



A.B.A.T.E. of Oregon, Inc.

**A Brotherhood Against Totalitarian Enactments
DBA - A Brotherhood Aimed Towards Education**

A.B.A.T.E. Operations Manual

Revised: March 8, 2025

Purpose

This Document contains five subordinate documents that derive their authority from the Bylaws and must align with them. Subordinate documents provide specific details on implementation and day to day operations.

Contents

- 1. State Officer Guidelines**
- 2. Chapter Guidelines**
- 3. Financial Policies and Procedures**
- 4. Sanctioning Policy**
- 5. Media Guidelines**



A.B.A.T.E. State Officer Guidelines

Revised: March 2, 2025

A. Coordinator

The Coordinator shall:

1. Preside at Board of Directors and Executive Board meetings.
2. Exercise the general supervision and administration of ABATE organizational affairs.
3. Follow and comply with the directives of the Board of Directors and Executive Board.
4. See that the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations are maintained and followed.
5. Oversee all State level committees and all Chapter operations.
6. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.
7. Be the official spokesperson for ABATE.
8. Be one of the 3 (three) authorized signers for State funds.
9. Exercise any and all duties, powers and functions, for or incident to the office of the Coordinator.
10. Have internet access, electronic hardware and software required to receive and deliver online information.
11. Perform such duties as assigned by the Executive Board or the State Board of Directors.

B. Vice-Coordinator (1 - 3 people)

The Vice-Coordinators shall:

1. Work under the direction of the Coordinator and perform such duties as assigned by the Coordinator or Executive Board.
2. In the absence of the Coordinator exercise the duties of the Coordinator.
3. Be responsible for smooth continuous operations of the State Board.
4. Operate in accordance with the ABATE Bylaws and all other Abate documents that are relevant to ABATE operations.
5. Assist the Fossil Campout and Swap Meet Coordinators in the operation and planning of State events, with the assistance of the State Sergeant of Arms.

6. One of the Vice-Coordinators may be designated by the Coordinator to be in charge of the ABATE inventory list and the inventory locations.
7. Have internet access, electronic hardware and software required to receive and deliver online information.
8. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

C. Recording Secretary

The Recording Secretary shall:

1. Take accurate minutes of all regular and special meetings of the the State Board of Directors or the State Executive Board.
 - a. Date and sign all minutes taken to verify authenticity.
2. Make all minutes available for use at State Board or Executive Board meetings.
3. Forward a copy of any meeting minutes to all Board member and Officers within one week (7 days) of the meeting.
4. Submit a copy the State Board meeting minutes to the Newspaper Editor for publishing in the State newspaper
5. Verify the proper writing of motions and keep a running record of all motions made in a motion logbook.
 - a. Ensure that the motion logbook is available for viewing at all State Board meetings.
6. Keep a record of all correspondence received by ABATE.
7. Write all correspondence, letters, notes, cards and etc.
8. Have internet access, electronic hardware and software required to receive and deliver online information.
9. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.
10. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

D. Membership Secretary

The Membership Secretary shall:

1. Maintain and keep an accurate list of names and addresses of all members.
2. Process all new / renewal memberships and changes of address.
3. Send an updated monthly membership list to all Chapter Membership Secretaries and provide membership forms and packets to the Chapter Membership Secretaries.
4. Assist the Treasurer in maintaining an accurate account of all dues and fees collected.
5. Make all possible efforts to assist the Chapter Membership Secretaries in the recruitment of new / renewal members.
6. On a monthly basis, send renewal notices to members whose membership is due for renewal.

7. Provide updated mailing lists and labels as required for monthly newspaper mailing or other ABATE business.
8. Have internet access, electronic hardware and software required to receive and deliver online information.
9. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.
10. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

E. Treasurer

The Treasurer shall:

1. Be responsible for all ABATE financial transactions and keeping accurate records of all ABATE financial transactions.
2. Be responsible for all accounting and record keeping at State fund raising events.
3. Oversee all Chapter Treasurers and Chapter bank accounts in accordance with the ABATE financial policies and procedures.
4. Cause to happen, all tax filings, records, etc. and any tax payments required by law.
5. Be one of the 3 (three) authorized signers for State funds.
6. Have internet access, electronic hardware and software required to receive and deliver online information.
7. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.
8. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

F. Auditor

The Auditor shall:

1. Receive all Chapter bank and financial statements on a monthly basis. This can be in the form of Quicken, general ledger or hand written, if necessary. Refer to the current Financial Policies and Procedures.
2. If a Chapter does not submit their monthly financial report on time:
 - a. The State Auditor must make contact with the Chapter Treasurer in a timely manner.
 - b. If the Chapter Treasurer is unresponsive, the State Auditor must then make contact with the Chapter Coordinator.
 - c. If neither the Chapter Treasurer, nor the Chapter Coordinator are responsive, then the State Auditor will report non-compliance to the State Treasurer and / or the State Board of Directors.
3. Print and review all Chapter reports and compare with bank statements.
 - a. The State Auditor is responsible for filing and maintaining a hard copy of all transactions.
4. Create a Reconciliation Summary.

5. Import Chapter transactions into the State Accounting Records.
6. Generate a Status of Chapter Financial Reports statement for the monthly State Board meeting and send to the State Treasurer.
The State Treasurer will then present the statement to the Board of Directors at the State Board meeting.
7. The statement must be received by the State Treasurer at least one full week prior to the State Board meeting.
8. At the end of the calendar year, all information acquired should be transmitted to the person responsible for doing the ABATE Tax Report.
9. Have internet access, electronic hardware and software required to receive and deliver online information.
10. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.
11. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

G. Newspaper Editor (Media Officer)

The Newspaper Editor shall:

1. Produce a monthly newspaper which shall include at a minimum.
 - a. Minutes from the State Board meetings and Chapter reports as submitted.
 - b. A list of the State Officers which shows their phone numbers, fax numbers and email addresses as applicable.
 - c. A list of Chapter contacts, Chapter meeting place addresses and meeting times.
 - d. Appropriate correspondence or information of interest to the membership.
2. Report all advertising income to the Treasurer and maintain a current list of advertisers.
3. Monitor Chapter newsletters and report inappropriate literature to the State Board.
4. Have the authority to edit, approve or reject material submitted for publication.
5. Have the authority to speak publicly on behalf of the organization, for the good of the organization.
6. Involve other Media Officers when making a potentially controversial decision.
 - a. An opinion must be sought from at least one other Media Officer or the Coordinator when making these decisions. In accordance with the Media Guidelines,
 - b. These decisions should be brought to the attention of the State Board, through the Coordinator, if there are liability concerns.
7. Recommend any additions or changes to the ABATE Bylaws, Guidelines, Policies and / or Procedures as it relates to the Media operations of ABATE.
8. Recommend Organizational Media priorities.
9. Assist other Media Officers in their efforts to acquire materials for publication.
10. Assist Chapter Officers in their Media efforts.

