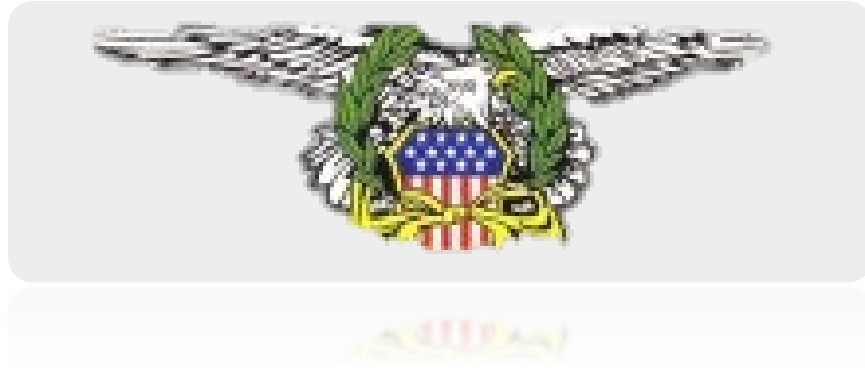


# ABATE OF WASHINGTON



A BROTHERHOOD AGAINST TOTALITARIAN ENACTMENTS

**STATE AND LOCAL STANDING POLICIES**

**A NONPROFIT CORPORATION**

Ratified 10/17/2021

For the Period of 10/1/2021 through 9/30/2022



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## **SECTION I**

Section I policies relate to Article I of the State Bylaws of ABATE of Washington and general business issues of the Corporation.

### **POLICY 1.1 CORPORATE LOGO**

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

### **POLICY 1.2 USE OF ABATE NAME**

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

### **POLICY 1.3 MARKETING OF THE ABATE NAME AND LOGO**

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

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

The only acceptable copyright notice is on printable or electronically conveyed media is in the form of:

© (year) ABATE of Washington, Name of Chapter.

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

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

Exceptions: Publicity for organizations, companies, restaurants, and taverns that donate to your events (toy run, food drive, or other fundraisers) may be included in the story and images about the event.

Organizations, companies, restaurants, and taverns sponsoring events may be included in the title of the event with a link to the sponsor's website and email address.

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

### **POLICY 1.4 PUBLIC POLICIES**

All subjects to be considered for any action by ABATE of Washington which concern external or public policy shall be public in nature; shall be timely in importance to the members of ABATE of Washington and the

motorcycling community; shall be general in application to the welfare of members of ABATE of Washington; and shall include, but not be limited to, public relations, public affairs, legislative affairs, legal affairs, safety, and education.

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

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

### **POLICY 1.5 US DEFENDER PROGRAM**

ABATE of Washington (ABATE) is a Motorcycle Rights Organization (MRO) in Washington State. ABATE of Washington will endorse and conditionally participate in US Defenders program as it applies to ABATE as a MRO in Washington State. As stated in the Confederation of Clubs (COC), Washington State Defenders program (Defenders), ABATE likewise recognizes the need to fight for, protect and preserve our Constitutional rights and civil liberties at both the state and federal levels. ABATE further recognizes that the Defenders program is an essential grassroots program, that promotes good motorcycle legislation and motorcycle rights, by mobilizing and coordinating manpower action efforts in Washington State. ABATE is structured to operate through a Board of Directors (BOD), to set agenda items; and through Legislative Affairs Officer (LAO) committee, to plan, create and promote proactive motorcycle legislation. ABATE communicates with other State and Federal MRO's, to share information; discover methods of legislation; watch for issues; design unified strategies; and the overall protect Motorcycle rights.

ABATE respectfully requests that the COC and Defenders program recognize the need for a true coalition and ABATE of Washington's desire to be treated as a full member of the COC in regard to the Defenders program as it pertains to Legislative and Motorcycle rights. In working with the Defenders program, ABATE has outlined the following participation policy (following the format of the Defenders Policy), that keeps in mind the structure and consistent integrity of the Washington State COC:

1. Basic Structure.
  - a. ABATE structure of Executive Committee (ECOM), BOD, and LAO Committee, will continue to be the official policy and manner of operation without change to titles. The voting members of the BOD (Chapter Coordinators, and ECOM members) will be called upon to vote through parliamentary procedure, to set the official agenda of ABATE. The State LAO is charged with maintaining consistency with the legislative agenda of ABATE and coordinating with the Commander of the Defenders program. The State LAO, and the Coordinator of ABATE, will be the official point of communication with the Defenders Calls to Action (CTA), prepared by the Commander Defenders program, and will respond based upon that are relevance to ABATE as an MRO in Washington State. The relevant form letters and responses will be channeled as communications through official email from the Commander (or designee), to ABATE of Washington ([legislative@abate-wa.org](mailto:legislative@abate-wa.org); [coordinator@abate-wa.org](mailto:coordinator@abate-wa.org)).
  - b. ABATE will disseminate approved CTA's to its membership through email and through the ABATE of Washington website. Each ABATE chapter is responsible for gathering information and legislative letters from their group and returning them to the State LAO (to be transferred to the Defenders Commander (or designee)).

