promoting of motorcycle interests of the corporation's members and affiliates. Said corporation is further organized to undertake such interactions, 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, Inc. is a Motor Rights Organization. Yes, we do charitable work. What better way to promote motorcycling, and a positive image of motorcyclist 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, are unacceptable. On the civic level we encourage all A.B.A.T.E. of Illinois, Inc. members to be not only registered, but active voters. We also believe that all Citizens should be active in their communities.

#### **EXECUTIVE POLICIES:**

ALL CHAPTER OFFICERS ARE EXPECTED TO CONDUCT THEMSELVES, AT ALL TIMES, IN A MANNER THAT WILL NOT BRING EMBARRASSMENT TO OR LEGAL ACTION UPON A.B.A.T.E. OF ILLINOIS, INC.

ALL CHAPTER OFFICERS ARE REQUIRED, UPON LEAVING OFFICE TO RETURN ALL MATERIALS/PROPERTY BELONGING TO LIBERTY CHAPTER OF A.B.A.T.E. OF ILLINOIS, INC. TO THE NEXT ELECTED OFFICER. NO MATERIALS/PROPERTY SHALL BE KEPT BY ANY MEMBER/PERSON THAT IS NO LONGER A CURRENT OFFICER.

ALL RECORDS OF LIBERTY A.B.A.T.E. OF ILLINOIS, INC. SHALL BE KEPT FOR A MINIMUM OF 10 YEARS.

UNAPPROVED CHAPTER BUSINESS WILL NOT BE DISCUSSED OUTSIDE BOARD MEETINGS.

ALL CHAPTER OFFICERS MUST CALL THE PRESIDENT, VICE PRESIDENT, OR THE SECRETARY, ANYTIME THEY WILL BE ABSENT FROM THE BOARD MEETING.

NO INFORMATION IS SENT TO ANOTHER ORGANIZATION UNLESS AN OFFICIAL REQUEST IS MADE FROM THE STATE.

RICH NEB AWARD: ALL NOMINATIONS ARE TO BE SENT BY MAIL TO THE STATE OFFICE BY 12-01. THE STATE COMMITTEE THEN HAS UNTIL DECEMBER 31<sup>ST</sup> TO MAKE THEIR FINAL DECISION IN TIME FOR THE STATE SEMINAR.

ANY OR ALL MATERIALS/PROPERTY OF LIBERTY A.B.A.T.E. OF ILLINOIS, INC. SHALL NOT BE USED FOR PERSONAL GAIN/BUSINESS.

ANY AND ALL MATERIALS/PROPERTY OF LIBERTY A.B.A.T.E. OF ILLINOIS, INC. SHALL BE TURNED TO THE NEXT ELECTED OFFICER. NO MATERIALS/PROPERTY SHALL BE KEPT BY ANY MEMBER/PERSON THAT IS NO LONGER A CURRENT OFFICER.

SPECIAL MEETINGS ARE ALLOWED TO BE CALLED BY ANY OFFICER AS LONG AS ONE MORE OFFICER AGREES TO THIS SPECIAL MEETING OUTSIDE OF THE REGULARLY SCHEDULED MEETINGS.

#### **BYLAW COMMITTEE:**

Any proposed change to the Chapter BYLAWS must be submitted to the BYLAW Committee for review. The Chapter BYLAW Committee will review the submitted change, to make sure it does not supersede and is in compliance with Chapter and State current BYLAWS and then present it to the membership for a vote.

#### **LIBERTY A.B.A.T.E. OF ILLINOIS, INC. BOARD:**

##### **CHAPTER PRESIDENT:**

**REQUIREMENTS:** Must insure the prompt and timely completion of all organization business. Must have been an active member of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. for the past two years, and a member in good standing. Should have the ability to communicate LIBERTY A.B.A.T.E. OF ILLINOIS, INC. goals effectively and positively to both motorcyclists and the general public. Should possess the skills to best serve the interests of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. in a professional and business like manner. Must have time to the officers and membership meetings, and any other meetings or events necessary to assure the success of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. Should be acquainted, and prepared to work with Robert's Rules of Order. Should be a registered voter.

**RESPONSIBILITIES:** Must submit an annual operating budget to the Officers in a timely manner. Writes the agenda for and chairs all Officer and Membership meetings. Is authorized to make expenditures of up to \$???????, without approval of the membership but requiring Officer approval. Oversees all committees, and Officers of LIBERTY. Is empowered to make all decisions that do not require State or membership approval. Should write a monthly article for the Newsletter.