11. Receive cooperation and support from individual members. Media Officers shall also have the authority to establish a committee with the purpose of getting assistance with establishing priorities, projects and other work tasks.
12. Recommend vendors, electronic services and etc. to the State Board for approval.
 - a. Be responsible for contracting for services as needed.
13. Meet publishing deadlines.
14. Have internet access, electronic hardware and software required to receive and deliver online information.
15. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.
16. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

H. Web Site Editor (Media Officer)

The Web Site Editor shall:

1. Have overall responsibility and authority for construction and maintenance of the ABATE of Oregon, Inc. websites which shall include at a minimum:
 - a. A list of the State Officers which shows their phone numbers and email addresses as applicable.
 - b. A list of Chapter contacts, Chapter meeting place addresses and meeting times.
 - c. Appropriate hot links for State Officers and Chapter Web Sites.
 - d. Distinctive recommended motorcycle links and individual member links.
 - e. A list of State and Chapter runs, events, fund raisers and etc.
2. Be responsible for editorial content of the Web Site.
3. Establish general guidelines for material to be published, subject to approval by the State Board of Directors.
4. Have the authority to edit, approve or reject material submitted for publication.
5. Have the authority to speak publicly on behalf of the organization, for the good of the organization.
6. Involve other Media Officers when making a potentially controversial decision.
 - a. An opinion must be sought from at least one other Media Officer or the Coordinator when making these decisions. In accordance with the Media Guidelines,
 - b. These decisions should be brought to the attention of the State Board, through the Coordinator, if there are liability concerns.
7. Recommend any additions or changes to the ABATE Bylaws, Guidelines, Policies, and / or Procedures as it relates to the Media operations of ABATE.
8. Recommend Organizational Media priorities.
9. Assist other Media Officers in their efforts to acquire materials for publication.
10. Assist Chapter Officers in their Media efforts.

11. Receive cooperation and support from individual members. Media Officers shall also have the authority to establish a committee with the purpose of getting assistance with establishing priorities, projects and other work tasks.
12. Recommend vendors, electronic services and etc. to the State Board for approval.
 - a. Be responsible for contracting for services as needed.
13. With assistance from the Newspaper Editor, shall acquire materials for publication.
14. Have internet access, electronic hardware and software required to receive and deliver online information.
15. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.
16. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

I. Public Relations Director (Media Officer

The Public Relations Director shall:

1. Provide and coordinate public relations on behalf of ABATE. Which includes, but is not limited to: public speaking, multi-media productions, press releases and other means of Communications.
2. Coordinate the education of non-members and the general public about the existence, policies and objectives of ABATE with the assistance of the Chapter Public Relations Officers.
3. Arrange and communicate information to non-ABATE organizations.
4. Responsible for actively promoting ABATE and individual contributions by ABATE members, as well as to the general public, media sources and other Motorcycle Organizations.
5. Maintain and provide advertising for ABATE with multi-media, tri-folds, press releases and other means of communication.
 - a. Responsible for the tracking, handling, distribution and return of Public Relation materials, such as tri-folds, flyers, PSA tapes and etc.
6. Clear any advanced promotion materials with the Coordinator, or if unavailable, a Vice-Coordinator or another Media Officer. All official press releases for Chapters must be cleared through the Public Relations Director or Coordinator before release.
7. Have the authority to edit, approve or reject material submitted for publication.
8. Have the authority to speak publicly on behalf of the organization, for the good of the organization.
9. Involve other Media Officers when making a potentially controversial decision.
 - a. An opinion must be sought from at least one other Media Officer or the Coordinator when making these decisions. In accordance with the Media Guidelines,
 - b. These decisions should be brought to the attention of the State Board, through the Coordinator, if there are liability concerns.

10. Recommend any additions or changes to the ABATE Bylaws, Guidelines, Policies, and / or Procedures as it relates to the Media operations of ABATE.
11. Recommend Organizational Media priorities.
12. Assist other Media Officers in their efforts to acquire materials for publication.
13. Assist Chapter Officers in their Media efforts.
14. Receive cooperation and support from individual members. Media Officers shall also have the authority to establish a committee with the purpose of getting assistance with establishing priorities, projects and other work tasks.
15. Recommend vendors, electronic services and etc. to the State Board for approval.
 - a. Be responsible for contracting for services as needed.
16. Have internet access, electronic hardware and software required to receive and deliver online information.
17. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.
18. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

J. Legislative Director

The Legislative Director shall:

1. Keep the Executive Board and Board of Directors informed about legislative developments which could or will affect the aims of ABATE as per the A.B.A.T.E. of Oregon Bylaws (Reference: Article III - Purpose).
2. Be responsible for disseminating legislative information to the membership by any means available.
3. Submit legislative information to the Newspaper Editor and the Web Site Editor for publication when appropriate.
4. Have internet access, electronic hardware and software required to receive and deliver online information
5. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.
6. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

K. Education Director

The Education Director shall:

1. Coordinate and administer the organizational efforts to educate ABATE members, the motorcycling public and public road users on motorcycle safety, rider training, traffic laws and accident scene management.
2. Be responsible for the logistics, organization, scheduling and presentation of the Seminar to Educate and Motivate (STEAM).
 - a. Monitor teaching techniques, program content and outreach efforts.
 - b. Update the program materials and information as required.

- c. Works with the Media Officers to promote STEAM to the membership.
- d. Keep records of classes given.
3. Work to find new avenues of educating the public and meeting the education needs of the motorcycling community.
4. Administer any education programs established and/or operated by ABATE.
5. Have internet access, electronic hardware and software required to receive and deliver online information.
6. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.
7. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

L. Fossil Coordinator

The Fossil Coordinator shall:

1. Make all arrangements and contracts to provide any properties or permits required to have the ABATE of Oregon, Inc, Fossil Campout event.
2. Coordinate all functions related to staging the ABATE of Oregon, Inc. Fossil Campout event.
3. Coordinate the staffing required to provide an ABATE information booth, gate and security functions at the ABATE of Oregon, Inc. Fossil Campout event.
4. Operate the ABATE of Oregon. Inc. Fossil Campout event in accordance with the relevant ABATE Policies and Procedures.
5. Assist with Chapter efforts to have Chapter runs, events, fund raisers and etc.
6. Work with the Media Officers in promoting the ABATE of Oregon, Inc. Fossil Campout event.
7. Have internet access, electronic hardware and software required to receive and deliver online information.
8. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.
9. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

M. Swap Meet Coordinator

The Swap Meet Coordinator shall:

1. Make all arrangements and contracts to provide any properties or permits required to have the ABATE of Oregon, Inc, Swap Meet events. (Spring & Fall).
2. Coordinate all functions related to staging the ABATE of Oregon, Inc. Swap Meet events.
3. Coordinate the staffing required to provide an ABATE information booth, gate and security functions at the ABATE of Oregon, Inc. Swap Meet events.
4. Operate the ABATE of Oregon. Inc. Swap Meet events in accordance with the relevant ABATE Policies and Procedures.
5. Assist with Chapter efforts to have Chapter runs, events, fund raisers and etc.