- c. The COC will not act as the agent of accountability enforcement. Honor and respect are given to those that honor and respect their agreements.
  - d. ABATE will maintain official position titles and expand responsibilities of those positions, as needed, to maintain consistency and integrity in regard to the Defender program.
2. Wearing of Defender patches is purely optional and a matter of choice.
3. ABATE will not specifically extend itself to authorities for the purpose of civil service or aid in natural disasters. Other states and federal requests may still occur, but participation would be optional.
4. ABATE chapters and members are not "Locked-In" to every request for action in case of political or moral opposition. This is a democracy and an abstention from a call to action will be respected.
5. ABATE, through a majority vote of the BOD, will have ongoing participation with the Defenders program. I.E.; ABATE reserves the right to appoint or change in-house titles, policies and involvement with the Defenders through a majority vote of ECOM or the BOD dependent on the issue and inform the Defenders of any change to policy in regard to ABATE involvement. This also includes the right to structure and shape of involvement with the Defenders program as time goes on to reflect the concerns and realities of Washington State.
6. ABATE will participate in Legislative Affairs in coalition with the COC/Defenders and will not be held responsible for funding the Defenders program in Washington State. Predictable expenses include mailings and photocopies of letters to legislators and bureaucrats. Any extraordinary expenses that are incurred shall be the responsibility of the COC. ABATE will assist in expenses only by request; mutual need; and with approval through normal ABATE of Washington procedures.

## **SECTION II**

Section II policies relate to Article II of the State Bylaws of ABATE of Washington.

## **SECTION III**

Section III policies relate to Article III of the State Bylaws of ABATE of Washington.

### **POLICY 3.1 MEMBERSHIP GRACE PERIOD**

There shall be a three (3) month grace period to renew an individual membership during which the State Newsletter will continue to be provided. The rights and privileges and holding of office will not continue during the grace period. If renewal is made within six (6) months of expiration, the expiration date will remain the same. If renewal is made after six (6) months of expiration, a new expiration date, one year later will be assigned.

### **POLICY 3.2 DISCRIMINATION**

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

### **POLICY 3.3 HONORARY ABATE MEMBERSHIP**

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

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

### **POLICY 3.4 VOLUNTARY MEMBERSHIP RESIGNATION**

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

### **POLICY 3.5 FEE FOR MEMBERSHIP DUES**

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

1. New member's dues are set at \$30 (1 year), \$70 (3 years), or \$105 (5 years);
2. Renewals are set at \$25 (1 year), \$65 (3 years), or \$100 (5 years);
3. Corporate memberships are \$200 per year.
4. Dues for life are set at \$300 for a lifetime ABATE membership.

*[Ref: Amended 10/23/16 Board of Director's Meeting.]*

### **POLICY 3.6 CRITERIA FOR LIFETIME MEMBERSHIP**

For an ABATE member to qualify for a lifetime membership they must meet the following criteria.

1. Any member in good standing with ABATE of Washington may be nominated for lifetime membership.
2. Nominated member must have been a member for a period of fifteen (15) continuous years.
3. Member must have performed his or her duties in an exceptional manner.
4. Any member in good standing may nominate a member who has met the qualifications whether the member is from their own chapter, a different chapter, or an independent member with no chapter affiliation. Member must then submit lifetime membership application to the state secretary no less than thirty (30) days prior to quarterly BOD meeting, state secretary will then include application into the BOD packet for each chapter to vote on. Chapters will then vote their chapter's voice at the next BOD; a nominee must receive 2/3 of the State Board of Directors vote.
5. Nominee must be present at this or a future BOD to accept a lifetime membership.

### **POLICY 3.7 ASSOCIATE MEMBER**

1. An Associate Member is a member of a recognized social or fraternal organization that wishes to join with ABATE of Washington to work for Motorcycle Rights.
2. Associate Membership will not bring with it any of the rights of full membership (i.e.: membership number, voting rights, insurance or reduced cost access at state level events.)
3. A Member organization will receive one copy of the state newsletter for every ten associates, delivered to a central address by US Mail (or other carrier as deemed necessary.)



