

A - American

B - Bikers

A - Aimed

T - Toward

E - Education

of OHIO, INC.

ORGANIZATIONAL MANUAL

2007

ABATE OF OHIO, INC.

ORGNAIZATIONAL MANUAL

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ABATE OF OHIO, INC.

POLICY AND PROCEDURE

PREFACE

WHAT IS ABATE OF OHIO?

1. ABATE of OHIO, Inc. (American Bikers Aimed Toward Education) is a not-for-profit organization, §501(c)(4), dedicated to “...*preserving the rights, improving the image, and promoting the safe operating practices of all Ohio motorcyclists.*”

STATEMENT OF POSITION AND ACTIVITY TO PROMOTE THAT POSITION

2. ABATE is a freedom of choice organization, dedicated to the premise that the individual is best suited to decide the type of motorcycle to ride, the type of safety gear to wear, and their own personal life-style.
3. The primary objectives of ABATE are:
 - a. Monitor legislative activity in regard to laws affecting motorcyclists, especially those designed to restrict our freedom of choice, and to encourage all members to become politically involved in order to effect positive legislation and deter that of a negative nature to motorcycling.
 - b. To mount vigorous campaigns in support of motorcycle rider education and related safety programs.
4. ABATE encourages all members to register and vote. Efforts are dedicated to raise members’ political awareness through public forums, writing letters and meeting elected representatives. In cooperation and coordination with the State Office, ABATE members have the opportunity to present ABATE issues and educate governmental leaders and the public about the needs of Ohio motorcyclists.
5. Legislative directors on state and region levels help to coordinate these efforts; and, when necessary, provide a communication link between the organization and elected officials.
6. ABATE supports the American Motorcyclist Association (AMA), the Motorcycle Riders Foundation (MRF), as well as other motorcyclist rights organizations around the nation.

7. In addition, ABATE disseminates motorcycle related information, stages events for ABATE, raises funds for approved charitable organizations and works for the general promotion of motorcycling.

Accomplishments:

9. ABATE of Ohio, Inc. has been instrumental in promoting the interests of all Ohio motorcyclists in many areas. ABATE worked to get legislation passed to create the Motorcycle Ohio Program (MO). The MO Program continues to train thousands of new motorcyclists each year and offers a course for the experienced rider.
10. Each May, ABATE sponsors the Motorcycle Awareness Rally in our state capitol to raise public awareness of the fact that, with the coming of riding season, motorcycles are back on the road.
11. To demonstrate the community involvement of motorcyclists in Ohio, ABATE members, through region programs, have staged and participated in events that have raised monetary donations and collected much needed items such as clothing, toys, etc. for approved charitable organizations.
12. Perhaps our greatest achievement is the creation of an organization that enables motorcyclists to become educated, both politically and in safe riding practices; an organization that offers activities and brotherhood with fellow motorcyclists; an organization that will stand up and fight for all motorcyclists; and, works to ensure future generations will be able to enjoy the freedoms we hold so dear.
13. ABATE is an organization comprised of members who volunteer their time toward the goal of promoting motorcyclist rights and safety. To be a successful member or officer, it is important to remember that your time and the time of other members are given freely. As members and officers of ABATE there could be a need for you to commit some of your personal time. The commitment can vary depending on your level of involvement. You need to consider the time commitment necessary whenever you are

INVOLVEMENT IN ABATE

considering accepting nomination for an office and determine if you can incorporate the time required into your schedule without disrupting your entire lifestyle. For many members and officers, the time commitment is not a burden because devoting time towards promoting motorcyclist rights is an important part of their lifestyle as motorcyclists.

14. **ABATE needs and appreciates each member's dues, however, ABATE members and the motorcyclists of Ohio needs your help, ideas, enthusiasm, knowledge, skills, expertise, and active participation. As you learn about our organization try to identify a particular area or areas where your personal interests and expertise will benefit motorcyclists of Ohio. Some of the areas include, but are not limited to, Safety and Awareness, legislative/political activities, fundraising, leadership, communication, ...**
15. **When you find your area or areas of personal interest, contact your County Coordinator or Region Director to discuss your active participation to help further the goals of ABATE.**
16. No matter how devoted you are to motorcyclist rights, if you allow demands on your time to become too high, you will reach a point commonly referred to as "burn out." See Section on Effective Leadership for discussion on "burn out".
17. **In return for your involvement in ABATE, you will have the opportunity to meet new riders, expand your network, create and build lifetime friendships, build and use new skills, develop riding skills, and develop the self satisfaction of knowing your personally helped protect motorcycling in Ohio.**
18. As a volunteer organization, it is important to note that ABATE members represent all nationalities, races, genders, ages, and religious affiliations. Members come with a multitude of personalities, ride all types of motorcycles, or may not own a motorcycle. Participation in ABATE will mean working along side of members who come from all aspects of motorcycling. Our members occupations are numerous and varied, they include both blue and white-collar occupations from mechanics to police officers to mayors to legislators.

ABATE OF OHIO, INC.

POLICY AND PROCEDURE

STRUCTURE AND OWNERSHIP OF ABATE

STRUCTURE OF THE ORGANIZATION

Chairman of the Board

Executive Director

Corporate Officers

Board of Directors

Region Director - Region Board of Officers

County Coordinator - County Board

Members

1. ABATE of Ohio, Inc. is a membership-based organization. The basic structure of ABATE of Ohio, Inc., given above, is a general layout of the leadership of the organization. Each level of the structure is under the direction of all levels above it and accountable to all levels, above or below. Each level of the structure is subject to the Constitution, BY-LAWS, and procedures established in the Organizational Manual.
2. The Executive Director answers directly to the Board of Directors, led by the Chairman of the Board. The Region Directors are members of the BOD. The Region Board of Officers directs the region and county activities under the guidance of the Region Director. County Coordinators are members of the Region Board of Officers. The County Boards act under the direction of the Region Board of Officers as to their county activities. Treasuries and monies are held only at the State and Region levels.
3. Election procedures are defined in ARTICLE 6 of the ABATE Constitution and in ARTICLES 5 & 6 of the ABATE BY-LAWS.

WHAT'S IN A NAME?

4. ABATE of Ohio, Inc. (ABATE) is a Not-For-Profit Organization, §501(c)(4). Although ABATE is generally a "tax-exempt organization" under State law, anyone donating assets or monies to the organization may not claim such a donation on their tax returns, as per State and Federal tax law.

5. ABATE of Ohio, Inc. owns its name and no person or other organization may use the name nor conduct business under such name. In addition, members and officers of ABATE may not use the name, nor do business using the name, in any way or at any time without approval of the BOD.

PROPER NAME USAGE

6. ABATE OF OHIO, INC. is the ONLY name that can be used to represent the organization. This is true not only at the state level, but also at region and county levels.
7. Examples of unacceptable versions of the organization's name are: ABATE of Ohio; ABATE of Region __; and ABATE of _____ County. Examples of acceptable versions of the organization's name for the use of regions and counties: ABATE of Ohio, Inc.; American Bikers Aimed Toward Education of Ohio, Inc.; ABATE of Ohio, Inc., Region ____; and ABATE of Ohio, Inc., _____ County. Regions and Counties may also place the Region or County name on a line underneath the ABATE of Ohio, Inc.
8. The term "ABATE" is acceptable in items such as submissions of articles to the Outspoken. The term "ABATE" is also acceptable in writings when it is spelled out the first time it is used followed with a parenthetical abbreviation. For example: In writing, the first time the name is used, it should look like this – ABATE of Ohio, Inc. (ABATE). Subsequent use of the name in the same writing can then be ABATE.
9. The areas where proper usages of the name are of the utmost importance are on event flyers, checking accounts, checks, and advertising. It is possible that if an event is advertised using an unacceptable name, the event insurance, which is issued to ABATE of Ohio, Inc., could later be determined not to cover the event, even though payment has already been made. In addition, members using an incorrect form of the name, using it without authorization or in a purpose unrelated to official ABATE business, could be subjecting themselves to legal and organizational ramifications or sanctions.
10. Region Directors and County Coordinators are responsible to ensure that the proper name requirements are met for the functions and events in their respective areas. Remember, using the proper name is not only for the protection of the

organization but also for the protection of its officers and members.

15. Restrictions, specifications and sanctions on any member or officer in the representation of ABATE in any way, including but not limited to authority to enter into contract/agreements, is specified in ARTICLE 10: MISCELLANEOUS of the ABATE Constitution. Due to the severity of possible sanctions, it is in the best interest of all members and officers to familiarize themselves with these restrictions.

WHO OWNS ABATE OF OHIO, INC. AND THE ASSETS THEREOF?

11. ABATE of Ohio, Inc. is owned by its members under the direction of the Board of Directors. Each member in good standing has an interest in ensuring the continuation of the organization. Likewise, each member has a right to expect proper management (including financial management) at all levels of the organization. For example, a member in any region has a vested interest in all region treasuries and property held by all regions and counties.

12. ALL monies and assets held at state, region or county levels are owned, in their entirety, by ABATE of Ohio, Inc. ALL funds, from whatever source, received at ABATE events or meetings (state, region, and county) are the sole property of ABATE of Ohio, Inc. and must be deposited into the state or region accounts. Regions are allowed to maintain separate treasuries but this does not mean those monies or accounts “belong” to that region. Region treasuries are maintained by the regions only upon authority of the BOD and subject to all rules, policies, and procedures. The BY-LAWS do not allow for county treasuries, therefore all monies collected at county meetings must be turned over to the Region Treasurer along with the Meeting or Event Report. The Executive Director and/or State Treasurer may freeze and/or take over a region account if violations of rules are found to exist.

13. ALL items purchased using ABATE funds or donated to ABATE (region, county or state levels) belong to ABATE of Ohio, Inc. and can only be used for ABATE purposes. This means that ABATE monies, property and/or assets may not be loaned to anyone, member or non-member, for their personal use. Non-cash assets of the organization, at all levels, must be reported on the proper inventory report. [See State Treasurer’s Manual for additional information, requirements, limitations, and forms.]