6. Work with the Media Officers in promoting the ABATE of Oregon, Inc. Swap Meet events.
7. Have internet access, electronic hardware and software required to receive and deliver online information.
8. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.
9. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

N. Sergeant at Arms (3 people)

The Sergeant at Arms shall:

1. Be responsible for security at State Board meetings, State runs, events, fund raisers and any other State functions requiring security.
2. Be responsible for the orderly operation of State Board meetings, and shall carry out their duties with the assistance of the Vice-Coordinators for proper parliamentary procedures.
3. Be responsible for the proper handling of the ABATE banner and U.S. flag.
4. One of the Sergeant at Arms may be designated by the Coordinator to be in charge of the ABATE inventory list and the inventory locations.
5. Have internet access, electronic hardware and software required to receive and deliver online information.
6. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.
7. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

O. Products Director

The Products Director shall:

1. Be responsible for the purchase, storage, distribution, display and selling of ABATE products at State runs, events, fund raisers and etc.
2. Be responsible for the ordering and distribution of ABATE products to the Chapter Product Directors and keep records of the transactions.
3. Keep accurate records of orders, purchases and funds received; and report these transactions to the State Treasurer.
4. Cooperate with the Treasurer in maintaining a working capital account for the purchase of ABATE products.
5. Work with the Media Officers in promoting the ABATE products to the membership.
6. Conduct the raffle drawings and/or 50/50 drawings at State runs, events, fund raisers and etc.
7. Have internet access, electronic hardware and software required to receive and deliver online information
8. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.

9. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

P. Historian

The Historian shall:

1. Have the responsibility of maintaining a running record of the ABATE activities that occur throughout the year.
 - a. Keep an album / albums of appropriate newspapers, photos, articles, flyers, newspaper clippings and other items of interest or information about State runs, events, fund raisers and activities.
 - b. Insure that all albums or records are preserved as well as possible and that they are made accessible for events or fund raisers upon request.
2. Be responsible for the recording of events by means of a camera, video equipment or sound equipment as applicable.
3. Have internet access, electronic hardware and software required to receive and deliver online information.
4. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.
5. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

Q. Sanctioning Officer

The Sanctioning Officer shall:

1. Be responsible for the proper sanctioning of all ABATE events that require sanctioning.
 - a. Have an exact understanding of, and act in accordance with the ABATE of Oregon Sanctioning Guidelines.
2. Be responsible for maintaining records of the sanctioned ABATE events.
3. Transmit / deliver the flyers of sanctioned events to the Newspaper Editor and the Web Site Editor prior to or by the 10th of the month.
4. Be responsible for obtaining event insurance coverage for ABATE.
5. Have internet access, electronic hardware and software required to receive and deliver online information.
6. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.
7. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

R. Quartermaster

The Quartermaster shall:

1. Be responsible for the procurement, purchase, maintenance, storage, inventory, distribution, disposition and record keeping of the entirety of ABATE properties.
 - a. Keep accurate records of orders, purchases, work orders, incurred costs, monies handled and etc. and report these to the State Treasurer.
 - b. Cooperate with the State Treasurer in maintaining a working capital account for the management of ABATE properties.
2. Have internet access, electronic hardware and software required to receive and deliver online information.
3. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE operations.
4. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.



A.B.A.T.E. Chapter Guidelines

Revised: March 2, 2025

Section 1 - Chapter Charter

To receive a Charter as a Chapter in A.B.A.T.E. of Oregon, Inc. (ABATE) a group must:

- A. Have ten (10) paid-up members.
- B. Elect from those paid-up members a Coordinator, Treasurer, Recording Secretary, Membership Secretary and one (1) State Representative.
- C. Make a formal request to the State Board of Directors for a Chapter Charter.

Section 2 - Chapter Requirements

To remain a Chapter in ABATE the Chapter must:

- A. Abide by the ABATE BYLAWS, The ABATE Chapter Guidelines, the ABATE Financial Policies and Procedures, the ABATE Media Guidelines, the ABATE Event Sanctioning Guidelines and any other ABATE documents that are relevant to Chapter operations or the corresponding future provisions of the aforementioned items.
- B. Abide by the decisions rendered by the State Board of Directors.
- C. Send copies of Chapter minutes to the State Coordinator within days of the Chapter meeting.
- D. Ensure the participation of Chapter State Representative at State Board of Directors' meetings, unless excused by the State Coordinator.
- E. Submit a monthly Chapter report to the State Newspaper Editor by the 10th of each month.
- F. Any Chapter in noncompliance with any of the aforementioned items for over:
 1. Thirty (30) days, will be put on probationary status.
 2. Sixty (60) days, will lose their voting privilege at the State Board Meetings.
 3. Ninety (90) days, action will be taken to revoke the Chapter's Charter.
- G. The Charter of any Chapter may be terminated upon receipt of a written request; (Reference - ABATE Bylaws Article VI). by the Chapter's Coordinator, delivered by a Chapter Representative to the State Board of Directors.
- H. The State Board of Directors has the final authority in this matter.

Section 3 - Chapter Structure

- A. The structure of the Chapter shall consist of the following:
 - 1. The General Membership
 - 2. Committees
 - 3. The Executive Board

Section 4 - Delegation of Authority

- A. The affairs of the Chapter shall be governed by its members in accordance with the A.B.A.T.E. of Oregon, Inc. BYLAWS in the following manner:
 - 1. Through action taken at membership meetings.
 - 2. By actions and decisions of the Executive Board between membership meetings.
 - 3. The actions and decisions of the Executive Board between membership meetings, may be overruled by the Membership at a regular scheduled meeting.

Section 5 - Executive Board

- A. The Executive Board shall consist of the Coordinator, Treasurer, Recording Secretary, Membership Secretary and one State Representative.
- B. One person may hold no more than two (2) officer positions.
- C. The Chapter may also have, at the discretion of the Executive Board, other officers.
- D. Board meetings shall be held as frequently as determined by the Coordinator or a majority vote of the Executive Board.
- E. A majority vote of the members present at the Board meetings shall be necessary to decide any business.
- F. A majority of the members of the Executive Board shall constitute a quorum, at any scheduled meeting.
- G. The Executive Board shall, subject to the authority of the membership, supervise the administrative affairs of the Chapter and:
 - 1. Coordinate activities of the Chapter with the activities of the State Board.
 - 2. Establish rules and regulations governing expenses and compensations for officers and members; subject to approval by the general membership.
 - 3. Establish committees and appoint such members thereto to carry out the functions of the Chapter.
 - 4. Establish rules and regulations not inconsistent with the A.B.A.T.E. of Oregon, Inc. BYLAWS for proper administration.
 - 5. Be authorized and empowered to take such action and make such decisions as may be necessary.
 - 6. To carry out fully and adequately all A.B.A.T.E. of Oregon, Inc. BYLAWS and decisions and such actions necessary to safeguard and promote the best interests of the membership.

