



**STATE AND LOCAL  
STANDING POLICIES  
OF  
ABATE OF WASHINGTON  
A NONPROFIT CORPORATION**

*Approved 29<sup>th</sup> Day Of July, 2007*

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## STATE AND LOCAL STANDING POLICIES

### **1 Corporate Logo**

Individual ABATE members may not reproduce the official Corporate ABATE of Washington logo or ABATE of Washington products without the authority of the Board of Directors or Executive Committee.

### **2 Spring Opener Budget**

A Spring Opener event budget must be established each year and approved by the Board of Directors.

### **3 Activity Itinerary**

An itinerary of activities, as approved by the Board of Directors, must be established and posted at all state-sponsored events.

### **4 Membership Grace Period**

There shall be a Three-month grace period to renew an individual membership during which the State Newsletter will continue to be provided. The rights and privileges and holding of office will not continue during the grace period. If renewal is made within six months of expiration, the expiration date will remain the same. If renewal is made after six months of expiration, a new expiration date, one year later will be assigned.

### **5 Fall Bash Budget**

A Fall Bash event budget must be established each year and approved by the Board of Directors at the July meeting.

### **6 Members required for charter**

Ten or more members are required to charter or maintain a chapter. If at any time, the state records show that less than ten dues-paying members exist, their charter is subject to cancellation.

### **7 Discrimination**

ABATE of Washington does not discriminate against any person, regardless of sex, race, motorcycle choice, or religious preference.

### **8 Required Chapter Monthly Information**

Chapters shall submit copies of their meeting minutes, membership lists, flyers and newsletters to the state office at the first of every month. Financial reports shall be sent in on a quarterly basis.

### **9 Chapter Officer Information Requirements**

Chapters are to inform the state organization of elected officers' names, addresses, and phone numbers, which shall include changes of address, when they occur.

### **10 Chapter Secret Meetings**

Chapters are not allowed to hold "secret" meetings.

### **11 Chapter Courtesy Card Design**

Courtesy card design should be at the discretion of the chapter provided that they state "ABATE of WASHINGTON" then the chapter, officer, or committee.

## STATE AND LOCAL STANDING POLICIES

### **12 ABATE Membership Application Form**

Chapters are encouraged to use the standard ABATE membership application for all new and renewing memberships.

### **13 Issuing Chapter Certificate of Appreciation**

Chapters may issue Certificates of Appreciation to members, at the discretion of the Chapter Coordinator, and notification being given to the state organization as to the name of the person receiving the certificate, the date and the reason for issuing.

### **14 Honorary ABATE Membership**

Persons serving time in prisons or reformatories may become honorary members by paying a \$.50 token membership fee with the following restrictions:

1. No voting privileges.
2. Can not represent themselves as ABATE of Washington.
3. Shall be supported by other members.
4. After their release said members have (3) months to reinstate their regular membership at the current dues rate.

### **15 Time Limits to Present at BOD Meetings**

At all Board of Directors meetings, Chapter Coordinators will be allowed to speak and be kept to three (3) minutes. Fifteen minutes will be allowed for proposal

### **16 Use of ABATE Name**

Chapters and/or individual members shall not use the name of ABATE of Washington except as otherwise provided for in the Constitution and Bylaws of ABATE of Washington or as may be provided by establishing policy. This shall include use of the registered logo of ABATE of Washington.

### **17 Financial Policies**

"State and Chapter Financial Policies", are a part of the standing policies and are included herewith.

### **18 Public Policies**

All subjects to be considered for any action by ABATE of Washington which concern external or public policy shall be public in nature; shall be timely in importance to the members of ABATE of Washington and the motorcycling community; shall be general in application to the welfare of members of ABATE of Washington; and shall include, but not be limited to, public relations, public affairs, legislative affairs, legal affairs, safety, and education.

The external policies of this Corporation may be declared only in the following manner or as may be provided for in the Bylaws:

1. By resolution adopted by the Board of Directors; or
2. By resolution adopted by the Executive Committee; or
3. By resolution adopted by a majority of the total membership of ABATE of Washington at the annual meeting or by special ballot.

### **19 Voluntary Membership Resignation**

Members that voluntarily turn in their membership card may rejoin if his/her dues are paid current. A new expiration date will be issued if they were expired more than 3 months.

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### **20 Pets at State Sponsored Events**

No dogs or other pets shall be allowed at any state-sponsored event.

### **21 Misuse of Weapons at ABATE Events**

A maximum fine of up to \$100.00 shall be levied on any person discharging a firearm at an ABATE function. Further, this shall include misuse of knives, other weaponry, and pyrotechnics. In addition to the levied fine, the person will be requested to leave the event. This same fine will be levied in any chapter that leaves their campfire unattended, not properly put out, and/or area not clean.

### **22 ABATE License Plate**

ABATE of Washington, under the guidance of its Board of Directors, shall provide for "ABATE" license plate holders for the State Coordinator.