14. Ohio state law and ABATE BY-LAWS do not allow funds or monies of ABATE of Ohio, Inc. to be used to the benefit of, or be distributed to its members, Directors, officers, or other private person. This includes items purchased with ABATE funds or donated to ABATE. In addition, no member, region or county of ABATE may give or raise money for, or give ABATE property of any kind to any individual, member, officer, family or non-approved charity organization. This is state law and the rule of ABATE’s constitution. Compliance with these two rules is not optional and must be strictly adhered to at all levels of ABATE and at all times. Non-compliance may result in legal and/or organizational sanctions.

ABATE OF OHIO, INC.

POLICY AND PROCEDURE

EFFECTIVE LEADERSHIP

BE A LEADER

1. It takes a special type of person to be an effective leader. Leadership requires putting the goals of the organization before personal goals, friends, etc. A good leader does not allow special privileges or benefits to any member or officer no matter what their relationship is to the leader. For example, a good leader will not allow others to act to the detriment of ABATE or make exceptions to rules for the benefit of friends or relatives.
2. Leadership requires learning and practicing positive relationship skills. To be a good leader, you should ask questions and make requests instead of issuing orders. You must begin with praise and honest appreciation. Before pointing out the mistakes of others, be sure to be open about your own mistakes. Allow others to save face and use encouragement and praise for each step of their improvement. Whenever possible, you should only call attention to another's mistakes in a discreet fashion. These skills will help make others more agreeable to assist in meeting the goals of the organization.
3. Leadership requires the courage to lead. If you have the courage to make decisions and accept the responsibility for your actions, you will find that people will always defer to you. This requires you to keep your word, do every job to the best of your ability, have the courage of your convictions and a willingness to take full responsibility for the failures of the people under you, as well as your own failures. A good leader always gives credit where credit is due. Before even considering taking personal credit for any success, a good leader gives credit to all of those who contributed in reaching the goal, and only mentions themselves last, if at all.
4. Leadership requires the ability to keep members focused on the goals of ABATE. Members are present at meetings and events because they are interested in the established goals of ABATE. Leadership is not the opportunity to promote your own personal agenda, pet projects, or goals. Although it is not uncommon that meetings will sometimes digress to other topics, if you as the leader allow other goals to dominate the work of your county or region, then the members who are truly interested in motorcyclist rights will quit. You will be left with a group of people who have no interest in ABATE's goals and will each want to promote their own agenda, pet issues or projects. When the focus is diverted from motorcyclist rights, ABATE not

only loses valuable members but important work is not accomplished. Keep the focus on ABATE goals. Be sure that all members understand how each event, meeting, etc. helps to reach ABATE goals. By doing this, you will help create the enthusiasm necessary to develop active members.

BE FRIENDLY

5. No one likes to deal with crabby people or those who complain or approach everything in a negative fashion. This is especially true in leaders. Don't criticize, condemn, or complain. Be positive about ABATE. Not all members or officers are going to agree on everything. That is normal in a democratic organization – sometimes the issue being voted on goes your way and sometimes it doesn't. Be sure to be a good listener and give members an opportunity to be heard. Have clear discussions of issues examining why the difficult issue is necessary and then be sure all voting is done fairly and by the rules. This will save hard feelings and encourage those who lost the vote to deal with it philosophically and not with anger.
6. The members you are dealing with are your neighbors and fellow motorcyclists. Find out what is important to them. Take the time to learn and remember names. Remember members, new or current, should never come to a meeting or event without someone making an effort to greet or talk to them. A smile and a personal greeting will encourage members to come to meetings and be active in events.
7. Leaders should be genuinely interested in other people and be comfortable enough with their own self-image that they do not use their position as an officer to promote their own importance and/or agenda. Leaders are able to sincerely make others feel important. To accomplish this, leaders try to let others do the most talking and try to see things from their point of view. Be sympathetic to the ideas and desires of others but at the same time appeal to their nobler motives.

BURNOUT

8. "Burn out" is one of the leading problems facing volunteer organizations of all kinds. There are several actions you can take in order to avoid burn out and to continue to be a valuable and contributing member of ABATE. First and

foremost, recognize that all members and officers of ABATE understand that your health and family does and should come before ABATE participation. When family or other issues come up that will interfere with any commitment you made to ABATE, it is your responsibility to notify the proper officers of the problem as soon as possible so that arrangements can be made to find an alternative solution.

9. Second, as officers, it is important to learn to delegate responsibilities and tasks. You cannot put on an event all by yourself. To try to do so will almost insure that you will suffer from burn out. When delegating be sure that the members understand what their responsibilities are, the time frame for completion of the task, and understand that they need to report to you when the task is done or if there are any unforeseen problems in accomplishing the task.
10. Third, remember there are other officers in ABATE that either are currently or have previously dealt with the same issues and problems you are experiencing. Use them as a resource. Most current or former officers will be happy to discuss issues with you and offer solutions that you may not have considered. Finally, the key to avoid burn out is to organize your time. In order to avoid wasting time or dealing with avoidable problems, take the time to plan carefully in advance.
11. As officers you will save time and headaches if you establish when is the most convenient time to contact you. This will help prevent receiving calls or visitors at inconvenient times. If being contacted at work will cause you problems, do not give out your work number. Likewise if you have to contact someone at their place of employment, at the beginning of the conversation be sure to inquire if it is an opportune time for them to talk.

DEALING WITH CRITICISM

10. When people are critical of you, remember to first examine the validity of the criticism. If they are valid and constructive criticisms, take them to heart and determine a plan to correct the problem. Be sure to be honest with yourself and others if you have made a mistake. We are only human and mistakes are part of life. There is no shame in making a mistake, but it is up to you to correct it or at the very least not to repeat it. When criticism is not valid or constructive, remember that unjust criticism is often a disguised complaint. If you do the best you can, no one can complain. If unreasonable criticisms are continuing and making it difficult for you to be an effective leader, contact the next higher-ranking officer for advice. Perhaps a private conversation with you, another officer and the critical member to discuss the issues may alleviate the problem.

11. Dealing with the mistakes of others is also an important skill in being an effective leader. Remember that criticism, presented incorrectly, can destroy participation and self-image. When you see that something is wrong or a mistake has been made, try asking, "What happened?" instead of "Who did it?" You should always make it clear to people that you are interested in facts and not interested in hearing what they think you want to hear. With facts, you can correct a mistake and not have to resort to criticism.
12. Always remember how you would like the situation treated if you were the one who made the mistake. Take mistakes as a learning opportunity rather than an opportunity to be critical. If mistakes are due to a lack of knowledge of the correct way of handling a project or of the correct procedure, then take the time to explain the correct way. No one likes their "pants pulled down in public" so always try to have these conversations in private. If the explanation of the correct procedure would benefit all members, then do so in a way that does not direct attention to the person who made the mistake.

TIPS FOR HANDLING DIFFICULT PEOPLE

13. All groups tend to have one or more "difficult" people and ABATE is no exception. These people take many forms such as the person who knows everything, those who argue about everything, those who are too shy to speak, those who always talk, and those who seem disinterested, indecisive, or resentful. It takes patience, preparation, and practice to learn to deal with each of these types of members.
14. The following are paraphrased or quoted sections of an article by Mr. Jeff Atwood published in the ABATE of Indiana's Guidebook and are possible methods of dealing with each of these "difficult" types.
15. **Know-it-all** – Turn the comments made by the know-it-all over to the other members present for their opinions. Building the groups confidence level into a team atmosphere will prevent them from allowing such imposition of views.
16. **Argumentative** – Always "keep your cool". Don't lose the respect of the whole group just to stop one member. Use questions to draw out the individual and use the group to generate a discussion. The shift of the argument develops between the individual and the other members and not you. In that case it does not matter who is right and wrong. It generates a good discussion and you come out a winner either way.
17. **Shy** – Draw these people into the conversation by calling them by name and asking direct open-ended questions to gain their opinions.

regions to see what they would suggest as a plan. If it is serious issue, bring the issue to the Deputy Director assigned to your region. The Deputy Director or Region Director can bring issues to the BOD for guidance.

OTHER SUGGESTIONS ON EFFECTIVE LEADERSHIP

18. **Grudge Bearing** – Try to avoid the person’s area of “Pet Peeve”. Set the groundwork for the person by explaining that any issues discussed are to be for the benefit of the majority and not platforms for personal complaints. If there is rivalry between two participants, keep them apart.
19. **Talkative** – Do not call on them and avoid eye contact. If they get control, tactfully interrupt and ask others to comment. Ask others for opinions. It may be necessary to ask the talkative person to politely refrain and give others a chance. Another solution would be to, at the start of each meeting, set a time limit for each speaker and request members to avoid repetition of ideas and comments.
20. **Disinterested** – A good method to use is to take time apart from other members to have a discussion to find out the individual’s motives for being in ABATE. Once armed with that information you may get them involved by asking their advice or direct questions in the areas in which they are interested. It is possible they do not understand all of the important issues and goals surrounding the protection of motorcyclist’s rights. Discussions of ABATE’s goals and objectives may inspire interest and guide the member into becoming more active.
21. **Indecisive** – These people like to debate issues at great length. They will always cause meetings to run past time allowed. They constantly try to get your opinion as a leader. Here is where time limits on speakers will help. After each interested member has had an opportunity to voice their opinion, the question should then be called and a vote taken.
22. **Resentful** – Resents others’ opinions, especially when it relates to how they perform at their tasks or duties as an officer. This person may believe that he or she does the task better than anyone else could. Get them to contribute to the task and keep them involved without letting them dominate. They then feel they are demonstrating their expertise and may be more cooperative.

24. Other suggestions for solid leadership skills:

- Show confidence in yourself.
- Remain cool in the midst of trouble.
- Gain cooperation from others by giving them your cooperation and support first.
- Be absolutely honest and truthful in your verbal and written statements.
- Stand up for what you believe is right.
- Never make a promise you cannot keep.
- Never make a decision you cannot support.
- Be willing to lend a helping hand.
- Make others feel important.

TECHNIQUES IN ANALYZING A PROBLEM

23. The first step to analyzing a problem and finding a solution is to get all of the facts. Look at what the problem is and what caused it. The next step is to brainstorm on all of the possible solutions. Choose the best solution and then act on it. Without action, the problem will not go away or will keep coming up in the future. Deal decisively and affirmatively. If you and other local members or officers cannot determine a plan of action, consult officers in other

ABATE OF OHIO, INC.