Section 6 - The Call of Membership Meetings

- A. Regular membership meetings shall be once monthly or as often as necessary.
 - 1. Special meetings may be called for by the Executive Board.
 - 2. Chapter meeting places should be at establishments that are open to the general public, including children, (i.e., pizza parlors, and etc.)

Section 7 - Conduct of Membership Meetings

- A. Membership meetings shall be conducted in conformance with the A.B.A.T.E. of Oregon, Inc. BYLAWS (as per ARTICLE VII, F)
- B. The order of business at membership meetings shall be as follows:
 - 1. Call the meeting to order.
 - 2. Reading and actions of the minutes of the previous scheduled meeting.
 - 3. Report of Officers.
 - 4. Report of Committees.
 - 5. Unfinished business.
 - 6. New business.
 - 7. Good and welfare for the organization.
- C. The order of business may be changed / suspended by a majority vote of the members present.

CHAPTER OFFICER DESCRIPTIONS

Section 1 - Coordinator

The Coordinator shall:

- A. Preside at Membership and Executive Board Meetings.
- B. Exercise general supervision over the affairs of the Chapter.
- C. Enforce observance of the A.B.A.T.E. of Oregon, inc. BYLAWS.
- D. Assume responsibility for the furtherance of the purposes of the Chapter and State Organization.
- E. Act as official spokesmen of the Chapter.
- F. Follow instructions from the State Board and comply with the instructions of the Chapter's Executive Board and Membership when not in conflict with the provisions of the A.B.A.T.E. of Oregon, Inc. BYLAWS.
- G. Authorize and approve all expenditures.
- H. Supervise all Committees of the Chapter and be an ex-officio member of all Committees.
 - I. Be one of the minimum (2) signatories for the Chapter's bank account.
- J. Exercise any and all duties, powers and functions, for or incident to the office of the Coordinator.
- K. Have such additional duties assigned by the Chapter or required by the State Board.

Section 2 - Vice Coordinator

The Vice Coordinator shall:

- A. Work under the direction of the Coordinator and perform such duties as assigned by the Coordinator or Executive Board, and in the absence of the Coordinator, exercise the duties of the Coordinator.
- B. Be the Parliamentarian.
- C. Be one of the minimum (2) signatories for the Chapter bank account; unless living in the same household as one of the other signatories.
- D. Perform such other duties as assigned by the Coordinator or Executive Board.

Section 3 - Treasurer

The Treasurer shall:

- A. Be the custodian of all assets of the Chapter and make available an up to date Financial Report at all Executive Board and scheduled Chapter meetings.
- B. Cause the payment of all bills properly approved.
- C. Immediately collect all Chapter monies and deposit them in the name of the Chapter, in the bank designated for such.
- D. With the Coordinator, or the Vice Coordinator, who are not living in the same household, sign all checks drawn on Chapter funds.
- E. Forward all funds to the State Board as required.
- F. Be custodian of all financial records of the Chapter.
- G. File monthly reports to the State Auditor as required by the Financial Policies, as established by the State Board of Directors.
- H. Make Financial Reports available to the State Treasurer immediately upon request.
- I. Record all accounts held by the Chapter.
- J. Work in accordance with Financial Policies as established by the State Board.
- K. Perform such other duties as assigned by the Coordinator or Executive Board.

Section 4 - Recording Secretary

The Recording Secretary shall:

- A. Have the responsibility of maintaining and keeping a record of all Membership Meetings, Committee Meetings and Executive Board Meetings.
 - 1. Be prepared to make the first report to the Chapter after the meeting has been called to order by reading the minutes of the previous scheduled meeting.
 - 2. Record revisions to this report as deemed necessary by the Chapter Membership.
- B. Send a copy of the Meeting minutes to the State Coordinator within (7 Days) of the meeting.
- C. Have the responsibility of maintaining and keeping all correspondence of the Chapter.

- D. Be responsible for furnishing the State Board with all proper forms signed by the Chapter Members which are required by the State Board and/or City, State or Federal laws immediately upon their execution.
- E. Perform such other duties as assigned by the Coordinator and Executive Board:
- F. Submit a monthly Chapter Report to the Newspaper Editor by the 10th of the each month (i.e. Make sure that the report you send in October is for inclusion in the November Newspaper.).
- G. Perform such other duties as assigned by the Coordinator or Executive Board.

Section 5 -Membership Secretary

The Membership Secretary shall:

- A. Maintain and keep an accurate list of the names and addresses of all Chapter Members and transmit these to the State Membership Secretary as necessary.
- B. Provide and process membership application forms to new members, collect fees and transmit these to the State Treasurer.
- C. Assist the Treasurer in maintaining an accurate account of all dues and initiation fees collected.
- D. Perform such other duties as assigned by the Coordinator or Executive Board.

Section 6 - Sergeant At Arms

The Sergeant At Arms shall:

- A. Be responsible for the orderly operation of the Membership and Executive Board Meetings and shall carry out his/her duties with the aid of the Vice Coordinator, for proper parliamentary procedure.
- B. Assist members of the Executive Committee and Committee Chairs in collecting any Chapter funds.
- C. Make sure that the American flag and/or the Chapter colors are present at all Chapter meetings and events.
- D. Perform such other duties as assigned by the Coordinator or Executive Board.

Section 7 - State Representative (1)

The State Representative shall:

- A. Attend all scheduled State Board Meetings as the Chapter's State Representative (Reference - ABATE ByLaws Article VII).
- B. Arrange to have this position filled by an alternate, if unable to attend the State Board Meeting.
- C. Give a report of the State Board Meeting to the Chapter Membership at the earliest Chapter Meeting following the State Board Meeting.
- D. Report all issues that require attention, opinion or vote by the Chapter.
- E. Perform such other duties as assigned by the Coordinator or Executive Board.

Section 8 - Public Relations Director

The Public Relations Director shall:

- A. Educate the public about the existence, policies and objectives of the Chapter and A.B.A.T.E of Oregon, Inc.
- B. Arrange to communicate information, that has been approved by the Membership, Coordinator or Executive Board, to non A.B.A.T.E. organizations or individuals that will assist in achieving goals consistent with the mission of A.B.A.T.E of Oregon, Inc.
- C. Perform such other duties as assigned by the Coordinator or Executive Board.
- D. Work in accordance with the Media Guidelines as established by the State Board of Directors.