**CHAPTER VICE PRESIDENT:**

**REQUIREMENTS:** Must have been an active member of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. for the past two years, an active member, and a member in good standing. Should have the ability to communicate LIBERTY A.B.A.T.E. OF ILLINOIS, INC. goals effectively and positively to both motorcyclists and the general public. Should possess the skills to best serve the interests of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. in a professional and a business like manner. Must have the time to attend the officers and membership meetings, and any other meetings or events necessary to assure the success of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. Should be acquainted and prepared to work with Robert's Rule of Order. Should be a registered voter.

**RESPONSIBILITIES:** The Vice President is a voting member of the Officers. Performs the duties of the President in his absence. Chairs committees as legated by the President. Acts as the liaison to A.B.A.T.E. Legal Services. Should write a monthly article for the Newsletter.

**CHAPTER SECRETARY:**

**REQUIREMENTS:** Must have been an active member of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. for the past two years and a member in good standing. Should have the ability to communicate LIBERTY A.B.A.T.E. OF ILLINOIS, INC. goals effectively and positively to both motorcyclists and the general public. Should possess the skills to best serve the interests of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. in a professional and a business like manner. Must have the time to attend the officers and membership meetings, and any other meetings or events necessary to assure the success of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. Should be acquainted and prepared to work with Robert's Rule of Order. Should be a registered voter.

**RESPONSIBILITIES:** Maintain the officer and membership attendance records. Always use given name (or given and road name), but not road name only, in the meetings minutes. Maintain LIBERTY Chapter minutes for a minimum of 10 years with the exception of all motions are to be kept indefinitely. To safeguard all awards, trophies, plaques, etc. given to the Chapter. Notify the State when there are officer changes or after elections occur with the names, phone numbers, and e-mails of the new officers.

**CHAPTER TREASURER:**

**REQUIREMENTS:** Must be an active LIBERTY A.B.A.T.E. OF ILLINOIS, INC. member for the past year and in good standing. Must be bondable. Must possess the skills to properly maintain financial records of LIBERTY A.B.A.T.E OF ILLINOIS, INC. Should possess good communications skills. Must have time to attend the Officer and membership meetings. Should be a registered voter.

**RESPONSIBILITIES:** The Treasurer is a voting member of the Officers. Maintains all Chapter financial records. Receives Chapter monies and conducts bank transactions. Generates monthly financial reports and presents them to the Officers. Files all

government reports required by law. Shall maintain and supply on request, for review, a copy of all records for any Officer and/or to the State Treasurer upon request. To ensure that all tax forms and financial statements are produced and filed in a timely manner so as to be in compliance with State and Federal tax codes and laws, as well as the By-Laws of A.B.A.T.E. OF ILLINOIS, INC. (These go to the State Treasurer by the end of January). Maintain Chapter financial records for a minimum of 10 years. Maintain a detailed financial breakdown of all Chapter Events. Shall suggest donations to the State Office and bring this to the attention of the Officers based on funding in the account and then presented via the president to the membership. Shall ensure that a current list of officers is given to the Chapter's bank so that the current president, vice-president, secretary and treasurer can be placed on the signature card for all Chapter accounts. Shall ensure that the MRF dues are paid each year. Any monies owed to an individual and/or other entities shall be paid with proof of receipt within 30 working days (preferably at a Chapter meeting). Shall maintain a current account of the Down Rider's fund. Shall maintain a current products account within the general account of up to \$200.00. (Any monies over \$200.00 is rolled over into the general account.)

**CHAPTER LEGISLATIVE OFFICER:**

**REQUIREMENTS:** Must have been an active member of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. for the past 30 days, an active member, and a member in good standing. Is a voting member of the Chapter. Should possess the skills to communicate A.B.A.T.E. OF ILLINOIS, INC. positions effectively to Legislators, the press, and the general public. Should have the ability to communicate LIBERTY A.B.A.T.E. OF ILLINOIS, INC. goals effectively and positively to both motorcyclists and the general public. Should possess the skills to best serve the interests of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. in a professional and a business like manner. Must have the time to attend the officers and membership meetings, attend all necessary Legislative hearings for purpose of testimony, and any other meetings or events necessary to assure the success of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. Should be a registered voter.

**RESPONSIBILITIES:** The Legislative Officer is a voting member of the Officers. Must present a report to all Officer and membership meetings. This report should include bill numbers, committees assigned, committee members, voting record, scheduled legislative action, and any bills, which may be of concern to A.B.A.T.E. OF ILLINOIS, INC. Should have access to ONDGO. Is to communicate to the Chapter PR, Newsletter, and Web Master officers any pertinent legislative information that needs immediate attention. To communicate any pertinent legislative information to the memberships during the meetings. Should write a monthly article for the Newsletter.