POLICY AND PROCEDURE

QUALIFICATION GUIDELINES FOR OFFICERS

GENERAL TO ALL OFFICERS

1. All candidates for any officer position at all levels must be have the following qualifications:
 - a. Meet all requirements specified in the Constitution and BY-LAWS.
 - b. Possess the skills, knowledge, and temperament necessary to meet the duties of the designated office as specified in the Constitution and BY-LAWS.
 - c. Be honest and trustworthy.
 - d. A strong commitment to the motorcyclist rights movement and a desire to play an active role in meeting established goals.
 - e. A strong commitment to upholding the Constitution, BY-LAWS, and established Policies and Procedures of ABATE
 - f. The ability to work with a number of different personalities.
 - g. The ability to put personalities aside in order to make and follow through with tough decisions necessary to promote solid business practices and meet the goals of ABATE.
 - h. The ability to place the goals of the organization above personal goals.
 - i. The ability to devote the necessary blocks of time to perform the required duties and responsibilities.
 - j. The ability to attend meetings and events pertinent to their level of office and state events.
 - k. Possess solid leadership skills and the ability to delegate, when needed, to other officers and members.
 - l. It is preferred to have as many officers as possible to be First Aid and CPR qualified.
 - m. It is encouraged that all officers have the ability to be connected electronically.

- c. The ability to represent ABATE in a professional manner and to promote professionalism in the practices and policies of the organization.
- d. A minimum of 10 years experience in leadership positions in a recognized state or national motorcyclist rights organizations.
- e. A minimum of a 4-year degree from an accredited university or college is preferred.
- f. A minimum of 2 years experience in a management or administrative position, preferably in a §501(c)(4) or §501(c)(3).
- g. A solid understanding of state and federal legislative processes.
- h. Ability to develop a solid understanding of the contents of the Organizational Manual.
- i. Proven leadership skills.
- j. A solid understanding of the motorcycling community.
- k. A solid understanding of the concerns, needs, and goals of motorcyclists and a proven record of pursuing such goals to the betterment of a SMRO and the motorcycling community at large.
- l. Preferably has established contacts and networks with members of other SMRO's and national motorcyclist' rights organizations.
- m. Able to be bonded if required by BOD.

CHAIRMAN OF THE BOARD OF DIRECTORS

3. Any person nominated for the position of Chairman of the Board should have the following minimum qualifications:
 - a. The ability to represent, ABATE, in a professional manner and to promote professionalism in the practices and policies of the organization.
 - b. A member in good standing for a minimum of 7 years.
 - c. A minimum of 5 years as a member of the BOD.
 - d. A solid understanding of Robert's Rules of Order and the contents of the Organizational Manual.
 - e. The ability to conduct and control a meeting of the BOD while facilitating productivity.
 - f. The ability to work productively with the Executive Director and the BOD.
 - g. A solid understanding of the concerns, needs, and goals of motorcyclists and a proven record of pursuing such goals to the betterment of ABATE and the motorcycling community at large.

EXECUTIVE DIRECTOR

2. Any person considered by the BOD for the position of the Executive Director should have the following minimum qualifications:
 - a. Proven problem solving skills using negotiation, compromise, and if necessary, executive decision.
 - b. Proven communication skills, both written and spoken, directed to a wide audiences including members, politicians, the public, and the media.

DEPUTY DIRECTORS

4. Any person considered by the BOD for the position of Deputy Director should have the following minimum qualifications:
 - a. Possess a solid understanding of the contents of the Organizational Manual.
 - b. The ability to work productively with the Executive Director and the BOD.
 - c. The ability to lead special projects as assigned by the BOD or the Executive Director.
 - d. The ability to follow through and complete assigned special projects.

REGION DIRECTORS

5. Any person considered for the position of Region Director should have the following minimum qualifications:
 - a. A solid understanding of the contents of the Organizational Manual.
 - b. The ability to represent, ABATE, in a professional manner and to promote professionalism in the practices and policies of the organization.
 - c. The ability to attend meetings of the BOD, State events, or functions, and meetings of the RBO.
 - d. Possess a sense of organization, ability to conduct productive meetings, ensure proper record keeping and be accessible to members and other officers.
 - e. The ability and willingness to lead by example and to maintain a profile of high character.
 - f. The ability to recognize the strength's of individual members and to motivate members and officers in promoting the goals of the organization.

REGION DEPUTY DIRECTORS

6. Any person considered for the position of Region Deputy Director should have the following minimum qualifications:
 - a. A solid understanding of the contents of the Organizational Manual.
 - b. Possess a sense of organization, ability to conduct productive meetings, ensure proper record keeping and be accessible to members and other officers.
 - c. The ability and willingness to lead by example and to maintain a profile of high character.
 - d. The ability to recognize the strength's of individual members and to motivate members and officers in promoting the goals of the organization.
 - e. The ability to take the lead in ensuring all events within the region, both region and county, meet all sanctioning and event insurance requirements and reporting. In addition, to ensure all events are operated and reported following all rules, policies and procedures specified in the Organizational Manual.

- f. The ability to lead special projects as assigned by the RBO or the Region Director.
- g. The ability to follow through and complete assigned special projects.

COUNTY COORDINATORS

7. Any person considered for the position of County Coordinator should have the following minimum qualifications:
 - a. Posses a solid understanding of the contents of the Organizational Manual.
 - b. The ability to attend meetings of the RBO, Region events or functions, and meetings of the County Board.
 - c. The ability to take the lead and work with the Region Deputy Director in ensuring all events within the county meet all sanctioning and event insurance requirements and reporting. In addition, to ensure all events are operated and reported following all rules, policies and procedures specified in the Organizational Manual.
 - d. Possess a sense of organization, ability to conduct productive meetings, ensure proper record keeping and be accessible to members and other officers.
 - e. The ability and willingness to lead by example and to maintain a profile of high character.
 - f. The ability to recognize the strength's of individual members and to motivate members and officers in promoting the goals of the organization.

SECRETARY – ALL LEVELS

8. Any person considered for the position of Secretary should have the following minimum qualifications:
 - a. A solid understanding of the contents of the Organizational Manual.
 - b. A solid sense of organization and how to maintain proper meeting minutes and other records.
 - c. The ability to keep organized files, conduct correspondence, and be accurate and timely in required reporting to the State Office.
 - d. The ability to attend officer or director meetings and to be accessible to members and other officers.
 - e. Computer literacy is required.
 - f. **Possess skills and detail orientation to annually coordinate with the State Office to compile and keep updated a list of all ABATE officers at all levels.**

TREASURER – ALL LEVELS

9. Any person considered for the position of Treasurer should have the following minimum qualifications:
 - a. Prior bookkeeping experience is highly desirable.
 - b. A solid understanding of responsible and accurate bookkeeping.

- c. An ability to handle cash or checks in an accurate and responsible fashion.
- d. An ability to guard against theft or embezzlement.
- e. The skills and understanding necessary to perform accurate bank account reconciliation.
- f. The ability to maintain accurate records, documentation necessary to meet organizational financial requirements.
- g. The ability to provide all reports, with required documentation, to the State Treasurer within the time requirements specified in the Organizational Manual.
- h. The ability to attend officer or director meetings and to be accessible to members and other officers.
- i. State Treasurer may not simultaneously be a treasurer at the Region level.
- j. The ability to be bonded.
- k. Computer literacy is required.

- g. An ability to handle cash or checks in an accurate and responsible fashion.
- h. An ability to guard against theft or embezzlement.
- i. The ability to maintain accurate records, documentation necessary to meet organizational products requirements.

LEGISLATIVE– ALL LEVELS

- 12. Any person considered for the position of Legislative Director/Officers, should have the following minimum qualifications:
 - a. State Legislative Director must be a member in good standing for five (5) years.
 - b. State Legislative Director must possess a solid and in-depth understanding of the legislative and political processes at both the state and federal levels, as well as the processes and procedures related to executive agencies’ regulatory powers.
 - c. Proven communication skills, both written and verbal, directed to both individuals and wide audiences including: members, politicians, the public, and the media.
 - d. The ability to represent, ABATE, in a professional manner and to promote professionalism in the practices and policies of the organization.
 - e. Ability and desire to coordinate legislative and political activities, positions, campaigns, initiatives, etc.
 - f. Must be detail oriented and have access and ability to perform accurate and thorough research and reports on legislative and political issues, along with a solid understanding of the availability and use of legislative and political research tools both on and off the Internet.
 - g. Must possess a solid understanding of political and legislative “clout”, the use of diplomacy and the ability to protect their own and the organization’s legislative and political credibility and integrity.

SECURITY OR SERGEANT AT ARMS – ALL LEVELS

- 10. Any person considered for the position of Security Officer or Sergeant at Arms, should have the following minimum qualifications:
 - a. An ability to develop and implement security measures for meetings and events.
 - b. Possess good self-control and interpersonal skills necessary to be effective in conducting duties.
 - c. An ability to use logic, compromise, and diplomacy to defuse tense situations.
 - d. The ability to read situations and act independently with due regard for the safety of members and other persons and with regard to the organization’s goals.
 - e. The ability to aid in verifying membership status at elections.

PRODUCT– ALL LEVELS

- 11. Any person considered for the position of Product Director or Officer, should have the following minimum qualifications:
 - a. State Products Director - the ability to store, maintain product, product trailer and transport the product trailer and operate product sales at all State events and a reasonable number of region events each year.
 - b. State Products Director – the ability to act as purchasing agent and distribution point of product for ABATE.
 - c. Possess a good eye for design, able to use marketing skills to promote sales, able to review sales history to determine what will sell and in establishing amount of items to be ordered with the goal of making a profit and promoting a positive image of ABATE.
 - d. The ability to be bonded.
 - e. Computer literacy is required.
 - f. A solid understanding of responsible and accurate bookkeeping and inventory control.