Section 9 - Ways and Means / Products Director

The Ways and Means / Products Director shall:

- A. Arrange for the purchase of Chapter related items necessary to conduct Chapter functions as requested by the Coordinator, Executive Board or Membership.
- B. Keep accurate records of orders, purchases and monies that are received and spent.
- C. Report all monetary transactions to the Chapter Treasurer.
- D. In cooperation with the Chapter Treasurer, maintain a working capital account for the purchase of products, prizes and etc.
- E. Work in accordance with Financial Policies as established by the State Board of Directors.
- F. Perform such other duties as assigned by the Coordinator or Executive Board.

Section 10 - Legislative Director

The Legislative Director shall:

- A. Report all actions and plans taken by City, State and Federal governments, other organizations and individuals that could or will effect the aims of the Chapter and/or A.B.A.T.E of Oregon, Inc.
- B. Be in charge of voter registration for the Chapter.
- C. Report on Chapter and A.B.A.T.E. of Oregon, Inc. sponsored projects.
- D. Perform such other duties as assigned by the Coordinator or Executive Board.

Section 11 - Education Director

The Education Director shall:

- A. Coordinate and administer the organizational efforts to educate ABATE members, the motorcycling public and public road users at large on motorcycle safety, training, traffic laws and accident scene management.
- B. Work to find new avenues of educating the public and meeting the educational needs of the motorcycling community.
- C. Administer any education programs established and/or operated by ABATE.
- D. Report on Chapter and ABATE sponsored projects.
- E. Perform such other duties as assigned by the Coordinator or Executive Board.

Section 12 - Historian

The Historian shall:

- A. Keep an album of appropriate photos, articles, fliers and other information that is submitted about Chapter events, fund raisers and items of interest.
- B. Insure that all albums or other historical items are accessible for events or fund raisers, upon request.
- C. Perform such other duties as assigned by the Coordinator or Executive Board.



Financial Policies and Procedures

Revised: March 5, 2025

INTRODUCTION

- A.** The A.B.A.T.E. of Oregon, Inc. Financial Policies and Procedures are written to provide information to State and Chapter Officers on the proper way to handle financial matter and transactions.
- B.** This document contains both Policies and Procedures as defined below. All Policies are written to ensure that financial transactions are keeping with the ABATE of Oregon, Inc. ByLaws and Purpose.
- C.** This document will first state a definition of a policy and immediately be followed by a definition of a procedure.

POLICY

- A.** A governing principle or course of action that must be followed in order to assure all financial transactions are handled in a business-like manner.

PROCEDURE

- A.** An established method or way of conducting business that will make the handling of financial transactions more efficient.

I. POLICY #1 - CHAPTER FUNDS

A. CHAPTER FUNDS

1. Chapter Treasurers are responsible for maintaining the integrity of all Chapter funds and following the Financial Policies and Procedures of ABATE of Oregon, Inc.

2. All Chapter funds will be maintained through bank accounts and under no circumstances will any chapter funds be withheld from deposit or held as cash by any Chapter member.
3. All Chapter bank accounts opened must be set up and maintained with the following:
 - a. Chapter name
 - b. Chapter mailing address
 - c. ABATE of Oregon, Inc. IRS identification number
4. Two (2) authorized signatures are required on all Chapter checks and/or withdrawals
5. Authorized signers will be determined by each Chapter but must not include persons related to each other or who reside in the same household.
6. The ABATE of Oregon, Inc. State Treasurer must be included as an authorized signer on all Chapter accounts.
7. All Chapter transactions are to be recorded in an electronic financial software program. The program to be used will be determined by the State Board of Directors.
8. All financial transactions must be recorded in the Chapter financial records by the transaction date.
9. Bank statements for all Chapter funds must be reconciled to the Chapters' records each month.
10. The Chapter Treasurer must submit a monthly financial report to the State Auditor and at Monthly Chapter Meetings.
11. Non-Compliance: Failure of the Chapter Treasurer to submit the required financial information to the State Auditor on time will result in the following consequences:
12. At the first monthly State Board Meeting following the Chapters' established reporting due date, any Chapter not in compliance will be put on probationary status by the State Board of Directors.
13. At the second monthly State Board Meeting following the Chapters' established reporting due date, any Chapter still not in compliance will not be allowed to vote at the State Board Meeting.
14. At the third monthly State Board Meeting following the Chapters' initial non-compliance, action could be taken to revoke the Chapters' Charter.

II. POLICY #1 – PROCEDURES

A. Number of Check Signers: A minimum of three (3) authorized signers is recommended. This will enable the Chapter to continue to take care of financial matters even if an authorized signer is not available.

B. Computer Software:

1. Use only the version of the financial software being required by the State Treasurer and State Auditor.

C. The State Treasurer will instruct and train Chapter Treasurers annually at STEAM (Seminar To Educate and Motivate).

D. State Report:

1. It is essential that the State Auditor be able to verify each check payee and amount for the month, for every Chapter.
2. Transactions need to be categorized using the list of accounts determined by the State Treasurer.
3. Report due date is to be established with the State Auditor by each Chapter Treasurer and should be within 10 days of the bank statement cut-off date.

E. Monthly reports include the following:

1. An electronic backup from the current financial software program.
2. A copy of the computer Reconciliation Report from each bank account.
3. A copy of the Bank Statement from each bank account.

F. Submission of the Monthly Report can be done in one of the following ways:

1. E-mail is the preferred method. Reconciliation Reports and Bank Statements can be scanned and e-mailed along with the electronic backup.
2. The electronic backup can be put on a disk and mailed with the Reconciliation Report and bank statement copies to the State Auditor.
3. The Reconciliation Report and bank statement copies can be faxed to the State Auditor.
4. Do not mail or deliver the monthly reports to the State Board meeting or the State mail address or to the State Treasurer. They need to come to the State Auditor.

G. Coordinator Report:

1. A copy of the State Report should be sent to the Chapter Coordinator at the same time it is submitted to the State Auditor. In lieu of an electronic backup, the report should include the following:
 - a. An Income and Expense statement, created from the electronic software.
 - b. A Balance Sheet, created from the electronic software.

H. Chapter Report:

1. The Report to the Chapter is to be presented at the Monthly Chapter Meeting and includes the following documents:
 - a. An Income and Expense statement, created from the electronic software.
 - b. A Balance Sheet, created from the electronic software.
 - c. Event or fund raising reports.
 - d. Other requested reports; such as budgets, accounts payable, etc.

III. POLICY #2 - INCOME DEPOSITING AND RECORDING

A. Cash receipt items include:

1. All income (whether by cash or check) received by the Organization (State and Chapters).

B. Examples of income include:

1. Membership dues
2. Contributions
3. Product sales
4. Fund raising events
5. Interest Earned

C. All income received must be processed as follows:

1. The State/Chapter Treasurer prepares a deposit slip for all funds received and deposits the funds in the State/Chapter bank account.
2. The State/Chapter Treasurer records the deposit in the financial software program (as well as a checkbook register or ledger).