4. Associate Members are encouraged to attend local chapter meetings and take part in local events; in return local chapters are encouraged to welcome associates to meetings and to accept associate membership for reduced cost access to events.
5. For accounting purposes, a Member organization's renewal date shall occur only once per year (any added associate memberships will expire on the same date as those already established.)
6. Each Member organization will be provided with the number of dated associate membership cards appropriate to their enrollment.
7. An Associate member may upgrade to full membership upon the surrender of their Associate Membership card and the cost of a full membership renewal (currently \$25); upon this act the Member will be deemed a full member of ABATE of Washington and eligible for all privileges and responsibilities of that membership (including patch.)
8. It shall be the recognized organization that establishes the right of membership; and that membership shall cost \$5.00 per associate per year.

### **POLICY 3.8 ABATE NEWSLETTER**

The deadline for submissions to the ABATE Newsletter is the 15th of the month prior to publication.

Chapter reports must be submitted by the Chapter Coordinator, Deputy Coordinator or a person authorized by the Chapter in writing.

Chapter announcements and flyers are free with the following restrictions:

- Chapters are limited to one full page ad per month
- If the event is during the first week of the month, then a full-page ad is allowed in the previous month's issue.
- If the event is not in the first week of the month, the full-page ad is limited to the issue published in the month of the event.
- Chapters may place 1/4-page ads for up to two months prior to the event except for the issue that the full-page ad is inserted. Chapters may not have a 1/4-page ad and a full-page ad for the same event in the same issue. Full page ads may be allowed if there is space available in months prior to the month of the event at the sole discretion of the Newsletter Team.
- All flyers submitted for publication for Chapter events must have "ABATE of Washington" and the Chapter name at the top of the flyer. Use of the ABATE logo is optional. Any flyers submitted without this information will not be considered Chapter events and will be subject to policies contained in these rules. This may require payment before the flyer can be published.

Charities with 501 (c) (3) status must submit a copy of their IRS status letter to the Newsletter Team before their ad can be published. All events must be motorcycle related. There is no charge for charities to place ads under these conditions on a space available basis. If there is no space available, the charity has the option to pay for the ad at current published rates.

No other discounts or free ads will be allowed.

Commissions: Any ABATE member or Chapter may earn 10% on any ads sold for the newsletter.

### **POLICY 3.9 MEMBERSHIP CARDS**

The Board of Directors shall design and approve any membership card to be used. Each card shall state the period for which it is valid and shall have printed on its face, in clear type, that the Corporation is nonprofit.

The form, size, additional content, terms and conditions for issuing replacement cards shall be established by resolution of the Board of Directors.

### **POLICY 3.10 ABATE CHAPTER IDENTIFICATION PATCH**

The chapter identification patch size shall not exceed the bottom of the large back patch, either the 10 inch or the 14 inch. *[Ref: Amended at 7/2/14 Board of Director's Meeting.]*

### **POLICY 3.11 MEMBERSHIP INCENTIVE**

Any existing member in good standing recruiting 10 'new' members in a 12-month period will receive a one-year free ABATE membership.

This can be used for a new membership or to renew an existing membership. *[Ref: Amended at 7/23/16 Board of Director's Meeting.]*

## **SECTION IV**

Section IV policies relate to Article VI of the State Bylaws of ABATE of Washington.

### **POLICY 4.1 TIME LIMITS TO PRESENT AT BOD MEETINGS**

At all Board of Director's meetings, Chapter Coordinators will be allowed to speak and be kept to three (3) minutes. Fifteen minutes will be allowed for proposals.

### **POLICY 4.2 ATTENDANCE AT BOARD OF DIRECTOR'S MEETINGS**

At the beginning of each State Board meeting, after roll call is completed, all Board members not present will be designated in the minutes of the meeting as 'excused' or 'unexcused' by majority vote of the Board members present.

If the Chapter Coordinator or designee will not be attending the Board meeting they must notify the State Coordinator before the meeting by text, email, or in writing, and provide the reason for the chapters' absence; the lack of notification will be considered prima facie evidence of an "unexcused" absence.

Upon failure of the Chapter Coordinator or designee to attend regular Board meetings on two (2) consecutive occasions, unless excused by action of the Board, the Board shall direct the State Coordinator what action to take. This action will take into consideration the state of the chapter, as advised by the Chapter Representative, or other Board member who has pertinent information. The ultimate goal of the action shall be to secure representation at Board meetings for the chapter members.