NEWSLETTER EDITOR

- 13. Any person considered for the position of Newsletter Editor, should have the following minimum qualifications:
 - a. The knowledge and ability to use the computer programs necessary to organize, edit submissions for the newsletter and to provide layout or type set of the Outspokin Magazine, in a consistent and timely manner.
 - b. The ability and technical knowledge necessary to interface with printer and mailing services.
 - c. Proven writing, spelling, grammar and other editorial skills necessary to performing editor’s duties.
 - d. The skills necessary to track advertising in each issue and invoice accordingly in coordination with the State Office.

WEB MASTER - ALL LEVELS

14. Any person considered for the position of Web Master, should have the following minimum qualifications:

EVENTS– ALL LEVELS

15. Any person considered for the position Events Director/Officer, should have the following minimum qualifications:
- Possess a solid understanding and knowledge of all aspects of planning, management, and execution of an event.
 - The ability to establish a solid and effective communication network with Region Directors, the State Office, Newsletter Editor, and the Web Team.
 - The ability to review all event flyers to ensure each meets all organizational requirements and/or limitations.
 - The ability and knowledge to transfer approved event flyers in a digital format to the State Office, the Newsletter Editor, the Web Team and the Region Director.

SAFETY & EDUCATION – ALL LEVELS

16. Any person considered for the position of Safety & Education Director/Officer should have the following minimum qualifications:
- Possess a strong commitment to the motorcyclists' rights movement and a desire to play an active roll in the promotion of an ABATE Motorcycle Safety and Awareness Campaign.
 - Possess solid leadership skills and the ability to coordinate responsibilities and task with members of the Safety and Education Teams.
 - The ability to communicate to wide audiences, including politicians, the public, the media, medical personnel, ABATE members and Region/County Safety and Education officers.
 - The ability to keep all curriculums for the Safety and Education Teams current and up-to-date.
 - The time and ability to hold an annual training review day with the Education Teams to make sure the information being disseminated is correct and up-to-date. And, to discuss and incorporate new ideas from the Team members.
 - The ability to develop and implement programs, initiatives, and/or activities designed to increase the awareness of motorcycling to the non-motorcycling public.

EX-OFFICIO DIRECTOR - STATE LEVEL

17. Any person considered for the position of Ex-Officio Director should have the following minimum qualifications:
- The Ex-Officio Director must be a member in good standing of ABATE of Ohio, Inc. for a minimum of fifteen (15) years and has successfully completed a full term as an officer at each level of ABATE.
 - Has the ability and desire to safeguard the principals of ABATE.
 - Has the ability to ensure that ABATE business is conducted in compliance with all rules, BY-LAWS, regulations, policies established by ABATE, the State of Ohio, and these United States.
 - Has the ability to assist in safeguarding the financial stability of ABATE.

ABATE OF OHIO, INC.

POLICY AND PROCEDURE

MEMBERSHIP

MEMBERSHIP CRITERIA

1. ABATE of Ohio, Inc. is open to all persons 18 years or older having an interest in preserving personal freedoms and sharing our goals. Owning a motorcycle is not necessary.
2. Dues are assessed yearly: Single - \$25.00; Couple - \$40.00. A couple membership will only have one address location listed. Dues amounts are subject to change by a vote of the Board of Directors (BOD).
3. Dues are the most basic step in membership. With the exception of the lifetime membership award, no member or officer may have their membership given to them free of charge or by using any ABATE funds as payment.
8. Membership applications received at the State Office without correct payment will not be processed. Most membership applications will be processed within two to three days of arrival at the State Office.

NEWSLETTER

9. ABATE of Ohio, Inc. members receive a newsletter covering important issues and events at local, region, national, and international levels.
10. Member may elect to receive newsletter in a digital format rather than a hardcopy newsletter mailed to the member's home. Due to the common availability of Internet and email to most members and in the interest of limiting the high cost of producing a hardcopy newsletter while freeing up funds for protection of the rights of motorcyclists in Ohio, members are strongly urged to opt for an electronic/digital newsletter format.

MEMBERSHIP APPLICATIONS

4. Membership applications are available at the State Office, at most ABATE events and activities, on the web site - ABATE.COM, and with most region officers. All membership applications, both new and renewal, need to be filled out completely and in a legible fashion.
5. Members who are renewing their membership should be strongly encouraged to send their payment directly to the State Office using the membership renewal envelope.
6. Before taking a membership application from another member, new or renewal, it is important to review Membership Sign-up Procedures in the Financial Section of this manual for the organizational rules on the processing of membership applications.
7. Members taking a membership application from another must sign the bottom of the membership application. They are then responsible for the application and the payment getting to the region treasurer. It is recommended that the member make a copy of the applications prior to submitting the originals to the region treasurer, along with a copy of the money order or checks submitted. Do not photocopy cash. Any person or member who takes a membership application and payment and fails to submit them to the organization will be held personally responsible for the payment and/or may be subject to prosecution.

MEMBERSHIP RECORDS AND CORRESPONDENCE

11. Membership records will be maintained at the State Office and are only available on a very limited basis. Membership lists are not sold to other organizations or vendors. It is strictly prohibited for any member or officer to give away or sell the membership list/report or any portion thereof or use for any non-ABATE activity/purpose. The Executive Board of Directors will hold violations of this rule in the most serious light. Sanctions for such a violation may include expulsion and/or criminal/civil charges.
12. The State Office will only distribute membership reports or labels in hardcopy and may never send out in an electronic/digital format.
13. Region Directors may request membership lists only for their region. Region Directors may request county membership lists be sent to a County Coordinator only for their county. The State Office is the only place where an entire membership list is located. Members of the BOD, non-region directors, may request access to the membership records but only with the approval of the Executive Director.

14. Members, who are experiencing problems in receiving benefits of membership or have questions concerning their membership, should contact the State Office directly by mail, email, or phone.

CHANGE OF ADDRESS

15. Members who are moving or would like their membership renewal and newsletter sent to an alternative address are responsible for contacting the State Office. Change of address, may be made by phone or in writing by the member.

MEMBERSHIP DRIVES

16. All membership drives, programs, or promotions must be submitted in writing and in detail to the BOD at a regular scheduled meeting of the BOD for approval.
17. It is preferred that all such drives, programs or promotions be done at a statewide level.
18. As minimum requirements in all such membership drives, programs and promotions:
 - a. Participants, should be a Member, at the time of participation.
 - b. Should be directed to the signing up of new members.
 - c. Participants must be required to sign their real name at the bottom of membership applications. Applications for new members where the participant who signed up the members is blank, contains a nickname, or is not legible may not be eligible for membership drives, programs, etc.
 - d. Must be sure the application is dated.
 - e. Must be sure the application is submitted according to the rules and time lines established in the Membership Sign-up Procedures in the Financial Section in this manual. Applications received ten (10) business days after the membership application is originally taken should not be eligible for membership drives.
 - f. Winners must be members in good standing at time winners are chosen and must submit all tax forms required in a complete and legible fashion before any prize can be awarded.

CONDUCT OF MEMBERS AND OFFICERS

19. Members and/or officers must at all times follow all requirements, directions, and/or rules established in the ABATE Constitution, BY-LAWS and Policy/Procedures.
20. All conduct, language, behavior, and/or decorum of an officer or member in the representation of ABATE or

when conducting ABATE business should not only conform with the ABATE Constitution, BY-LAWS, and/or Policy/Procedure but must also be situational appropriate.

21. When submitting a writing to ABATE for the web site, Newsletter, etc., or on behalf of ABATE (i.e. letters to legislators or press releases), submitter should, at a minimum, run spell check prior to submission and edit the content to ensure correct usage of the English language and to exclude inappropriate language.
22. Although ABATE in no way intends to limit the civil rights of any member or officer, ABATE as the professional representative organization of all motorcyclists in Ohio and since ABATE's newsletter and website are sent to or read by legislators, executive agencies or other persons of influence, ABATE does not permit the use of "foul" language or photos containing nudity in or on any ABATE newsletter, any ABATE web site, or event flyer, etc.
23. Limits on who may or may not represent ABATE of Ohio, Inc. and the circumstances thereof has been defined in the ABATE Constitution and BY-LAWS.

BENEFITS OF MEMBERSHIP

24. ABATE of Ohio Legal Services Plan is a program which provides legal services, accident investigation assistance, emergency medical information, professional motorcycling education, and legal education to members of ABATE of Ohio, Inc. and their families who are involved in personal injury accidents. Call 24 hours a day, nationwide – 1-800-25-RIDER.
25. At no cost to the member, the ABATE of Ohio Legal Services Plan will provide a referral to attorneys selected by ABATE who have agreed to provide legal services for personal injury accidents to members in ABATE. It is up to the individual member to negotiate attorney's fee but in no event will the fees exceed 33 1/3% of the amount of any recovery received by injured member as a result of the personal injury litigation.
26. If involved in a motorcycle or personal injury accident, never give a statement to anyone other than as required by law, before you consult your legal representative. Also, always (if physically able) obtain the names, addresses, and telephone numbers of witnesses to the accident.
27. Accidental Death or Dismemberment Insurance is provided to all members, although a decision of the BOD may terminate the policy at any time.

28. Information of the details of the plan and/or requirements for making a claim under the policy can be provided by contacting the State Office.
29. Awards and Recognitions are established by the BOD for outstanding achievement and individual member/officer performance in the furtherance of the goals of ABATE. The BOD may, at any time, discontinue any award and or recognition programs. Such awards and recognition may include:
 30. Lifetime Achievement Award is the highest award bestowed on a member or officer of ABATE. Winners will receive a complimentary lifetime single membership. Only the BOD may determine the winner of the Lifetime Achievement Award that will be awarded as appropriate and may or may not be awarded on annual basis. Any member may nominate another member or officer for this award. The nomination must be in writing, signed by the nominating member and include a short essay on why the nominee deserves the award. Decision of the BOD is final.
 31. The Region Recognition Award – is a Region achievement award recognizing outstanding support and dedication on the Region level for the previous year’s efforts.
 32. State Officers may nominate a member or officer for outstanding region achievement and conduct during the previous year.
 33. The BOD will award a Legislative Award, as it deems necessary and/or appropriate to an outstanding Legislator.
 34. The Points Program awards members based on the points they accumulate over the calendar year based upon the program as designated by the BOD. Region Directors are responsible for ensuring that points are tracked and the submission of points for their region’s members is done within the time frames established by the BOD and deadlines required by the State Products Director.
 35. The all too often sought after but often deserved BARF Award (Biker Acting Ridiculous or Foolish) will be awarded as appropriate (but limited to one recipient per year maximum) to the most deserving member or officer. Any member may nominate another member or officer for this award. The nomination must be in writing, signed by the nominating member, include a short essay on why the nominee deserves the award, have photographic evidence (if possible) attached and be submitted to the BOD by October 31st of each year. The BOD, at their November

meeting, will vote if and to whom the award should be bestowed upon. Decision of the BOD is final. Winner of the BARF Award will have his or her picture in the December newsletter, along with an appropriate article, which may or may not include verbiage from the nominating letter.