D. The deposit entry must include:

1. Deposit date
2. Deposit amount
3. Source or type of income, by category
4. If more than one type, the amount of each type of income

IV. POLICY #2 – PROCEDURES

A. The following procedures can help protect income received as well as the accuracy of the financial records.

1. Use a book of pre-numbered deposit slips to record income received. (These can be ordered from your bank)

2. Whenever cash is received, it should be counted immediately by the Treasurer and then recounted and verified by another officer.
3. The source of income and amount can be documented in writing and signed by both officers. (A standard receipt book can be used or the deposit slip can be signed by both officers.)
4. If received during a meeting, the source and amount should be included in the meeting minutes.
5. The Treasurer should provide a deposit receipt from the bank which can be compared to the amount documented in writing.

V. POLICY #3 - CHECKS – WRITING AND RECORDING

A. Check Control:

1. The State/Chapter Treasurer is responsible for all blank checks.
2. Checks must be used in proper numerical order. (Voided checks should be noted in the register)
3. Checks must never be signed if the amount or payee has been left blank.
4. Checks must never be made payable to “petty cash” or “cash”.
5. It is the State/Chapter Treasurers’ responsibility to make sure all checks issued have both of the required signatures before the check is mailed or distributed to the payee.
6. This is a requirement of ABATE of Oregon, Inc. even if the bank does not require or monitor the signatures.

B. Check Documentation:

1. The State/Chapter Treasurer should not issue any checks unless they have an invoice, receipt, statement or written explanation which contains the following information:
 2. Name of payee
 3. Amount to be paid
 4. Description of the type of expense (category) and, if applicable, name of specific event

C. After a check has been issued the documentation is marked with the following:

1. Date paid
2. Check number
3. Amount paid, if different than the amount shown on the documentation

D. It is the responsibility of the State/Chapter Treasurer to keep all documentation on file for at least five (5) years. A separate file should be used for each year. (This file should be passed on to the next Treasurer when you vacate the position)

E. Check Recording: The State/Chapter Treasurer records the check in the financial software program (as well as a checkbook register or ledger).

F. All check entries need to include:

1. Date check was written
2. Check number
3. Check payee
4. Check amount
5. Type of expense, by category

VI. POLICY #3 - PROCEDURES

A. Properly documenting all checks written is essential to maintaining the integrity of any financial records. Checks not properly documented give the appearance of being an inappropriate or questionable expenditure.

B. The check and the documentation should be together until both signatures have been obtained. Check signers should review the documentation before signing a check.

C. Whenever possible, authorized signers should avoid signing checks made payable to themselves.

VII. POLICY AND PROCEDURES #4 - TRAVEL EXPENSES

A. The State Board is responsible for reimbursing the travel expenses incurred by:

1. State Officers for ABATE related travel.
2. Any other person(s) for ABATE related travel authorized by the State Board.

B. The State Board is not responsible for reimbursing the travel expenses incurred by Chapter State Board Representative or Chapter members traveling on Chapter related ABATE business.

C. At no time will a State Officer receive reimbursement from the Chapter for the same travel paid by the State (1 reimbursement per vehicle allowed.)

E. In-State Travel: Generally, the only in-state travel expense eligible for reimbursement is for mileage driven in privately owned vehicles.

F. Mileage reimbursement policies are as follows: Authorized persons using a personal automobile or motorcycle to travel on ABATE business may request a mileage reimbursement equal to *35 cents per mile.

G. Mileage must be recorded on a mileage log which shows the following:

1. Date of travel
2. Travel destination
3. Reason for travel
4. Beginning and ending odometer reading
5. Total mileage traveled

H. The amount of mileage reimbursement claimed may be reduced, if the requestor so chooses.

I. For documentation purposes, the mileage log should show the actual mileage traveled, as well as the mileage reduction.

J. If authorized in-state travel requires an overnight stay, the State Board may authorize payment of lodging and meal expenses prior to the trip.

K. In the event that circumstances beyond the control of the authorized person(s) exist and they are unable to return home as planned, the State Board may reimburse lodging and meal costs.

L. If possible, one of the State Executive Board members should be contacted for authorization of emergency travel expenses before expenses are incurred.

M. All expenses must be documented with receipts.

N. Out-of-State Travel: Expenses for out-of-state travel authorized by the State Board will, in most cases, be paid by the State Board. Other travel expenses must be pre-authorized by the State Board.

O. Expenses include transportation, lodging and meals.

P. Except for meal per diems, all travel expenses must be documented with receipts.

Q. Transportation:

1. Use of personal vehicles will be reimbursed at the in-state rate, unless the State Board determines a different rate.
2. Other modes of transportation will be determined by the State Board depending on the distance to be traveled.
3. Ground transportation between airport and place of lodging will be reimbursed if required.

R. Lodging:

1. When possible, reservations should be made in advance and a separate ABATE of Oregon, Inc. check should be issued to the place of lodging, or Debit Card used by the Treasurer only.
2. When exact lodging costs are not known, a lodging advance may be issued based on a prudent estimate of costs.
3. The only lodging cost to be covered by the State Board is the charge for the room and related taxes. Charges such as room service, telephone calls or movie rentals will not be reimbursed by the State Board.

S. Meal Costs or per diem : Authorized persons traveling on State business will receive an advance or be reimbursed for meals at the following rates:

1. \$6.00 for breakfast
2. \$7.00 for lunch
3. \$13.00 for dinner

T. The estimated time of departure and arrival back home will be used to determine the meals to be reimbursed. Meals included in conference fees or airline tickets are excluded.

U. Meal per diems do not have to be documented with receipts.

V. Chapter Members: Each Chapter is to develop a Travel Expense Policy and is encouraged to use the State Board of Directors Policy as a guideline.

W. All Chapter Policies are to be written using the ABATE of Oregon, Inc. ByLaws and Operations Manual as guidelines for qualifying expenses.

VIII. POLICY AND PROCEDURE #5 - EXPENSE REIMBURSEMENTS

A. State Board of Directors and Chapters - Reimbursement for out-of-pocket expenses could be made for any of the following situations:

1. The expenditure was previously approved.
2. If a spending limit was set, any expense reimbursement over the set limit must be voted on and approved.
3. The expenditure is a normal and necessary expense of carrying out the duties of an elected or appointed office or position.
4. In general; normal and necessary expenses would include postage, copying, office mailing supplies, long distance telephone calls, etc.
5. The expenditure must be documented with an invoice, sales receipt, telephone bill and/or a phone log or other documentation that substantiates the amount and purpose of the expenditure.