**CHAPTER SAFETY AND EDUCATION OFFICER:**

**REQUIREMENTS:** Must be an active LIBERTY A.B.A.T.E. OF ILLINOIS, INC. member for the past year, and in good standing. Must possess a sound working knowledge of the A.B.A.T.E. OF ILLINOIS, INC. 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

Officer and Membership meetings and to travel from time to time to different schools or other education events. Should be a registered voter.

**RESPONSIBILITIES:** The Safety and Education Officer is a voting member of the Chapter. Must communicate with the State Safety and Education Coordinator on all Safety and Education matters. Must communicate with Chapter PR and Web Master Officers any information that needs immediate attention. Should have assistance and leadership where deemed necessary to assist in implementing a strong Awareness program. Must maintain a good supply of materials needed for the chapter Safety and Education programs. Must keep records of all reports on Safety and Education presentation activity. Should keep the Officers and membership updated on program progress and numbers presented. Must promote to the membership and the general public, the Rider Education Program offered by the State of Illinois. Should write a monthly article for the Newsletter.

**CHAPTER NEWSLETTER OFFICER:**

**REQUIREMENTS:** Must be an active LIBERTY A.B.A.T.E. OF ILLINOIS, INC. member for the past year, and in good standing. Should be a skilled typist, with computer, word processing experience with open access to a computer. Should have good organizational skills for layout. Must have time to attend the Officers and Membership meetings. Should be a registered voter.

**RESPONSIBILITIES:** The Newsletter Officer is a voting member of the Chapter. Must publish the newsletter in a timely manner. (This includes both the State paper as well as the chapter newsletter whether by e-mail or snail mail.) The deadline to have the information into the State is the 15<sup>th</sup> of each month. Must inform the Officers and membership the date the information for the Chapter newsletter needs to be in by. Shall be responsible for all advertising. (Business Cards: \$5.00 a month or \$50.00 a year. The Newsletter Officer shall track the advertising when purchased on a yearly basis.) Shall ensure that no ad is placed by a person/business on the A.B.A.T.E. OF ILLINOIS, INC. non-preferred vendors list. Ideally the newsletter should be self-supporting. Shall assure that all monies collected are given to the Chapter Treasurer. Shall collect and/or solicit articles for the newsletter. Will maintain a database of all chapter activities/meetings for inclusion in the newsletter. Will list the current officers and their contact information for inclusion in the newsletter. Must maintain an e-mail address so articles may be sent and other information obtained. ✂

- The newsletter is used to promote Motorcycle Safety and Awareness and A.B.A.T.E. Chapter functions. It is not to be used for personal use of any member.
- Shall not allow any rights organization to advertise none motorcycle related materials.
- Not for Profit rules do not put 50/50 in print, do not put pull tabs, no gambling in print.

- An ad will not be accepted if it contains material that is not consistent with A.B.A.T.E. OF ILLINOIS, INC. stated mission or goals.
- Shall not accept an ad having to do with sex or drugs.
- Anything submitted to the newsletter for printing must have the name of the person submitting.
- The officers will decide on what can and will be published in the newsletter.

**CHAPTER ACTIVITIES OFFICER:**

**REQUIREMENTS:** Must have been an active member of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. for the past year, an active member, and a member in good standing. Must possess good organizational skills. Should possess good communication skills. Should have a working knowledge of laws covering the running of parties and raffles. Must have the time to attend the officers and membership meetings, and any other meetings or events necessary to assure the success of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. Should be a registered voter.

**RESPONSIBILITIES:** The Activities Officers is a voting member of the Chapter. Organizes (personally or by committee) all Chapter events. Obtains licenses and permits for events as required by law. Arranges music, contests, and vendors for events as needed. Shall ensure there is a committee chairman in place for any event not run by the Activities Officer in a timely manner. (Small events within 2 months prior to event and large events within 10 months of the event.) Provide to the Treasurer an accurate report of event income and expenses. Shall coordinate with PR Officer and/or designated person making the flyers for the event are made according to LIBERTY A.B.A.T.E. OF ILLINOIS, INC./STATE BY-LAWS.

- All flyers shall be posted at least one month in advance of the scheduled event or as soon as possible.
- The annual calendar of events should go to the membership meeting to be approved prior to being sent to the state office.
- The calendar of events should go to the state office each year by [REDACTED].
- Keeps track of a mileage check throughout the riding season starting at the "Blessing of the Bikes" through delivery of Toys. An award is allotted to the person with the highest mileage for that year.