Related bylaws: 4.1 Structure, 4.3 Vacancies, 5.2.1.1 Chapter Coordinator *[Ref: Amended at 7/11/17 Board of Director's Meeting.] [Ref: Correction made to paragraph 2 to add the word "for" to provide clarification. 8/30/18]*

## **SECTION V**

Section V policies relate to Article V of the State Bylaws of ABATE of Washington.

### **POLICY 5.1 MEMBERS REQUIRED FOR CHARTER**

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

## **POLICY 5.2 REQUIRED CHAPTER MONTHLY INFORMATION**

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

## **POLICY 5.3 CHAPTER OFFICER INFORMATION REQUIREMENTS**

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

## **POLICY 5.4 CHAPTER COURTESY CARD DESIGN**

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

## **POLICY 5.5 ABATE MEMBERSHIP APPLICATION FORM**

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

## **POLICY 5.6 ISSUING CHAPTER CERTIFICATE OF APPRECIATION**

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

## **POLICY 5.7 COST FOR REPLACING CHAPTER FLAG**

The cost to a chapter requesting a replacement "Chapter" flag shall be the actual cost of the replacement flag. Reference Bylaw 5.1.5. *[Ref: Amended at 7/2/14 Board of Director's Meeting.]*

## **POLICY 5.8 CHAPTER LEVY**

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

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

All chapters shall submit an itemized event/activity financial report to the State office for every chapter event/activity that generates profit. This does not include products or any other item that promotes, advertises, or commemorates the event/activity that generates a profit. This report shall be submitted within thirty (30) days of the final financial accounting of the event/activity.

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

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

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

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

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

## **SECTION VI**

Section VI policies relate to Article VI of the State Bylaws of ABATE of Washington.

### **POLICY 6.1 ABATE LICENSE PLATE**

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

## **SECTION VII**

Section VII policies relate to Article VII of the State Bylaws of ABATE of Washington.

### **POLICY 7.1 ELECTION OF STATE OFFICERS**

In accordance with Article VII of the Bylaws of ABATE of Washington, the election of State Executive Officer positions shall be conducted by the policy and procedures described below.

#### NOMINATIONS

Nominations shall be entertained only at the January Board of Directors meeting.

Nominations shall be accepted from any member in good standing at said meeting.

Nominations shall be the first items of New Business on the BOD agenda and the floor shall be opened for nominations by the Chair.

After all nominations have been received, the Chair shall entertain a motion to close nominations which shall require a two-thirds (2/3) majority vote of BOD members present.

The State Secretary shall record the positions open for election as well as the nominees for each position and shall read the list prior to the vote to close the floor to nominations.

#### STATE OF QUALIFICATIONS

Nominees shall submit a statement of qualifications to the State Office within two weeks of nomination to be printed in each issue of the State publication prior to ballot mailing.

No one shall be nominated for a State Executive Officer position for which they are not qualified in accordance with the qualifications listed in the Bylaws of ABATE of Washington for the position.

#### RUNNING UNOPPOSED

Should only one person be nominated for office and therefore be running unopposed, the Board of Directors shall reserve the right to elect, by two-thirds (2/3) vote of the Board members present, and to seat the nominee for said office.

The seated nominee shall then take office effective at the start of the July BOD meeting. If the current office holder resigns prior to that date, the seated nominee shall assume office effective the date of resignation of the current office holder and shall serve for both the remainder of the previous term as well as the elected/seated term which would have commenced at the July BOD meeting for two (2) years.

#### BALLOTS

Voting will be offered by paper ballot or electronically. Members shall choose one method of voting. It is the responsibility of each member to ensure that the Corporation has a current physical and/or email address. Members who choose to vote electronically must provide a current email address.

By May 1<sup>st</sup>, voting ballots containing the names of all nominees for office will be provided to each member of record in good standing as of April 1st of each election year either by mail or electronic means. The State Membership Secretary must issue a ballot to any member who meets these qualifications and gives notice that they have not received a ballot by May 15.

#### PAPER BALLOT FORMS

The paper ballots will consist of two parts. Part one shall consist of a list of all qualified candidates and shall be considered the official ballot. Part two shall contain the return mailing address of the ABATE Post Office Election Box and shall have space for the member's name, address, and membership number. Members shall clearly mark their choice for each office and mail the ballot back so that it is received in the box prior to the second (2nd) Saturday of June.