B. Reimbursement Requests - The following procedure must be followed when requesting reimbursement:

1. Requests must be turned in within 60 days from the date the expense(s) were incurred.
2. The request must be on an ABATE of Oregon, Inc. "Expense Report Form".
 - a. The Expense Report Form is available from the State/Chapter Treasurer or the State website.
3. Receipts and other documentation must be attached to the Expense Report.
4. Submit the Expense Report and documentation to the State/Chapter Treasurer.
5. The Treasurer will review the Expense Report and issue a check in accordance with the (V. POLICY #3 - CHECKS – WRITING AND RECORDING) procedures.

IX. POLICY AND PROCEDURES #6 - EXPENSE ADVANCES

A. Expense advances may be issued for the following situations:

1. The normal and necessary expense of carrying out the duties of an elected or appointed office or position consistently total more than \$50.00 per month.
2. A person holding an office or position cannot afford to pay the normal and necessary expenses out of their own pocket.
3. A person holding an office or position that has been authorized to expend an amount considered to be more than a normal and necessary expense.

B. Requesting an Expense Advance - The following procedure must be followed when requesting an Expense Advance:

1. The request must be on an ABATE of Oregon, Inc. Expense Report form.
2. The requestor must also include a brief description of why the advance is needed and how it will be used.
3. The Expense Report should be turned in to the State/Chapter Treasurer.
4. The Treasurer will review the Expense Report form and issue a check in accordance with the (V. POLICY #3 - CHECKS – WRITING AND RECORDING) procedures.
5. The Treasurer will keep track of all expense advances until the proper documentation has been turned in and verified.

C. Documenting Expense Advances:

1. At the next State/Chapter meeting, the person receiving the advance must present an accounting of the expenses incurred and paid for out of the advance received.
2. All expenses listed in the document must be accompanied with an invoice, sales receipt, telephone bill, phone log or other documentation that substantiates the amount and purpose of the expenditure.
3. Any unspent funds must be turned in along with the accounting and documentation.
4. If expenses exceeded the amount advanced, the procedures for an expense reimbursement should be followed. The amount of the advance should be indicated and deducted from the total expended.
5. If any person fails to properly document an expense advance at the next State/Chapter meeting, no further advance will be issued until documentation has been submitted.
6. If, after 30 days, documentation still has not been provided, the matter will be brought before the State Board of Directors/Chapter Members.



A.B.A.T.E. Sanctioning Guidelines

Revised: March 8, 2025

A. Purpose

1. These guidelines are established to facilitate the sanctioning of ABATE events; to outline the duties of the ABATE Sanctioning Officer; to ensure a uniform and fair application of sanctioning rules; to ensure compliance with insurance company policies and the laws and rules of the Oregon Liquor Control Commission (OLCC).

B. Duties of the Sanctioning Officer

1. The Sanctioning Officer shall review the submitted sanctioning form to ensure that the sanctioning form is complete, all pertinent information is included and all appropriate licensing information (liability insurance information, vendor information and certificates as applicable) is included.
2. The Sanctioning Officer shall maintain records of all sanctioning applications and related forms. These records need to be kept in order and readily available. Records shall be maintained for seven (7) years. At the end of the seventh year, these records will be archived by the State Historian.
3. The Sanctioning Officer shall act as the sole contact with the Insurance Company of Record of ABATE.
4. The Sanctioning Officer shall ensure that the requesting Chapter is in good standing with ABATE. A Chapter, not in good standing, shall not qualify to hold a sanctioned Event.
5. The Sanctioning Officer has the right to withhold sanctioning of an event if:
 - a. The Sanctioning Officer can demonstrate that the Chapter or the Chapters requesting sanctioning of an event have not acted in good faith.
 - b. There is false, inaccurate or incomplete information on the sanctioning form, promotional materials, licensing certificates or insurance information.

C. Completion of the Sanctioning Form

1. The sanctioning form will be provided by the Sanctioning Officer, either electronically or by other means available. It is the sole responsibility of the Chapter or Chapters requesting the sanctioning form to complete all of the required information in a legible manner. Forms submitted that are incomplete, illegible, unreadable or not accompanied by the required fees will not be considered for sanctioning.
 - a. Events that are put on by a coalition of Chapters shall appoint a single individual to act as the "Run Coordinator". This individual will be responsible for completing the sanctioning form, providing the required fees and associated paperwork and act as the "Person of Contact" for the Event.
 - b. The fully completed sanctioning form, applicable fees along with the proposed advertising flyer/poster must be received by the Sanctioning Officer not later than ninety (90) days prior to the event. The sanctioning form and the advertising materials must arrive to the Sanctioning Officer in a manner that allows the included materials to be published and distributed.
 - c. The Event flyer (jpeg or pdf format) should be sent electronically or copied to a CD and delivered to the Sanctioning Officer to facilitate a clear and readable copy. The Sanctioning Officer shall not be responsible for flyers not submitted in this manner.
 - d. Chapters must provide the final form of the advertisements or the flyers that they will be using to promote their events.
 - e. Exception: Chapters may change their flyers or advertisements up to ninety (90) days in advance of the Event.
 - f. Upon approval by the Sanctioning Officer, the advertisement or flyer will be forwarded to the Newsletter Editor, Webmaster, Public Relations Officer and Historian.

D. Conflicts in Event Scheduling

1. A scheduling conflict occurs when the proposed overnight camp outs of ABATE Chapters are to occur on the same day or overlap.
2. It shall be the general policy of ABATE to give preference to "Customary Runs". The definition of a "Customary Run" shall be considered to be an Event that has occurred on the same weekend (dates will vary because of the calendar year) for five (5) consecutive years without interruption.

3. If another Chapter requests a date that is usually reserved by a "Customary Run", the Sanctioning Officer will notify the contact person of the Chapter that holds the "Customary Run" to see if a compromise can be reached with the other Chapter. If the Chapters agree to having their campouts on the same day(s), the Run Coordinators will submit, in writing, the agreement reached to the Sanctioning Officer.
4. Events will be sanctioned in the order that the fees and other required paperwork are received by the Sanctioning Officer. The Sanctioning Officer shall record the date and time that the completed forms are received.

E. Appeal Process

1. The Chapter or Chapters which have had sanctioning withheld may appeal the decision of the Sanctioning Officer by filing an appeal in writing to the Board of Directors stating the reasons why they feel the decision is unjust. The Board of Directors may overturn the decision of the Sanctioning Officer by a simple majority vote. A quorum must be present.

F. Additional Liability Insurance

1. Any Chapter or coalition of Chapters that hold(s) an Event where the venue or the property owner(s) require more liability insurance than provided by the Insurance Company of Record for ABATE will procure such insurance at their own expense and have the property owner and ABATE listed as additional insured entities.

