

ABATE OF OHIO, INC.

POLICY AND PROCEDURE

PART I: MEMBERSHIP

Established by: Constitution Article III: Membership, and Bylaws Article V: Membership.

Forms: Membership Application (F008),
Membership Report Authorization (F021).

SECTION A: RECRUITING

1. Printed membership applications are available and distributed through the State Office.
2. Membership applications to be printed in each copy of the State Newsletter.
3. Electronic membership applications available on the State Website.
4. Any modifications to the membership application in any format must be approved by the BOD.
5. Members are encouraged to have easy access to a membership application at all times.
6. Complete "Taken by" line on the Membership Application and Temporary Membership Card for recognition programs and possible awards. Any non-member taking an application must also include contact information.
7. Any membership drive must be in accordance with the ABATE Constitution and Bylaws.

SECTION B: APPLICATION

1. Applications must be complete, accurate and legible.
2. Renewing members are encouraged to use the renewal notice form sent from the State Office or if not available, be certain that application information matches the most recent membership card.
3. Incomplete, inaccurate or illegible information on an application may cause a delay in membership privileges, including mailings and voting.

SECTION C: ANNUAL DUES

1. Single membership – \$30.00 per year.
2. Couple membership – \$50.00 per year.
3. Lifetime membership – no annual membership fee.

4. Membership applications received by the State Office without proper payment will not be processed and membership may expire.
5. Any check returned from the bank will be subject to the amount drafted plus any and all bank fees plus an additional \$10.00 handling fee.

SECTION D: BENEFITS OF MEMBERSHIP

1. Full access to the State Website including electronic State Newsletter.
2. Ability to request a printed and mailed copy of the State Newsletter at the time of membership application.
3. Accidental Death and Dismemberment Group Insurance. Contact the State Office for details or to submit a claim.
4. Support from ABATE Legal Services (1-800-257-4337).

SECTION E: HANDLING

1. Once a membership application is taken by a person, that person is responsible for that application and payment until both are received by the Region Treasurer or the State Office.
2. Make a copy of the application and payment when necessary.
3. All applications to be received by the State Office within fourteen days of date taken.

SECTION F: STATE OFFICE

1. Membership applications should be processed within three working days after arrival at the State Office.

SECTION G: REPORTING

1. Membership reports include printed rosters, mailing labels, electronic rosters, email address files, officer directories or any other document, printed or electronic, containing member information.

2. Membership reports available from State Office in accordance with ABATE Constitution and Bylaws at appropriate levels.
3. Standard scheduled electronic reporting is done bi-monthly. Type of reports and distribution to be established by RBO with approval of Region Director.
4. With purpose and proper approval, printed and off-schedule reporting is available by request to the State Office.
5. Dates of birth will not be released or published on any report.
6. Membership reports are solely for ABATE purposes. Personal use of member data is not permitted.

SECTION H: MAINTENANCE

1. Reminders are sent two months before expiration.
2. Membership records will be maintained solely by the State Office.

3. Any change in membership data (name, address, county of record, etc.) must be reported to the State Office by the member. Changes may be submitted:
 - a. in person (3999 Parkway Lane, Suite 11, Hilliard, Ohio),
 - b. by mail (P. O. Box 1658, Hilliard, Ohio 43026),
 - c. by phone (1-800-252-4537) or
 - d. by email (stateoffice@abate.com).
4. Any questions concerning membership should be directed to the State Office.

SECTION I: MISCELLANEOUS

1. Membership dues are not refundable.
2. Membership is a privilege and may be revoked.
3. Any changes in membership contact data need to be reported to the State Office to ensure accuracy.