#### ELECTRONIC VOTING

By May 1<sup>st</sup>, email notification containing an official hyperlink will be sent to each member who chooses to vote by electronic means enabling them to cast their ballot. The hyperlink will only be able to be used one time.

#### TELLER COMMITTEE

The ballots shall be tallied by the Teller Committee.

The Teller Committee shall acquire a post office box specifically for the purpose of receiving the paper ballots and it shall be accessible only to the tellers, three (3) of whom must be present to remove the ballots.

All ballots will be removed, and the post office box closed the second (2nd) Saturday of June.

The State Sergeant-at-Arms will be responsible to ensure that no one other than the members of the Teller Committee are present for the counting of ballots.

The Deputy Coordinators will count the paper ballots and tally the results. The webmaster will provide a report of the electronic vote results which includes the count for each candidate on the official ballot. The electronic vote count will be added to the tally of the paper ballots to reflect the total votes per candidate.

One copy of the final vote count, signed by the Deputy Coordinators, will be provided to the State Sergeant-at-Arms with the sealed container of the ballot forms counted and the report of electronic votes.

The State Sergeant-at-Arms will notify the State Secretary of the successful completion of the election by providing the tallied results and then follow up by delivering the written count, sealed containers, and electronic vote results report into the custody of the State Secretary.

The State Secretary will notify the current State Coordinator of the election results by the most expedited means possible so that the State Coordinator may notify all the candidates of the results.

#### IN THE EVENT OF A TIE VOTE

In the event of a tie vote for any state office, in a regular or special election, at the next regularly scheduled state board meeting, the Board of Directors will conduct a secret ballot to determine the new office holder. The State Coordinator or pro-tem if applicable, will vote only to break a tie.

### ELECTION RESULTS

The State Secretary will send the names of the winners for each elected office for publication in the July State Newsletter. Voting records including both parts of the ballots, and the electronic voting results report will be kept in the State Archives until after the next October BOD or until directed by the BOD in the event of any election challenges.

### SPECIAL ELECTION PROCEDURES

Should the unexpired term of the present State Coordinator be greater than nine (9) months, the new State Coordinator shall be elected as follows:

At a duly called special Board meeting, the Board of Directors shall make a pro-tem appointment for the position; hold nominations for the special election; arrange for ballots to be delivered (email or US Mail of paper ballots as specified by each member) to all members in accordance with regular election procedures; and appoint a special Teller Committee.

All ballots will be returned within thirty (30) days of emailing/ mailing, at which time the Teller Committee shall tally said ballots, in accordance with these bylaws and as provided under the standard election procedures. The ballot results shall be announced, and the duly elected State Coordinator shall immediately assume office, with confirmation at the regularly scheduled Board of Directors' meeting.

*[Ref: Amended 1/12/19 Board of Director's Meeting.]*

## **SECTION VIII**

Section VIII policies relate to Article VIII of the State Bylaws of ABATE of Washington.

## **SECTION IX**

Section IX policies relate to Article IX of the State Bylaws of ABATE of Washington.

### **POLICY 9.1 POLICY AND PROCEDURES FOR DISCIPLINARY ACTION, SUSPENSION AND EXPULSION**

In accordance with Article IX of the Bylaws of ABATE of Washington, disciplinary action, suspension and expulsion shall be conducted by the policy and procedures described below.

#### CHARGES

To initiate these procedures, any six (6) members may bring charges before the Board of Directors alleging one or more of the following:

1. Misuse of any corporate property,
2. Assault upon any person at any ABATE sanctioned event,
3. Blatant disregard of ABATE of Washington bylaws and policies.

#### FILING CHARGES/SHOWING CAUSE

The six (6) members who are bringing the particular charges shall present cause and all evidence to the Executive Committee sixty (60) days prior to the Board of Directors meeting as to why said member should undergo action subject to these procedures.

The Executive Committee shall inform the person/persons of pending charges in a timely manner so said person/persons can provide their evidence at the next Board of Directors meeting.

Upon examination of the said cause and evidence, the Board of Directors shall vote by simple majority as to whether the said member shall be subject to these procedures.

#### HEARING COMMITTEE INVESTIGATION

Should the Board of Directors vote to have said member undergo these procedures, the Hearing Committee shall then investigate the charges, interview all available witnesses, and gather other evidence, in order to present such evidence in a report to the upcoming quarterly Board of Directors' meeting.