**PUBLIC RELATIONS OFFICER:**

**REQUIREMENTS:** Must have been an active member of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. for the past year, an active member, and a member in good standing. Must have solid communication skills and knowledge of A.B.A.T.E. OF ILLINOIS, INC. business. Must possess the ability to interact with the media, the general public through press releases, public service announcements, and follow up to make sure the message is getting out. Should possess the skills to best serve the interests of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. in a professional and a business like manner. Must have the time to attend the officers and membership meetings, and any other meetings or events necessary to assure the success of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. Should be a registered voter.

**REQUIREMENTS:** The Public Relations Officer is a voting member of the Chapter. Should work with the Activities Officer to promote LIBERTY A.B.A.T.E OF ILLINOIS, INC./STATE EVENTS. Writes promotional material for the media to enhance the image of motorcyclists and motorcycling. Should work with the Safety and Education Officer to promote and publicize motorcycle awareness program. Should go around with the Safety and Education Officer in the month of May, during Motorcycle Awareness Month, to surrounding communities within our service area and communicating with Mayors in these areas to promote motorcycle awareness and safety issues by getting proclamations endorsements and media attention. Should do or arrange other officer's interviews with the purpose of generating public awareness of motorcyclists and motorcycling issues. Produce news releases for the media; implement a system which media systematically issues releases 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.

**CHAPTER MEMBERSHIP OFFICER:**

**REQUIREMENTS:** Must have been an active member of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. an active member, and a member in good standing. Must have good organizational skills. Must have the time to attend the officers and membership meetings, and any other meetings or events necessary to assure the success of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. Should be a registered voter.

**RESPONSIBILITIES:** The Membership Officer is responsible for sending out the renewal forms to each member prior to their membership expiring. Shall promote A.B.A.T.E. OF ILLINOIS, INC.'s mission in order to draw in new members. Shall completely ensure all forms are filled out correctly before being sent to the State. Shall communicate professionally with the State Membership Coordinator pertaining to any issues dealing with membership. Shall complete correctly and fully the form given to the Chapter Treasurer with monies and completed membership forms/renewals in a timely manner so these can get sent to the State Membership Coordinator. Shall give each LIBERTY OFFICER a full list of members on a quarterly basis. These membership lists shall not be used for the Officer's personal business and information and shall not be given to the general membership. Shall notify the Treasurer when the Chapter is paying for an Officer's membership renewal. (The Officer must have served for at least a full one year term). Shall report on the number of memberships or membership issues to the officers and general membership in the meetings.

**CHAPTER PRODUCTS OFFICER:**

**REQUIREMENTS:** Must be an active LIBERTY A.B.A.T.E. OF ILLINOIS, INC. member and in good standing. Should possess good communication and sales skills. Should have some bookkeeping skills. Must have time to attend the officers and membership meetings, and any other meetings or events necessary to assure the success

of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. Should be a registered voter. Must be bondable.

**RESPONSIBILITIES:** The Products Officer is a voting member of the Chapter. Will authorize through the Officers all LIBERTY A.B.A.T.E. OF ILLINOIS, INC. products with the exception that is able to purchase up to \$200.00 without consult of any officer. (The account has to sale products to replenish this amount before spending anymore without approval). Will solicit form the membership and other sources designs to be used on LIBERTY A.B.A.T.E. OF ILLINOIS, INC. products. Will maintain a reasonable amount of products. Will have control over the selection and pricing of products. Will be responsible for having products available for sale at all Chapter meetings and any other event deemed necessary by the Officers. Shall prepare a monthly report of the products including inventory, value, and provide the same to the officers. Shall arrange with the Newsletter officer for advertising of the products.

**CHAPTER SGT. At ARMS OFFICERS:**

**REQUIREMENTS:** Must be an active member of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. and in good standing. Should possess good communication skills. Should have working knowledge of the laws covering the running of raffles.

**RESPONSIBILITIES:** Is a voting member of the Chapter. Will hold the membership raffle at all chapter meetings or a participant raffle at any events held by the Chapter. Will keep order at all Chapter meetings and events.

**CHAPTER WEB MASTER OFFICER:**

**REQUIREMENTS:** Must be an active member of LIBERTY A.B.A.T.E. OF ILLINOIS, INC. and in good standing. Must have solid communication skills and knowledge of A.B.A.T.E. OF ILLINOIS, INC. business. Must have working knowledge of the computer and the internet.

**RESPONSIBILITIES:** Is a voting member of the Chapter. Will work closely with the Activities, PR, Legislative, Newsletter, and Safety and Education Officers to keep an updated Web page for motorcycle safety and awareness and chapter events. Shall get all information accurately out to the Chapter members and the public. Shall abide by the By-Laws of A.B.A.T.E. OF ILLINOIS, INC. and LIBERTY A.B.A.T.E. OF ILLINOIS, INC. Shall not use the site for personal business or views.