ABATE OF OHIO, INC.

POLICY AND PROCEDURE

FINANCIAL

STATE TREASURER MANUAL

1. Specific financial, procedure, and form requirements are provide for Region Treasures in the State Treasurer's Manual.
2. Region Treasurers, Region Directors, and County Coordinators should read and be familiar with and follow policies, procedures, and forms in the State Treasurer's Manual.
3. The State Treasurer updates forms when necessary. Region Treasurers, Region and County officers are responsible for destroying out dated forms and distributing copies of new forms appropriately.
4. Each Region Treasurer and Region Director is provided a copy of the State Treasurer Manual and are responsible for the keeping the manual up-to-date and, when leaving office, are required to turn the manual over to the incoming officer.

MEMBERSHIP SIGN-UP PROCEDURES

5. All applications are to be sent to the State Office no more than ten (10) business days after they are taken. Members taking applications from other members, new or renewal, are responsible for the application and the money being turned over to their region treasurer within 3 days of taking the application. The region treasurer then has 7 days to submit the applications with payment to the State Office. There can be no holding of membership monies. Although region treasurers must process memberships in the time frames required, membership monies processed through the region accounts must be reported in the next Monthly Region Report.
6. All memberships taken at an event or at a meeting must be reported on the appropriate meeting or event report and submitted to the Region Treasurer for processing through the Region checking account.
7. All members in good standing are eligible to sign up new members.
8. **For the protection of ABATE and of the individual member**, it is strictly forbidden for any member or officer to deposit or **commingle** ABATE funds of any kind into

their personal bank account even if they plan to write a personal check to cover the amount. If a member accepts an application and payment from another member in cash, they must either purchase a money order and then submit the applications and money order to the Region Treasurer or hand deliver the cash and application directly to the Region Treasurer. **DO NOT** send cash through the mail!!

9. ALL membership applications must be submitted with payment attached. The State Office will not process an application without full payment attached.
10. Members may submit payment in the form of a personal check for their own membership. However, members whose checks are returned by the bank for any reason will be subject to a mandatory \$20.00 handling fee. Members whose checks are returned will be notified by the State Office and must then cover the cost of the membership and handling charge by money order immediately. Checks will not be accepted as payment for covering returned checks. Members who fail to cover the returned check and handling fee will be turned over for prosecution. Members whose checks are returned by the bank will not receive a newsletter until the check and fee are covered by money order. If the member opts to quit ABATE, they still must cover the check and fee to avoid prosecution.
11. Members who are renewing their membership are strongly encouraged to do so by using the renewal form and envelope provided by mail from the State Office. These are typically sent out the month prior to a member's renewal date. The renewing member should submit renewals directly to the State Office.

REGION CHECKING ACCOUNTS

12. Each region is allowed to have ONE checking account and no other accounts without specific authorization of the State Treasurer. Counties do not have treasuries or bank accounts of any kind, nor are they allowed to maintain any funds outside of the region account.
13. Region accounts must be titled in the name of ABATE of Ohio, Inc. Region number may be placed on a subsequent line.

14. There shall be no ABATE monies, generated at any level or for any reason, placed into a personal account or any other account except authorized ABATE bank accounts.
15. Region accounts must have signatory ability of the Region Treasurer, Region Director, and Executive Director and no others. Region Treasurers must submit bank documents proving that the ownership and signatory requirements of the account has been established by the rules to the State Treasurer on an annual basis.
16. The Region Treasurer must inform the Region Director of the need to open or close the region checking account, unless circumstances require the Region Treasurer to go directly to the State Treasurer. For instance, the Region Director quits or is the cause of the problem situation.
17. The Region Director or the Region Treasurer must then contact the State Treasurer for consent to open or close an account.
18. ALL region and county monies must be deposited into the authorized region account. No region or county may maintain a "SLUSH" fund or petty cash fund. In other words, it is against the rules of the organization, Federal and State tax code and good bookkeeping for any level of the organization to have cash withheld from the treasury' accounts for any reason what-so-ever.
19. ABATE and ABATE PAC are two different and separate organizations and funds may never be commingled in any way.
20. The signing of blank checks is strictly prohibited.

OPEN RECORDS

21. All of ABATE' financial books and records are OPEN Records, with two exceptions.
22. EXCEPTIONS to the open records rule:
 - a. Membership list or any subset thereof. It is against ABATE's policy to give out any form of a membership list to anyone who is not the authorized officer in the requesting region or county
 - b. Personnel records. Personnel records are only open to the Executive Director and the Chairman of the Board. An employee may request to see his or her own personnel record.
23. Access to records is limited to the minimum requirements as specified by Federal and State law.
24. All requests must be made in writing with specificity.
25. Records are available for review, however copies of records (digital or hard copy) will not be provided.

26. The Region Director and Region Board of Officers can request to see all region records, reports and the checkbook and should be making such requests on a regular basis. This is the first line of oversight at the region level.

ENFORCEMENT OF INSUFFICIENT FUNDS CHECK

27. ABATE accepts personal checks for memberships, product purchases, etc. with the following being understood:
 - a. If a check is returned "Non Sufficient Funds" or "Account Closed", the issuer will be liable for the check amount AND an additional \$25.00 handling fee.
 - b. No checks will be accepted to pick up a bad check – it must be in cash or money order.
 - c. If the writer of the check cannot or will not make good the check and fees, their membership will be revoked and are subject to prosecution on a bad check charge.
28. Vendors, who write bad checks to the organization and do not make timely restitution, can be prosecuted and may lose their privilege of conducting business with ABATE in the future.

FUNDRAISING - OTHER ORGANIZATIONS

29. Ohio State law and ABATE BY-LAWS do not allow funds or monies of ABATE of Ohio, Inc. to be used to the benefit of, or be distributed to its members, Directors, officers, or other private person. This includes items purchased with ABATE funds or donated to ABATE.
30. In addition, no member, region or county of ABATE may give or raise money for, or give ABATE property of any kind to any individual, member, officer, family or non-approved charity organization.
31. Compliance with these two rules is not optional and must be strictly adhered to at all levels of ABATE and at all times. Non-compliance may result in legal and/or organizational sanctions.
 - a. This law applies to any monies raised at any level of the organization, including fundraisers and drawings.
 - b. This law applies to purchases. ABATE monies, at any level, may not be used to purchase items to be given to individual members or persons or families.
 - c. The only exception of a member benefiting directly from ABATE monies is when the member is the winner of an advertised event or a winner of an established award.
 - d. ABATE constitution only allows ABATE to contribute charity monies raised to benefit a §501(c)(3) organization.
 - e. ABATE can raise money for – not give money to charity organizations. That means all expenses used for

- charitable events must be returned to the treasuries and only after the deductions of these expenses and the deduction of any percentage of proceeds required to be turned over to the State, can the remainder monies be donated to the charity.
- f. NO monies may be donated to a charity except those raised specifically for and at a sanctioned charity event and for that specific charity designated on the approved event flyer.
 - g. Regions may not put on an event and then earmark the proceeds to cover the expenses of putting on a charity event.

- 41. Earmarking funds specifically collected for an upcoming charity event is allowed only within the rules established in the State Treasurer’s Manual.
- 42. The Region Director must submit a Request to Establish an Earmarked Fund form to State Treasurer for advanced approval to create an earmarked fund.
- 43. Earmarking basic rules:
 - a. No funds may be earmarked unless an earmarked fund was established and approved prior to any funds being raised for the fund.
 - b. Purpose and designated target amount must be established before approval may be granted.
 - c. Earmarked funds may not be used for any other purpose than the designated purpose nor may the funds exceed the designated target amount.
 - d. No fund may last more than one year from date when the first funds are placed into the earmarked fund.
 - e. Earmarked funds do not automatically renew each year, even if for an annual purpose.
 - f. No funds may carryover from one year to the next.
 - g. Unused earmarked funds must be sent to the State Treasury and may not be earmarked again for any reason, nor placed in the Region’s general funds.
 - h. No funds may be placed in earmarked funds that were not raised for that specific purpose.
 - i. Monies placed into an earmarked fund each month may not exceed the amount brought in that month, less all expenses for the month.

FINANCIAL REPORTING

- 32. All financial reports at the Region and County levels must meet all requirements and contain all documentation as specified in the State Treasurer’s Manual.
- 33. Each Region Treasurer must file a Region Monthly Financial Report, with any funds associated; with State Treasurer by the 20th of each month even if there has been no activity.
- 34. A Meeting Report, along with any meeting associated funds, must be filed with the Region Treasurer within 3 days of a county or region meeting even if there was had been no activity.
- 35. As Counties cannot have treasuries, they cannot specifically direct expenditures and/or charity donations without advance approval of the Region Board of Officers.
- 36. No expenses of any kind, except to reimburse the fee for the purchase of a money order, may be made from funds raised or collected at a meeting at any level of the organization.
- 37. An Event report, along with any associated funds, must be filed with the Region Treasurer within 5 days of an event.