#### HEARING COMMITTEE REPORT

At the next quarterly Board of Directors' meeting, the member undergoing these procedures is allowed to be represented by counsel, or to represent himself on a pro-se basis. The Hearing Committee report, which shall in in written form, shall be delivered to the member undergoing said procedures and to the Board of Directors twenty (20) days prior to the next scheduled Board of Directors meeting. Failure of the member undergoing these procedures to be represented at the above-mentioned BOD meeting shall not invalidate these proceedings.

#### STANDARD OF PROOF

Upon review of the Hearing Committee report by the Board of Directors, and hearing any evidence presented by the subject member, the Board of Directors shall find said member guilty as charged, on a more probable than not basis which shall, for purposes of these procedures require a four-fifths (4/5) approval.

#### PENALTIES

Should said member be found guilty, the following penalties shall be available to the Board of Directors and shall be approved by a majority vote as stated in Article IX of the Bylaws.

#### CENSURE

Censure shall consist of a written statement from the Board of Directors, signed by the State Coordinator, and sent to the member's home address, with a copy filed in the permanent archives of the Corporation and made an integral part of the minutes of the Board of Directors.

#### SUSPENSION OF MEMBERSHIP

Suspension shall be for a predetermined time and such would be contingent upon good behavior. At the end of said suspension, all rights and privileges shall be restored. During the period of such suspension, dues must be paid. The record of such suspension shall be placed in a permanent record of the Corporation and made an integral part of the minutes of the Board of Directors. Should the suspended member hold a state office or an appointed position at the time of said suspension, such office or position shall be lost and shall not be reinstated at the termination of the suspension.

#### TERMINATION OF MEMBERSHIP

The termination of membership shall be sent to the member's residential address, and a record of such shall be made within the corporate records and made an integral part of the minutes of the Board of Directors' meeting. Said termination shall be irrevocable, that being, said member shall not be eligible for application for new membership. This penalty only shall require a four-fifths (4/5) vote of the Board of Directors.

#### RECONSIDERATION PROCEDURES

A member undergoing the above procedures may move the Hearing Committee to reconsider his/her report by showing of new or previously undisclosed evidence within seven (7) days of receipt of the initial hearing Committee report. The Hearing Committee, upon reviewing this reconsideration, shall make a report to the

Board of Directors who shall, upon simple majority, decide whether a further Hearing Committee investigation is necessary. *[Ref: Amended 10/23/16 Board of Director's Meeting.]*

## **SECTION X**

Section X policies relate to Article X of the State Bylaws of ABATE of Washington. "State and Chapter Financial Policies" are a part of the standing policies and are included herewith.

### **POLICY 10.1 SPRING OPENER BUDGET**

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

### **POLICY 10.2 FALL BASH BUDGET**

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

### **POLICY 10.3 QUALIFICATIONS FOR REIMBURSEMENTS**

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

1. Vehicle mileage is reimbursable at fifty cents (50¢) per mile, for travel to and from meetings and events.
2. Meals are reimbursable up to \$35.00 per day.
3. Hotel accommodations at the double occupancy rate per person where the travel distance exceeds 100 miles one-way and/or the length of the meeting or event prevents round trip travel in the same day. The BOD or the Executive Committee approval is required for all other overnight accommodation reimbursement expense. Some examples might be where the weather conditions are not safe, illness, and/or any number of life's unexpected situations.
4. There shall be no reimbursements for any alcoholic beverages and/or tips.
5. The time limit for reimbursement of expenses is sixty (60) days after the expense is incurred. Reimbursement requests received beyond the 60 days will require either BOD or Executive Committee approval before the Treasurer can issue the reimbursement.
6. Reimbursement requests shall be submitted on the approved form with itemized receipts attached with reason for expense incurred noted. If no receipt(s) is available or is missing for any reason then, either BOD or Executive Committee approval is required for the reimbursement to occur.
7. For expenses deemed not in compliance with this policy, the State Treasurer shall have the authority to request approval from the BOD or the Executive Committee prior to disbursement of money.

### **POLICY 10.4 PETTY CASH POLICIES**

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

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



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

**POLICY 10.5 CREDIT CARD POLICIES**

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

**POLICY 10.6 STATE-FUNDED TRAVEL & TRAINING POLICY**

This policy outlines the purpose of this fund, the budgeting process, and the request and approval process.