### **23 Qualifications For Reimbursements - Change**

This policy is applicable to State Officers, State Committee members, and/or other ABATE members. Reimbursement for out of pocket travel expenses Incurred in the execution of ABATE's business shall be limited to the following items where said person's presence is required, authorized, or requested. This policy is not designed to prevent the legitimate reimbursement of expenses incurred by Officers and members in the execution of requested or assigned duties on behalf of ABATE; rather, it is designed to assist in efficient operation and respect for accountability to the members.

1. Vehicle mileage is reimbursable at twenty-five cents (25¢) per mile, for travel to and from meetings and events.
2. Meals are reimbursable up to \$35.00 per day.
3. Hotel accommodations at the double occupancy rate per person where the travel distance exceeds 100 miles one-way and/or the length of the meeting or event prevents round trip travel in the same day. The BOD or the Executive Committee approval is required for all other overnight accommodation reimbursement expense. Some examples might be where the weather conditions are not safe, illness, and/or any number of life's unexpected situations.
4. There shall be **no** reimbursements for any alcoholic beverages and/or tips.
5. The time limit for reimbursement of expenses is sixty (60) days after the expense is incurred. Reimbursement requests received beyond the 60 days will require either BOD or Executive Committee approval before the Treasurer can issue the reimbursement.
6. Reimbursement requests shall be submitted on the approved form with itemized receipts attached with reason for expense incurred noted. If no receipt/receipts is/are available or are missing for any reason then, either BOD or Executive Committee approval is required for the reimbursement to occur.
7. For expenses deemed not in compliance with this policy, the State Treasurer shall have the authority to request approval from the BOD or the Executive Committee prior to disbursement of money.

## STATE AND LOCAL STANDING POLICIES

### 24 Fees for Membership Dues

The dues for ABATE of Washington membership are set as follows:

1. New member's dues are set at \$30.00 (1 Year), \$70.00 (3 Years) or \$105.00 (5 Years);
2. Renewals are set at \$25.00 (1 Year), \$65.00 (3 Years) or \$100.00 ( 5 Years);
3. Corporate memberships are \$200.00 per year.

### 25 Marketing of the ABATE Name and Logo

ABATE of WA POLICY 25 (amended to include electronic media):

Under no circumstances shall any marketing, promotional or commercial presentation, on behalf of any company or organization, be made under, or in conjunction with A.B.A.T.E. of Washington logo, letterhead, web site or email sent by ABATE of WA representatives, without prior approval by a majority of the individual chapters, having discussed and voted on and such proposal at their respective business meetings.

The purpose of this policy is to eliminate any confusion among the membership as to whether or not any given presentation is approved, endorsed or supported by A.B.A.T.E. of Washington.

ABATE of WA POLICY 25(C)

The only acceptable copyright notice is on printable or electronically conveyed media is in the form of: ©(year) ABATE of Washington, Name of Chapter.

All materials written by ABATE of WA representatives on ABATE of WA printable or electronically conveyed media becomes the property of ABATE of WA and may be used at its discretion.

ABATE of WA POLICY 25(E)

ABATE of WA, and Chapter website editors (webmasters) are volunteers and may not advertise themselves or the companies they work for on any ABATE of WA or Chapter web sites or email sent by ABATE of WA representative. ISP's providing web administration in the form of a domain or web site hosting may have reference hyperlink for the purpose of contacting them. ABATE of WA State and Chapter webmasters will include a hyperlink to an email box for the purpose of contacting them. ISP hyperlinks may include a small ISP logo as a clickable link. Email hyperlinks to webmasters may only include the email address of the webmaster(s).

Exceptions: Publicity for organizations, companies, restaurants, and taverns that donate to your events (toy run, food drive, or other fundraisers) may be included in the story and images about the event. Organizations, companies, restaurants, and taverns sponsoring events may be included in the title of the event with a link to the sponsors web site and email address.

If an ABATE member is using a 'free ISP' or free email such as Hotmail, MSN, or 'freeInet' AND that service puts a line of text as advertising for their free service at the end of their mail it is unavoidable. The use of the free ISP may be the only way to get the member on-line and will be taken into consideration.

The attached document "ABATE OF WASHINGTON INTERNET PUBLISHING GUIDELINES" should be used by all Chapter webmasters and Chapter Online committees in preparing a website for internet use.

## STATE AND LOCAL STANDING POLICIES

### **26 Cost for Replacing Chapter Flag**

The cost to a chapter requesting a replacement "Chapter Flag" shall be set at \$30.00.

Reference Bylaw 4.1.5 "Chapter Flag".

This cost is intended to help offset actual fabrication cost of \$65.00, when a new flag is requested.

### **27 Petty Cash Policies**

Petty cash accounts may be set-up for the sake of convenience for the daily operations of state officers and/or committees.

Petty cash accounts may be set-up for the sake of convenience for an individual's travel expenses as directed by the Executive and/or Board of Directors.