EVENTS AND MEETINGS

- 44. Financial rules, processes, reporting requirements, fundraising, and forms will be found in the State Treasurer’s Manual and/or in the Event Planning and Financial Guide.
- 45. All ABATE events, including charity events, are subject to splitting of proceeds as designated by the ABATE Constitution and/or BY-LAWS.
- 46. The ABATE constitution only allows ABATE to contribute charity monies raised to benefit a §501(c)(3) organization. ABATE can raise money for – not give money to charity organizations. This means all expenses used to put on a charitable event must be returned to the treasuries before funds are donated to an approved §501(c)(3) charity. Therefore all proceeds from an event or meeting must be deposited in the region bank account, proper expense deductions and documentation prepared before a region treasurer can release a donation check to a charity.
- 47. No funds may be released to a charity on the date of the charity events. Only the Region Treasury may release funds to a charity after all funds are collected, expenses

EARMARKING OF FUNDS

- 38. Earmarking of Region funds is discouraged and only used in very specific purposes.
- 39. A Region’s treasury with the \$1,000.00 reserve is intended to assist Regions with expenses required to run a Region and to provide funds for pre-event expenses.
- 40. Earmarking of funds is never to be used to pay for all or most of an event’s expenses up front and should never be authorized.

paid, State split determined and deducted. Charitable funds are only to be released in the form of a Region check and never in the form of cash. Proper forms must be provided by the approved charity.

48. No funds may be raised for a qualified charity unless the charity has given their consent in advance and authorized representatives of the charity understand that raised funds are subject to expenses and State split.

ABATE PROPERTY

49. Detailed financial rules, processes, reporting requirements, and forms related to property belonging to ABATE will be found in the State Treasurer's Manual.
50. There are two ways an item can come into the ABATE inventory:
 - a. It is purchased with ABATE monies at any level.
 - b. It is donated to ABATE by a member or a non-ABATE person/business/organization.
 - c. Note all donations, monies or property, are not tax deductible to the donor.
51. Members and officers in possession of ABATE property are responsible to safeguard the property
52. Once donated, the donor may not take the property back without written consent of the Executive Director. In other words, if you donate it, it becomes an ABATE toy and no longer your toy.
53. Items belonging to ABATE, at whatever level, should never be placed into the possession of a non-member.
54. Members whose membership expires must return all property in their possession that belongs to ABATE to the Region Director and/or Region Treasurer within 30 days unless earlier date is required by Region Director, State Deputy Director, and/or Executive Director.
55. Officers leaving office or resigning their office must place all property belonging to ABATE and those associated with their former office, into the hands of the new officer of that position or into the hands of the Region Director or Region Treasurer within 1 (one) week of end of term or resignation.
56. Refusing or failing to turn over ABATE property can result in any or all of the following:
 - a. Expulsion as a member of ABATE.
 - b. Subsequent criminal charges filed for theft.
 - c. Civil legal suit filed.

ABATE OF OHIO, INC.

POLICY AND PROCEDURE

MEETINGS

GENERAL

1. ABATE meetings at all levels are open to the public and should be held in a public forum and are subject to all By-Laws and rules of ABATE and it is recommended that all meetings are guided by Roberts Rules of Order.
2. Minutes must be taken at all ABATE meetings.
3. Information is expected to flow both up and down the ABATE levels at meetings. i.e. Region Director who sits on the BOD will report on BOD meetings/activities at the meetings of the RBO; and, County Coordinators who sit on the RBO are expected to report BOD and RBO activity at the County level meetings. Likewise, issues of concern or support at the County level will be brought to the RBO by the County Coordinator, and if applicable, will be reported to the BOD by the Region Director.
4. A financial Meeting Report must be completed in a timely manner for all meetings at the County and Region level even if no monies were taken in or expended.
5. If necessary remind everyone that name-calling is never allowed, as it is never productive and often damaging to all parties concerned.
6. Use Roberts Rules of Order as a guide.
7. Start meeting by reading/approving minutes of the previous meeting.
8. When a controversial issue comes up, be sure everyone has an opportunity to speak. If there is no consensus, table issue to next meeting and move on.
9. If a question cannot be answered, it should be written down and assigned as a task to someone for follow-up after meeting.
10. If meeting is over 1 ½ to 2 hours, be sure to allow for a short break and announce the time the meeting will resume.
11. Wrap up by asking if anything was missed; restate any decisions or plans and any task assignments.
12. Try to end meeting on time.
13. After Meeting:
 - a. Review minutes and file as appropriate.
 - b. Begin assigned tasks if applicable.

EFFECTIVE MEETINGS

5. Prior to Meeting - Prepare:
 - a. Set goals for meeting and prepare a written agenda.
 - b. Have any necessary materials or handouts prepared and copies made well in advance of meeting.
 - c. Be sure to arrange for minutes to be taken.
6. During Meeting - Conduct:
 - a. Start on time and distribute a written agenda.
 - b. Recognize visitors and/or new members.
 - c. Limit or eliminate drinking.
 - d. Maintain order while moving through agenda.
 - e. Remind everyone that ABATE meetings are for the purpose of furthering the goals of ABATE and not for the furtherance of anyone's personal agenda or goals, or those of any other organization.
 - f. Personality clashes should be set aside for ABATE business. Participants may need to be reminded that they do not have to like each other to work together to support the common goals of ABATE.
 - g. Don't be a "know-it-all." Involve everyone in discussions, ask for ideas, and then offer yours.
 - h. Only one person should be speaking at a time.

GUIDELINES TO ROBERT'S RULES

8. Duties of the person running the meeting:
 - a. Purchase of a copy of Robert's Rules of Order is recommended.
 - b. Have a working knowledge of parliamentary law and procedure and a thorough understanding of the ABATE Constitution, By-Laws and rules of the organization.
 - c. Maintain order.
 - d. Explain and decide all questions of order.
 - e. Entertain only ONE main motion at a time and state all motions properly.
 - f. Do not permit discussion on a motion before it has been clearly stated and seconded.
 - g. Encourage debate and assign the floor to those properly entitled to it. NOTE: No member may speak twice on the same question if there are others who wish to claim the floor. If necessary, set a time limit on how long the floor may be held by one person.
 - h. Stand while stating the question and taking the vote.
 - i. Remain seated during discussions and reports.
 - j. Enforce rules of decorum and discipline. Don't allow members to deal in PERSONALITIES while debating.

- k. Talk no more than necessary while presiding.
 - l. Be absolutely fair and impartial.
 - m. Extend every courtesy to the opponents of a motion.
 - n. Abstain from the appearance of partisanship.
 - o. Don't take part in debate as the Chair – if must speak, turn over Chair to a deputy until after vote has been taken.
9. Duties of members at the meeting:
- a. Obtain the floor before speaking.
 - b. Stand when speaking and identify self before speaking.
 - c. To offer any motion that is germane to the subject or issue at hand.
 - d. Avoid speaking on an issue until it is properly brought before the assembly by a motion.
 - e. To speak only on the question pending.
 - f. To yield the floor to calls for order. (Point of Order)
 - g. To abstain from all personalities during debate.
 - h. To show respect to the speaker holding the floor by refraining from disturbing in any way.
15. County and Region secretaries should send copies of approved minutes as required by the State Secretary, the ABATE Constitution and/or By-Laws.

SECRETARY - MINUTES

- 10. The secretary records and maintains all minutes of meetings.
- 11. Minutes should contain all pertinent motions/information and should be kept as brief as possible and still be accurate. It is not required nor recommended that the secretary attempt to record a meeting word for word.
- 12. Minutes should include the date, time and place of meeting; a list of officers in attendance; a list of regular business discussed, details of new business; and all Motions made, the votes taken, the name of who made the motion and the second.
- 13. Minutes should never reflect the personal opinions of the secretary or gossip, or items "off the record".
- 14. Secretary should prepare minutes for approval at the next meeting and should keep all approved minutes in a notebook.

ABATE OF OHIO, INC.

POLICY AND PROCEDURE

EVENTS

GENERAL

1. All ABATE events are for the sole purpose of promoting and funding the goals of ABATE.
2. All ABATE events must conform to all rules, policy and procedure requirements established in the ABATE Constitution, By-Laws, the State Treasurer's Manual and/or any ABATE event/meeting guide.
3. All ABATE events/functions must be sanctioned according to Article 2 of the By-Laws.
4. ALL ABATE events must have ABATE approved event insurance or proof of insurance by a vendor/establishment where event is to be held.
5. A properly sanctioned and insured event allows the support of the organization's legal services in case of lawsuit.
6. At all ABATE events/functions, EVERYONE, signs the insurance release. This includes people through the gate, event workers, band members/staff, etc. Note: Bike shows held in a public forum such as a shopping mall, all entrants must sign the release, as well as all event workers – mall shoppers do not need to sign the release unless the bike show is in a restricted area or they are charged to enter.
7. If event allows minors to attend, anyone under the age of 18 must be accompanied by a Parent or Legal Guardian, and, that person must complete and sign a Minor Release Form. OR, minor must be accompanied by a responsible adult and bring to the event sign-in table a Minor Release Form completed, signed by a parent or legal guardian and that signature must notarized. A Minor Release Form may be used for one event only.
9. RBO's should consider past history and/or success of a County or Region event. Any event that typically loses money should either be dropped or revamped to breathe new life into the event. If an event lost money the year prior, event expenditures should be limited in subsequent years. For instance, an event that made little to no money or lost money previously cannot justify the expenditure of funds for a band for future events.
10. Dates selected for events should be carefully considered because once an event is sanctioned; it should not be canceled as it hurts credibility of the organization.
11. RBO's must define and approve how each region and/or county event proceeds will be used, subject to the 70/30 split rules.
12. Event Committee: It is preferable that each event has an event committee established at a minimum of 6 months in advance of the event and whose members are responsible to plan, coordinate and execute the event. A Region or County Event Committee will present their plan for the already sanctioned event, completed checklist with task deadlines and task assignments specified, manpower needs, material needs, budget, a proposed flyer, anticipated contractual needs, advertising/marketing plan, anticipated 1099 needs, etc. to the RBO for approval at a minimum of 5 months in advance of the event.
13. The Event Committee should have a copy of the Event Planning Guide, which includes the Event Planning Checklist; should understand ABATE Constitutional limitations on contracts and agreements; understand all event insurance requirements; understand all alcohol restrictions and rules; and should be familiar with all financial accounting, reports and forms requirements and deadlines.