1. These funds are to allow ABATE members to attend other MRO events and meetings for the purpose of bettering ABATE of Washington. Also, the fund is available for other training as deemed necessary.
2. ABATE will establish funds in the annual budget process at the October BOD meeting. The budget will be approved by a simple majority vote.
3. These funds will reimburse expenses requested by applicants; subject to the limitations defined and approvals granted.
4. Reimbursement must be in accordance with ABATE of Washington State and Local Policy 10.3 Qualifications for Reimbursements.
5. The funds are limited and where possible member and/or chapter expense sharing encouraged. Such data relating to expenses sharing should be included on the request form.
6. The member is required to complete the State Funded Travel and Training Request form and submit the form to their Chapter Coordinator.
7. The Chapter Coordinator will verify that the member is in good standing and send the completed form the ABATE of Washington’s mailing address also noting recommendations as deemed appropriate.
8. The State Treasurer will verify availability of funds:

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

### **POLICY 10.7 ABATE EVENT FINANCIAL POLICY**

1. Two people need to be present when monies are counted.
2. Talley event sheet needs to be signed by both people.
3. If monies are transferred to another person, they too have to count and sign for the money
4. Deposits shall match the sign-off sheets.
5. Money must be deposited within 3 banking days.
6. Anyone can make the deposit, such as Committee Chair, Treasurer, or Coordinator.
7. In such case that the monies are missing, the Chapter Coordinator should be notified and be brought to the chapter at the next business meeting.
8. If not resolved then, the State Coordinator and State Treasurer shall be notified.

## **SECTION XI**

Section XI policies relate to Article XI of the State Bylaws of ABATE of Washington.

### **POLICY 11.1 ACTIVITY ITINERARIES**

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

### **POLICY 11.2 PETS AT STATE SPONSORED EVENTS**

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

### **POLICY 11.3 MISUSE OF WEAPONS/UNATTENDED CAMPFIRES AT ABATE EVENTS**

A maximum fine of up to \$100 shall be levied on any person discharging a firearm at an ABATE function. Further, this shall include misuse of knives, other weaponry, and pyrotechnics. In addition to the levied fine, the person will be requested to leave the event. This same fine will be levied in any chapter that leaves their campfire unattended, not properly put out, and/or area not clean.

## **SECTION XII ANNUAL REPORT**

Section XII policies relate to Article XII of the State Bylaws of ABATE of Washington.

## **SECTION XIII PUBLIC RELATIONS**

Section XIII policies relate to Article XIII of the State Bylaws of ABATE of Washington.

## **SECTION XIV CORPORATE SEAL**

Section XIV policies relate to Article XIV of the State Bylaws of ABATE of Washington.

## **SECTION XV WAIVER OF NOTICE**

Section XV policies relate to Article XV of the State Bylaws of ABATE of Washington.

## **SECTION XVI AMENDMENTS AND EFFECTIVE DATE**

Section XVI policies relate to Article XVI of the State Bylaws of ABATE of Washington.

### **16.1 SUBMITTING AMENDMENTS TO BYLAWS**

As stated in Article 16.2 of the Bylaws, amendments to bylaws, bylaws may be amended in one of the following ways:

- (1) Notice of the nature of the proposed amendment or repeal shall be given at the last previous meeting of the Board; or,
- (2) That a written copy of the proposed amendment or repeal shall have been mailed to each Board member thirty (30) days prior to the regular Board of Directors' meeting.

Each bylaw change will include a statement of the bylaw as it currently is written (before amendment) and the proposed new bylaw (after amendment) with the changes clearly indicated by underlining, bold lettering or other means.