G. Permissible Activities

1. Unless expressly prohibited in the Sanctioning Guidelines, Chapters may conduct their Event in any way that the Chapter deems to their advantage.
2. No ABATE Chapter may hold any Event where the Chapter, as an entity of ABATE, directly provides alcoholic beverages for sale or for free.
3. No ABATE Chapter will hold any event where there is a contest involving:
 - a. Speed competition or contest.
 - b. An acceleration contest.
 - c. An exhibition of speed or acceleration.
 - d. The making of a speed record.
4. Contests that are timed and/or depend solely upon skill are allowed.

H. Violation of Sanctioning Guidelines

1. Any violation of the Sanctioning Guidelines may result in the denial of sanctioning of the Event in the future or other sanctions as deemed necessary upon investigation and the finding of fact by the Executive Board. (Ref. ABATE Bylaws Article XI)
 - a. The findings by the Executive Board will be submitted to the Board of Directors for final approval.
2. A Member or Members, a Chapter or Chapters, may appeal any action taken by the Executive Board by filing an appeal with the Board of Directors.
 - a. The appeal must be filed within thirty (30) days of the actions taken by the Executive Board.
3. The Board of Directors upon receiving an appeal from a Member(s) or Chapter(s) shall schedule a hearing within thirty (30) days of the date of the appeal to review the Executive Board's investigation and findings. And shall consider evidence presented by the Member(s) or Chapter(s) Representative(s) of the affected Chapter(s).
 - a. A majority vote from the Board of Directors, with a quorum present, is required.
4. The Board of Directors shall provide written notice to the Chapter(s) involved regarding the outcome of the appeal within ten (10) business days of the hearing.

I. Policy on Alcohol

1. The policy of ABATE regarding the selling or furnishing of alcoholic beverages is that no Chapter shall act as a vendor of alcoholic beverages nor shall they purchase, as a Chapter, out of Chapter funds, alcoholic beverages to be sold or given away at a sanctioned Event.
2. Outside vendors of alcoholic beverages are required to be properly licensed with the OLCC and have current liability insurance. All servers of alcoholic beverages must have a valid OLCC "service permit" and must adhere to the OLCC laws and the Oregon Revised Statutes regarding the serving of alcoholic beverages.
 - a. Any violation of this policy by a vendor shall result in the vendor's privileges to attend a sanctioned ABATE Event to be revoked immediately. The vendor, the vendor's employees and the properties of the vendor shall be escorted from the premises on which the Event is being held.
 - b. Any violation of the policy by a Chapter or Chapters may result in the denial of sanctioning the Event in the future or other sanctions as deemed necessary upon investigation and the finding of fact by the Board of Directors.

J. Vendors

1. Vendors, of any nature, attending a sanctioned ABATE Event must comply with all licensing and insurance requirements set forth by ABATE and the government agency(ies) having jurisdiction over the Event.
2. Food vendors must have current food handlers certificates issued by the State of Oregon.
3. Alcoholic beverage vendors must provide a current copy of their certificate of insurance and all servers must be in compliance with the OLCC laws and rules.
4. All vendors must comply with city and county ordinances concerning business licensing, food handler certificates and health department inspections and licensing.

K. Mass Gathering Permits

1. It is the responsibility of the requesting Chapter(s) to ensure that any permits required by the governmental agency having jurisdiction over the venue of the ABATE Event, are obtained.
2. The Run Coordinator for the Event shall ensure that all actions that occur during the Event meet the conditions set forth by the governing agency.
3. If a permit for a mass gathering is required it shall be obtained and submitted with the sanctioning form not later than ninety (90) days prior to the Event.

L. Sanitation

1. It is the responsibility of the Event organizers to ensure that adequate sanitation facilities are provided for the vendors and attendees of the Event.

M. Amendment to the Sanctioning Guidelines

1. These sanctioning guidelines may be amended by the Board of Directors by a majority of directors present, if a quorum is present.
(Ref. ABATE Bylaws - Article VII)
 - a. Notice of proposed changes to the Sanctioning Guidelines must appear in the State Newsletter before being voted on by the Board of Directors.
 - b. The proposed changes must be brought back to the Chapters for discussion and approval.



A.B.A.T.E. Media Guidelines

Revised: March 8, 2025

The following Media Guidelines are applicable to all State Officers, Chapter Officers and Chapter members.

- A. Any ABATE member responsible for providing content to any of ABATE's media outlets sent on behalf of ABATE or any of its' Chapters or Officers and any web page publication, shall take reasonable steps to assure that the material published is accurate and does not violate copyright laws.
- B. The author of any submission has an obligation to make reasonable efforts to insure the accuracy of any facts and the Editors' obligation is to review for same, as needed
- C. None of these guidelines should be construed to inhibit the free flow of opinion by, from or for ABATE members, except as normal editorial considerations of taste, space, and appropriateness for publication may dictate, and which discretion should be vested in the Editor of the publication, subject to the authority of the Board of Directors, Executive Board and the State Coordinator.
- D. ABATE requires all members submitting articles for publication with specific factual allegations which might be libelous, to take reasonable steps to insure that the facts alleged are accurate.
 - 1. This policy is not intended to stifle healthy public debate on any issue of importance to motorcyclists, nor of ABATE's members to engage in same, in print or otherwise, particularly as to matters of opinion on public policies.
 - 2. It is intended, however, to encourage responsible fact-checking of any potentially libelous fact intended for publication.

3. Due to our non-profit incorporation, no one is allowed to either promote or demean a political candidate during the electoral process.
- E. The ABATE of Oregon, Inc. newsmagazine and web site are official publications of ABATE of Oregon, Inc. The views expressed by advertisers, member links or correspondents do not necessarily reflect those of ABATE of Oregon, Inc., nor of its officers or members, and no warranty, either expressed or implied, is conveyed by ABATE of Oregon, Inc. regarding advertised products or services.
 - F. ABATE of Oregon, Inc. reserves the right to edit or refuse advertising.
 - G. All ABATE of Oregon, Inc. Chapter web sites are encouraged to use the state domain: <https://www.abateoforegon.net>. The State Web Site Editor has final authority for legal reasons.
 - H. Publication of flyers at no cost is limited to MROs. Exceptions are to be made by the Executive Committee and not the editor.
 - I. Material appearing in any ABATE of Oregon, Inc. publication will be published as space and time permits.
 1. ABATE of Oregon, Inc. also reserves the right to edit or refuse all submissions. Submissions must be signed
 2. Newsletter articles, letters, or other materials must be received no later than the 10th of each month preceding publication.
 - J. Editor of the publication, subject to the authority of the Board of Directors, Executive Board and the State Coordinator, is the final authority of the publication
 - K. All correspondence should be sent to the following address:
or via email through the ABATE of Oregon Web Site:
(<https://www.abateoforegon.net>)

**ABATE of Oregon, Inc.
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