ISSUES TO CONSIDER WHEN PLANNING AN EVENT

8. Planning is the key to any successful event. The day of the event is the wrong time to find out something was missed, there is an unexpected expense, or that someone has not completed an assigned task that should have been done four weeks prior.
14. It is VITAL that event insurance application requirements and time limits are met prior to the event and reporting requirements are met after the event. A state designated application for event insurance is provided in the Event Planning Guide, along with application time requirements. If event insurance releases are not completed properly and the releases with the insurance event report are not filed with the State Office in a timely manner, the event insurer will suspend ABATE's right to purchase event insurance and all events in every region

and county will have to be canceled until the correct documents are filed and the suspension is lifted.

15. All event fliers must meet all requirements specified in the Event Flyer Guide contained in the Event Planning Guide and must be submitted by the Region Director for approval of the State Events Director BEFORE flyers are printed for distribution. If fliers are printed before they are approved and any change is required during approval process, all prior printed fliers will have to be destroyed and new fliers printed which needlessly wastes time and money.
16. Applications for event insurance must be filed with the State Office by the Region Treasurer a minimum of 2 ½ months prior to the event and must include an application form signed by the Region Director, a check for payment of event insurance and a printed copy of the approved event flyer.
17. Any necessary contract for services, entertainment, property rental, etc. must meet all of the requirements stated in the ABATE Constitution and planned well in advance of the event to allow for mailing of documents back and forth to the State Office if necessary. A Performance Agreement is provided in the Events Planning Guide.
18. If using armbands at an event, be sure to post a sign that says "If you lose your armband, you pay again!" This puts the responsibility on the entrant to keep their armband and limits a lot of problems at the gate with people who "lost" their armband and want a new one. Only issue a new armband if entrant returns ALL the pieces of their original armband.
19. If a rule is established for entrants to an event, it must be enforced in a consistent and fair manner. It detracts from the Region or officer's credibility if a rule is applied to all but that officer's "friends."
20. Other considerations in planning an event should be:
 - a. Manpower required and available.
 - b. Which two officers will be in charge of the gate, finances, and financial reporting.
 - c. Product sales
 - d. Marketing and Public Relations – including flyers, flyer placement, public service announcements, etc.
 - e. Budget
 - f. Signage
 - g. Sanitary and Trash concerns
21. Detailed event planning information, along with necessary forms, checklists, etc. is available in the Event Planning Guide.

ALCOHOL AT ABATE EVENTS

22. The decision to drink alcohol is an individual's decision to make. ABATE does **not** promote alcohol at events or meetings and reflects the concerns of motorcycle training and education.
23. No alcoholic beverages will be sold or provided by ABATE, or its members.
24. Alcohol may be sold at an ABATE event if sold by a properly and legally licensed and insured vendor within an established containment area. ABATE members may not provide any security or "Carding" for the vendor or the vendor's containment area as this MUST be the SOLE responsibility of the vendor.
25. Establishments where meetings or events are held may sell alcohol to adult members as long as the establishment has proper license and insurance.
26. No member of ABATE or other person, may obtain a liquor license using the name of ABATE of Ohio, Inc.
27. No ABATE monies may be used to purchase or assist in purchasing for itself or any other business or organization a liquor license of any kind or related liability insurance.
28. No ABATE monies may be used to purchase alcohol for any reason.
29. ABATE events may allow members to bring such beverages for their own personal use. However, these members may not sell, give, or distribute alcohol in any fashion to any other member. All such alcohol must be for personal consumption of one person only, so kegs of beer should never be divided up among members. Members are also not allowed to take up collections to purchase alcohol.

CHARITY EVENTS

30. Due to legalities, corporate law and other tax rules, charity events for this organization can be a tricky proposition. It can be done but rules must be followed exactly in order to comply with the law and corporate rules.
31. Fundraising and charitable events must be conducted to meet the organization's goal of preserving the rights of motorcyclists in Ohio. ABATE charitable events meet this requirement because they assist in changing the stereotypical image of "bikers." Thus, a goal of members promoting such events, should include positive publicity and PSA (public service announcements) whenever possible.

32. The constitution of ABATE of Ohio, Inc. limits charity fundraising to those organizations that are a §501 (c)(3) Non Profit organization. Such organizations will have a Federal Tax ID Number. However, not all organizations with a Federal Tax ID number are §501 (c)(3). Regions must verify with the organization of their status BEFORE deciding to put on an event for that charity. The Region should obtain a letter from the charity, on their letterhead, stating they are a §501(c)(3) Non-Profit organization, along with the name of the charitable organization, address, contact person, title of that person, phone number, and Federal ID number.
33. If a company or person donates monies or items for an ABATE charitable event, it is deemed to be a donation to ABATE and not to the charity, thus is not a tax-deductible for the donor.
34. No region or county may raise funds for a charity or advertise a fundraiser for a charity without prior knowledge and consent of the charity. The charity should be made aware of all the proceeds split requirements, so they will not be surprised after the event. Charities will not likely object to a split, if known in advance. For example, they would rather have 50% of something rather than 100% of nothing.
35. Charity events must follow ALL ABATE event sanctioning, insurance, budget, earmarking, financial split requirements, rules and deadlines.
36. The event financial split requirement applies to all donations or monies taken in prior to, during, and subsequent to the event.
37. NO monies may be donated to a charity except those raised specifically for and at a sanctioned charity event and for that specific charity. The event flyer must specify the designated charity.
38. No funds raised for a charity may be given to the charity on the day of the event. All monies from the event and donations taken must be deposited into the Region account. The Region Treasurer must then complete all financial reporting for the event, including the Split report before any funds may be released. No cash may be given to a charity under any circumstance, as donations monies will be transferred to the charity only by region check and the completion of a Charity Donation Form.
39. ABATE may not act as an intermediary between a donor and a charity. All monies collected by ABATE for a charity must be deposited into the Region treasury and subject to all rules and regulations of ABATE.
40. There are two types of toy runs:
 - a. Individual members purchase a toy to bring with them on the run and then donate it directly to the charity. This is the easiest and preferred method of putting on a toy run. There is no need for the organization to keep a receipt for the toys since individuals are donating and not ABATE. Individual members should keep the receipt for their own tax purposes.
 - b. The region or county raises money to purchase the toys. Then the event is like any other charitable event and the 70/30 rules apply to all donations and earnings of the event. The Region Treasurer must complete all event forms, determine the split and then after the expenses and the split is deducted, only the charitable donation portion of the money is used to purchase toys or items for donation
 - i. Secure all purchases of donations/toys. It has been a common complaint that too often some or all of these purchases are being kept by individual members for their own benefit. Unfortunately, it is not unheard of in ABATE for a member to keep the new items and substituting used items. If caught, such a member can be charged with theft and face expulsion from ABATE.
 - ii. Any member who has stolen from ABATE or the charity has been a “trusted” member and the other members were always left empty handed and surprised. That is why two members must shop together and an accounting should be done.
 - iii. Toys and donations must be given to the charity for distribution to recipients. ABATE members can assist in the physical distribution of donations under the direction of the charity but cannot direct who is eligible to be a recipient.
 - iv. The original toy purchase receipts must be stapled on the back of the Charitable Donation Form.
 - c. Purchases for toys or donations should be on separate receipts from purchases made for event expenses.
 - d. Two or more members/officers must be present at each toy donation purchase and both are to sign the back of every receipt. An accounting/inventory should be done of the purchase to be sure all items are accounted for.

ABATE OF OHIO, INC.

POLICY AND PROCEDURE

PRODUCT

GENERAL

1. Specific Financial Procedure, and Form Requirements, are provided for Region Products by the State Product Director.
2. Product held at the State, Region, or County levels belong solely to ABATE and are assets of the corporation.
3. Product includes, but is not limited to, event T-shirts.
4. Product sales may never be earmarked for any reason.
5. All members or officers handling product are held accountable for all product inventory in their control.
6. The State Product Director may require all Region Product Officers to perform an inventory for the entire region to be completed by a specified date.
11. All product purchased using ABATE funds must have the ABATE of Ohio, Inc. name in a prominent fashion, including region/county event T-shirts.
12. The retail price of all items will be set by the State Products Director and must always exceed retail costs. Regions/counties are not allowed to discount an item without consent of State Products Director.
13. No item may be given a discounted sale price or be placed on "Sale" just because the current sales income for any given item has exceeded retail cost for order.
14. No product item may be given away for free or as a prize without prior consent of the State Products Director. All old product or unusable product must be turned over to State Products Director.
15. Items in the State Product Line must be purchased through the State Product Director and never ordered directly from the vendor.

PRODUCT/DESIGN APPROVAL

7. ALL artwork for any product, T-shirts, etc., and/or new product ideas must be pre-approved by the BOD, at a regularly scheduled meeting, BEFORE production or purchase.
8. Failure to obtain advance approval can result in a civil suit for the unauthorized use of the ABATE name, the product will not be allowed to be sold or used and is subject to seizure by the BOD, the person(s) authorizing the order may be subject to personal financial responsibility for the order, and/or such action could be considered conduct unbecoming.
9. All submissions for artwork, product design, t-shirt design, and/or flyer design, including event names, become the sole property of ABATE, whether or not approved or used at any level of the organization.
16. Only the Region Product Officer may order product after approved at the State and Region levels. County Product Coordinators may only order product from the Region Product Officer and may not order product directly from a vendor or from the State Product's Director, including but not limited to event T-shirts.
17. All orders for product, whether to outside vendor or from State product line, must be paid for in full within 30 days of receipt.
18. All orders for product, of any kind, by a Region must be approved by the Region Board of Officer before an order can be placed so that the Region Board of Officers can assure that the item was BOD approved and that payment for the order fits in with the region's financial plan.

PURCHASE/SALES

10. The goal of purchasing and selling product is to get ABATE name recognition AND to make a profit.

ABATE OF OHIO, INC.

POLICY AND PROCEDURE

MEDIA – COMMUNICATIONS

GENERAL

1. **Specific financial, procedure, and form requirements**

Media Release
Motorcycle Awareness Video
Limitations
Prior State Office Notification

ADVERTISEMENTS

Limitations
Rules
Time Frames
Submission technical requirements
Schedule of Costs

PUBLICITY

Events

NEWSLETTER

Electronic
Sustaining Articles
Submission of Articles
Time lines for submissions – advertising,
articles, and flyers
Event Flyers – process deadlines
Editorial Control
Business Sponsorship
Advertising Rules – forms – charges
Limited space – 1st come – 1st serve

WEB SITE

Web Team
Sustaining Articles
Time lines for submissions – advertising,
articles, and flyers
Event Flyers – schedule
Advertising Rules – forms - charges
Editorial Control
Submission technical requirements

PSA's & MEDIA CONTACTS

General
Radio, Television, Talk Show

ABATE OF OHIO, INC.