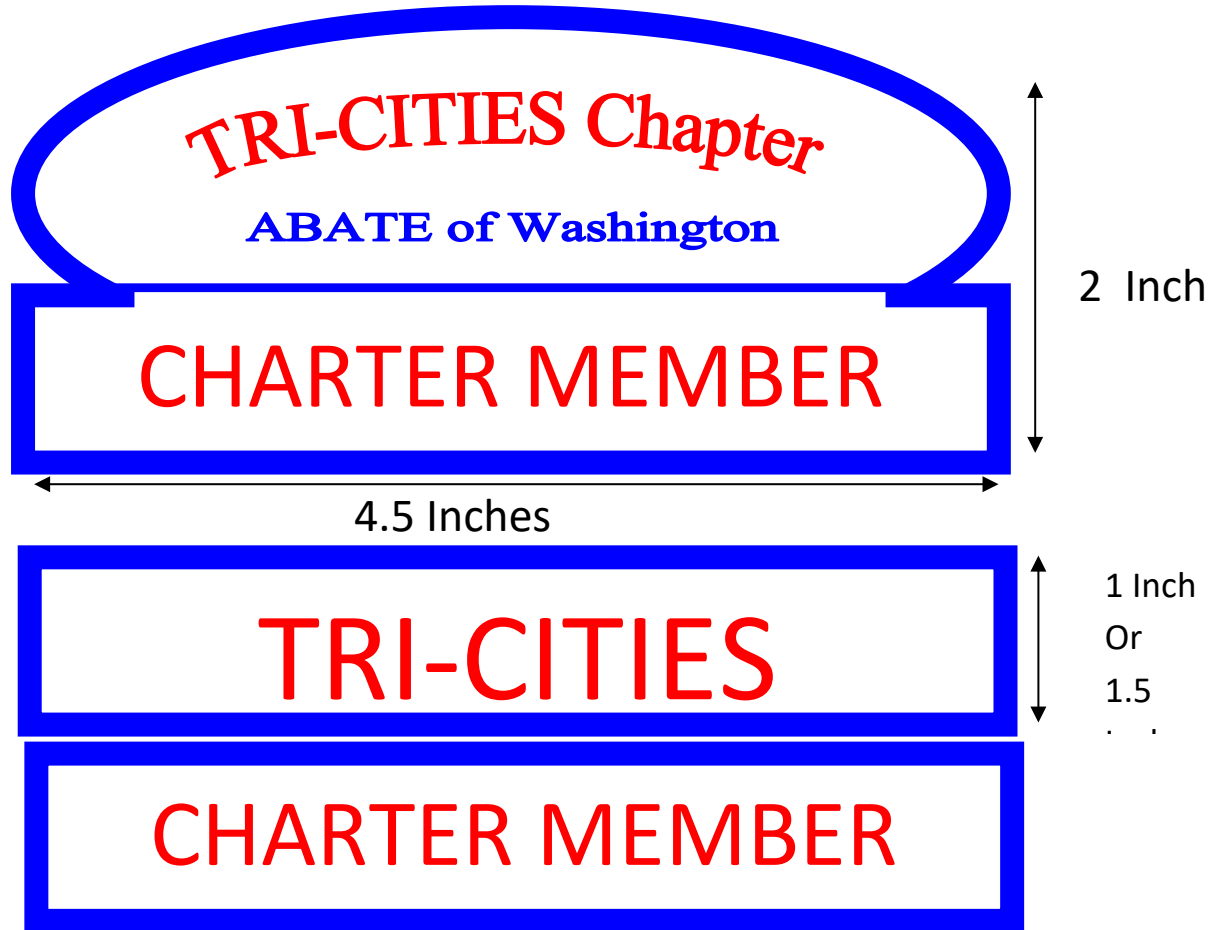
Each bylaw change will include a pro (reasons to support the amendment) and a con (reasons to reject) statement. For assistance with wording the bylaw, pro or con statement, contact the Chairperson of the Bylaws Committee. *[Ref: Amended 1/10/15 Board of Director's Meeting.]*

### **16.2 SUBMITTING NEW OR AMENDMENTS TO POLICIES**

The Board of Directors or the Executive Committee can direct the Chairperson of the Bylaws Committee to prepare new or amendments to policies. Such policies/amendments will appear in the next published version of the Bylaws (October of each year). In the interim, the policy can be written/amended and posted to the ABATE of Washington website until the October publishing date. *[Ref: Amended 1/10/15 Board of Director's Meeting.]*

Attachment A – Chapter Patches and/or Bars Illustrations

Chapter Patches and or Bars



Chapter Officer Bars



State Officer Bars



[Ref: Amended 10/23/16 Board of Director's Meeting.]

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Amendments to these State & Local Standing Policies and Procedures shall become effective immediately upon adoption unless otherwise designated by the Board of Directors.

THESE STATE AND LOCAL STANDING POLICIES AND PROCEDURES OF ABATE OF WASHINGTON, A NONPROFIT ORGANIZATION, CONFIRMED AND ADOPTED BY:

The Board of Directors of ABATE of Washington,

DATED THIS DAY October 17, 2021

*Signed copy on  
file.*

ATTESTED BY:

\_\_\_\_\_  
STATE COORDINATOR Scott Robinson

\_\_\_\_\_  
SENIOR STATE DEPUTY COORDINATOR Chris Varner

\_\_\_\_\_  
JUNIOR STATE DEPUTY COORDINATOR Jim McVey

\_\_\_\_\_  
STATE SECRETARY Steve Carlsberg

\_\_\_\_\_  
STATE TREASURER Jenny Rogers