1. Monies shall be disbursed from ABATE of Washington current checking account made payable to individual receiving funds.
2. Individual receiving funds shall be solely responsible for any and all debits made to their petty cash account.
3. Itemized petty cash reports must be submitted to state office on or before the 7<sup>th</sup> of each month.
4. Report must be submitted on all petty cash accounts that have an outstanding balance regardless of activity.
5. Reports must contain legible original receipts of all debit activity.
6. Receipts must be itemized to be valid.
7. Reason for expense must appear on receipt to be valid, as well as on itemized report.
8. Disbursements from petty cash accounts over \$100.00 must have written pre-authorization from an Executive Board officer or the Board of Directors to be valid.
9. Failure to follow the above policies will result in immediate revocation of petty cash account privileges.

### **28 Chapter Levy Policies**

All chapters shall hold a minimum of one non-charity profit generating event/activity each fiscal year.

The option of two or more chapters combining for the purpose of organizing an event/activity is recommended for small chapters.

All chapters shall submit an itemized event/activity financial report to the state office for every chapter event/activity that generates profit. This report shall be submitted within 30 days of the final financial accounting of the event/activity.

Every event/activity report shall be accompanied by the chapter event/activity levy in the amount laid out below:

10% of the total net profit of the event/activity.

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Event/activity levies must be made payable to ABATE of Washington and drawn on the chapter checking account.

Failure to follow the above guidelines will result in chapter's voting privileges being revoked at Board of Directors meeting.

Upon compliance, chapter's voting privileges will be immediately reinstated.

### **29 Credit Card Policies**

1. No cash advances will be allowed.
2. Receipts must be turned in to State Treasurer within 14 days after charge is made.
3. All receipts not given to Treasurer within 14 days will result in individual being billed for the charges.
4. Receipts must be itemized to be valid.
5. Reason for charge must appear on receipt to be valid.
6. Charge must be authorized by a state officer or pre-authorized by the Board of Directors.
7. Charges for travel expenses must follow current State Bylaw and Standard Operation Policy procedures.
8. Any infraction will result in automatic revocation of card.

### **30 State Funded Travel & Training Policy - New**

This policy is to outline the purpose of this fund, the budgeting process and also the request and approval processes.

1. These funds are to allow ABATE of WA members to attend other Motorcycle Rights Organization (MRO) events and meetings for the purpose of bettering ABATE of WA. Also the fund is available for other training, as deemed necessary.
2. ABATE will establish funds in the annual budget process at the October Board of Directors meeting. The budget will be approved by a simple majority vote.
3. These funds will reimburse expenses requested by applicants; subject to the limitation defined and approvals granted.
4. Reimbursement must be in accordance to ABATE of WA State and Local Standing Policy #23 Qualifications for Reimbursement.
5. The funds are limited and where possible member and/or chapter expense sharing is encouraged. Such data relating to expense sharing should be included on the request form.
6. The member is required to complete the State Funded Travel and Training Request form and submit the form to their Chapter Coordinator.
7. The Chapter Coordinator will verify that the member is in good standing and send the completed form to ABATE of WA's mailing address. Also noting recommendations as deemed appropriate.

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8. The State Treasure will verify availability of funds:
  - If funds are not available, the State Treasure will inform the Chapter Coordinator, who will inform member.
  - If funds are available, the State Treasure will forward request form to the State Coordinator and the State Secretary.
9. The State Secretary will add the request to the next Executive Committee meeting agenda, as new business, and will bring copies for committee members. Also the State Secretary will contact applicant to inform them when the Executive Committee will hear their request. The applicant will have the option to attend the meeting to speak to their request.
10. The Executive Committee will vote based on how the applicant's request will benefit ABATE of WA. If applicant is present at meeting, they will be asked to leave during the voting process. If applicant is not present, the State Coordinator will contact applicant to inform them that request has been approved or disapproved.
11. All members using this fund are required to submit in writing a report about their trip to ABATE of WA's Newsletter Editor, State Coordinator, and Treasurer within 60 days of their return. Reimbursement will not occur until report is received.
12. Travel requests approval process must be completed prior to incurring travel expenses or reimbursement will be denied.

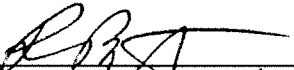
## STATE AND LOCAL STANDING POLICIES

THESE POLICIES AND PROCEDURES OF A.B.A.T.E. OF WASHINGTON, A  
NONPROFIT ORGANIZATION CONFIRMED AND ADOPTED BY:

The Board of Directors of A.B.A.T.E. of Washington


DATED THIS 29<sup>th</sup> Day of July, 2007

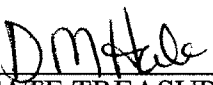
ATTESTED BY:

  
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STATE COORDINATOR Rich Bright

  
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DEPUTY STATE COORDINATOR Ron Voss

  
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DEPUTY STATE COORDINATOR Dutch Phillips

  
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STATE SECRETARY Rona Smith

  
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STATE TREASURER Darla Hale