POLICY AND PROCEDURE

SAFETY AND EDUCATION ACTIVITY

GENERAL

1. ABATE promotes improving the safety of all motorcyclists utilizing the Ohio roadways.
2. ABATE promotes motorcycle safety through education programs which instruct riders in the safe operation of their motorcycle, accident avoidance techniques, information about and the use of the current safety equipment available to riders, riding straight/sober, promoting awareness of drivers of automobiles or other types of vehicles that motorcycles are sharing the road with them, and other information pertinent to keeping all riders safe on the roadways.
3. ABATE encourages political and legislative activity, runs, parades, and events which promote Awareness.
9. MAP consists of Instructors, certified by ABATE's Safety and Education Director, putting on a presentation in which the issues of awareness and responsibility are discussed with students in their classroom environment.
10. MAP presentations are never to be used for promoting the personal agendas of the presenter.

ABATE of Ohio, Inc.'s M.A.P.s

4. ABATE promotes the Motorcycle Awareness Program (MAP).
5. MAP's focus is not one of promoting motorcycle riding but one of assisting the Driver's Education Teachers in teaching their students the importance of accident prevention through awareness.
6. Accident prevention through awareness remains the main Members participating in promoting MAP, strive to make students aware of motorcycles on the roadways and their responsibilities to share the road with motorcycles.
7. focus of the presentation. Awareness is important in all aspects of a person's life, but on the roadways, it can save a life. **When Safety and Awareness and personal responsibility is stressed early in the learning process, proper habits are formed and become as natural as breathing; which promotes a lifetime of learning, awareness and safety; therefore legal restrictions on behavior become redundant.**
8. The program is generally about 45 minutes in length and is offered without charge to any group wishing to participate.
11. Although the MAP presentation discusses various topics related to motorcycle riding, legal issues are not to be debated. The presentation's focus should stress that making the roads a safer place for motorcycles, automobiles, and other vehicles should be the responsibility and goal of all persons using the roadways.
12. ABATE MAP Instructors will discuss rider education programs (Motorcycle Ohio) and equipment available to motorcyclists. The discussion will include a varying list of safety equipment (helmets, jackets, gloves, eye protection, etc.) available for motorcycle riding.
13. An easily understood video tape, developed and produced by the Motorcycle Safety Foundation, "Cars, Motorcycles & a Common Road", may be presented as a learning tool for all age groups, although the video is geared to a younger audience.
14. An important aspect of the ABATE MAP Instructor's presentation is explaining to students that all kinds of people, from all walks of life, ride motorcycles.
15. A second video, produced by ABATE, called "Look Twice Save a Life. Don't Let This Be Your Story", is presented to students to demonstrate a true-life representation of what happens to everyone involved when a car and a motorcycle are involved in an accident.
16. The presentation stresses that no one wants to be responsible for needlessly hurting or killing another person and that the reasonability of each person utilizing the roadways is a tremendous one and one that must be recognized as such by the students.

ABATE OF OHIO, INC.
POLICY AND PROCEDURE
LEGISLATIVE ACTIVITY

GENERAL

1. Legislative Goals and Direction, is established by the BOD.
2. Legislative Director accounts for all legislative activity to the BOD in a written report at each meeting of the BOD.
3. Legislative Director makes recommendations to the BOD for future legislative direction and activities and then follows decisions and directions of the BOD.
4. The Legislative Director's primary focus is the coordination of region, county, and state legislative activity within the State of Ohio.

INFORMATION EXCHANGE

5. Legislative Director initiates contact with Region/County Legislative Officers to establish exchange of information regarding legislative activity, direction, and progress.

LEGISLATIVE APPENDIX:

How a bill Becomes Law in Ohio

Letter Writing

Election activities

Where members can go for legislative research

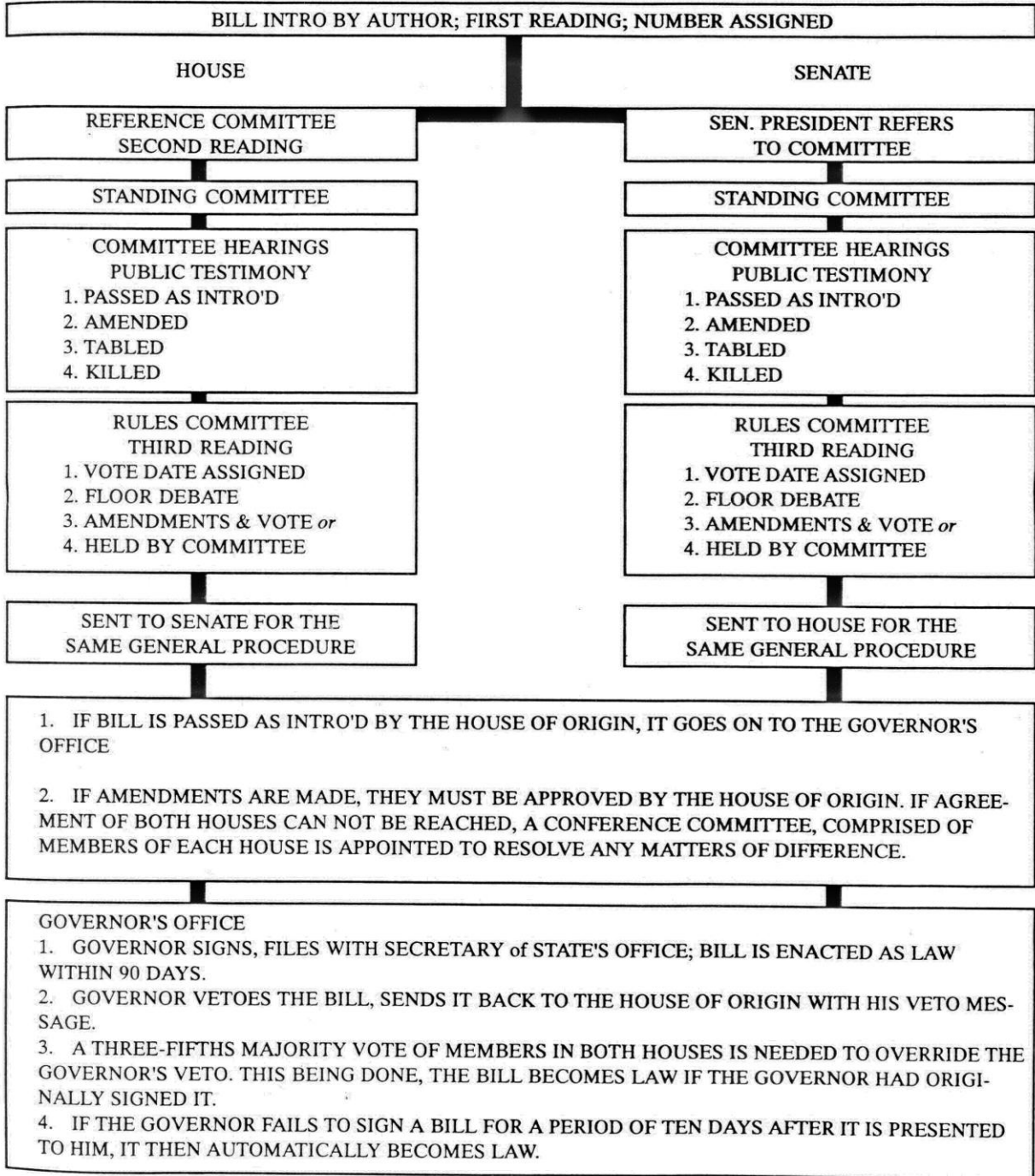
www.ohio.gov;

www.Thomas.com;

www.ThisLawHurts.com;

etc.

HOW A BILL BECOMES A LAW IN OHIO



HOW TO WRITE A LETTER TO YOUR LEGISLATOR

How to Write a Letter to Your Legislator

Time the arrival of your letters so that they arrive before a critical vote or action → **date**

Use printed personal stationery or show your exact address here, not just an envelope

John Q. Citizen
100 Average Street
Anytown, Any State Zip

Use the proper inside address and use same for envelope

The Honorable Jane Doe
United States House of Representatives (or Senate)
Washington, D.C. 20515

• Your personal feelings are what is important to your reader. **USE YOUR OWN WORDS**

• Be courteous throughout. Don't apologize for taking his or her time, but don't say "I hope this gets past your secretary," either. It only irritates the office staff.

Use proper salutation → **Dear Representative (or Senator) Doe:**

Start by identifying yourself as a constituent and specifying the issue

As a resident of your district, I am writing to tell you my feelings on HR99 sponsored by Representatives Cain and Abel that would end government support of the National Butterfly Trust.

Identify the legislation by bill no. subject or sponsor, if possible

• Type or write legibly. Handwritten is FINE if it can be read. Use dark ink on white paper.

Involve the reader by emphasizing the word "you":

I am sure you are aware that this proposal would put out of business a fine nonprofit organization located in your district. As you know, the Trust has for 15 years protected endangered butterfly species through research and public information projects. If the Trust were to cease operating, our community and state would lose a group that attracts international attention for its work.

Give reasons for your position on the legislation concisely. Be reasonable. Personalize the impact it would have on you, your family, business, state or community.

Recommend but don't demand. Don't ask the impossible. Be constructive and recognize that legislation is the result of compromise.

I feel strongly that this organization should be encouraged to continue its efforts.

Tell the reader clearly what action he or she can take

I urge you to take whatever action you can to prevent the Trust from closing. Please let me know where you stand on this issue.

Keep paragraphs short

Ask your legislator to share his or her position on the issue in reply

• Avoid claims of political influence or threats on how you will vote in future elections

• Be brief. Discuss only one issue. One page letters are best

• Write when the legislator does something that deserves approval. A word of appreciation is remembered and creates a favorable light for the next communication

Sincerely,

John Q. Citizen

John Q. Citizen

SIGN your name over your typed or printed signature