

ABATE of FLORIDA, INC.

GATOR ALLEY CHAPTER

BY-LAWS

ARTICLE II – Name

The meaning of the name of the Corporation ABATE of Florida, Inc. with regard to the Gator Alley Chapter shall be either or:

1. A Brotherhood Against Totalitarian Enactments
2. American Bikers Aimed Towards Education

ARTICLE III – Purpose

The purpose of the Chapter of the Corporation shall be:

1. To promote motorcycle safety through education.
2. Eliminate unfair motorcycle legislation
3. Protect the personal rights of all motorcyclists.
4. Work with Legislators in the interest and for the protection of all motorcyclists' rights on the State and National Levels.

ARTICLE III – Officers

Chapter Officers

a. Executive Board

- I. A President
- II. A Vice President
- III. A Secretary
- IV. A Treasurer

b. Trustees

- I. two (2) State Delegates
- II. two (2) Alternate State Delegates

- III A Legislative Representative
- IV A Sergeant at Arms
- V A Newsletter Editor
- VI A Membership Representative
- VII A Products Representative
- VIII A Public Relations Representative
- IX A Quartermaster

Each of the above will have a vote. These Officers shall be elected by the Chapter.

2. Term

The term of office for the Officers shall be one (1) year with no maximum number of consecutive terms in office. No Member shall hold more than one (1) Executive Board office simultaneously. Elections shall be held in June.

Vacancies shall exist:

- : On death, resignation or removal of an Officer
- : On failure of the Chapter to elect an Officer

A vacancy for any office may be considered following the second Meeting missed without being excused by the Executive Board.

A vacancy in any office shall be filled by the Executive board for the remainder of the term with ratification by the Membership present at the next General Meeting or Special Meeting. Withdrawals from Chapter Funds shall require two (2) signatures and the approval of the Executive Board. The President, Vice President, Treasurer and Secretary shall have sole authorization to sign the Chapter checks.

The payee or bearer of any Chapter check may not be one of the counter signatures on said check.

The duties of all Chapter Officers appear in **ARTICLE V** which follows.

ARTICLE IV – Appointees

Director of Safety Education

The presiding President shall appoint a Chapter Member in good standing to serve in the non-voting Board position of Chapter Director of Safety Education. The appointee will serve for the duration of the elected Board’s tenure reporting to the Chapter Board of Directors and may continue to serve in the capacity on subsequent Board(s) with the Board President’s approval.

The duties of all Chapter appointees appear in **Article VII** which follows.

ARTICLES V – Officer’s Duties

The duties of the **President** shall be:

1. **To perform the duties** of Chairperson of all Chapter meeting, Board meetings and special Meetings.
2. **To ensure the accomplishment** of the duties by other Board Members and Appointees in a timely manner.
3. **To initiate such actions** as are necessary to insure the orderly operation of the Chapter.
4. **To act as spokesperson** for the Chapter before all business government and individual organizations and agencies.
5. **To act as ex-officio Member** of every Committee or assign the Vice President to represent the President as ex-officio Member of every Committee.
6. **To be the Contact** for the Chapter blood bank account.

The duties of the **Vice President** shall be:

1. **To act as assistant** to the President performing the duties of the President should the President be incapable or unable to perform those duties.
2. **To ast as ex-officio** Member for every committee as assigned byt the President.
3. **To serve as liaison with the Executive Board in all matters pertaining to established Chapter Events, new events and Chapter official participation or support of other functions.**
4. **To serve as coordinator of all Chapter events and related activities in cooperation with other Board Officers in the respective roles.**
5. **To plan and coordinate any activities taking place following any Chapter meeting.**

The duties of the **Secretary** shall be:

1. **To act** as recording secretary of all Chapter meetings, Board meetings and special meeting.
2. **To prepare** and distribute agendas to all Chapter Board Members and Appointees for all Chapter, Board, and Special meetings.
3. **To ensure** the completion of all Chapter correspondence, reports and required Chapter and Corporation forms.

4. **To receive, record** and file the records of all activities, events and business transactions of ABATE of Florida Inc. Gator Alley Chapter.
5. **To prepare and submit** monthly written reports of Chapter and Board meeting minutes to all Board Members and Appointees.
6. **To prepare and submit** a monthly summary of Chapter meeting minutes to the Newsletter Editor for publication.
7. **To surrender** all files held by the Secretary to the existing Executive Board at the end of the Secretary's term of office.

The duties of the **Treasurer** shall be:

1. **To receive, record and account** for all Chapter Funds in accordance with legal and Chapter policy.
2. **To dispense** chapter funds under the guidance of the Executive Board and to maintain records of such transactions.
3. **To remit monies** due to the ABATE of Florida, Inc. Corporation no later than the tenth (10th) of such transactions.
4. **To furnish** the ABATE of Florida, Inc. Board of Directors with any and all financial records required by the State of ABATE Board in the event of a Chapter investigation.
5. **To initiate any action** necessary to maintain minimum operating balances in the Chapter's treasury as directed by the Executive Board.
6. **To conduct** an annual audit of the Chapter's bank account and financial records.
7. **To prepare** any and all reports for submission to the State Treasurer along with monies due on a monthly basis no later than the tenth (10th) of each month.
8. **To implement** any additional financial policy adopted by the Executive Board that has been ratified by a majority of the current Membership by vote.

The duties of the **State Delegates** shall be:

1. **To attend** all State ABATE of Florida, Inc. meetings
2. **To submit** a written report of all State meetings attended to the Executive Board and the Newsletter Editor to inform the general Membership and to become part of permanent Chapter Records.
3. **To act** as the liaison between the State Board of directors and the Chapter Board of Directors and Membership to insure that all pertinent

information pertaining to the State Organization is delivered to the Chapter meeting for discussion.

4. **To insure** that all pertinent information pertaining to the State Organization is delivered to the Chapter meeting for discussion.
5. **To present** information to the Executive Board that is in the interest of the Chapter and requires immediate attention
6. **To notify** the Chapter President and make arrangements with the Alternate State Delegates if the Delegate is unable to perform their duties when required.
7. **To take charge** and care of the Chapter's banner making it available for official Chapter functions and events.

The duties of the **Alternate State Delegates** shall be:

1. **To perform** any and all duties of the State Delegate as required of as assigned by the Chapter President.

The duties of the **Legislative Trustee** shall be:

1. **To work** in the Legislative/government relations affair.
2. **To work** in the Motorcycle Safety/Awareness programs.
3. **To work** as liaison with other organizations, clubs and groups, on State and National levels.
4. **To get** approval from the Board of Directors before a commitment is made on policy.
5. **To encourage** grass roots participation in the Organization and to encourage member to work and participate politically.
6. **To work** on Legislative Bills as decided by the State Board of Directors.

The duties of **Sergeant at Arms** shall be:

1. **To remain functional and sober** at all Chapter meetings and events requiring security and/or the maintenance of order.
2. **To interact and communicate** with all law enforcement agencies and Officers at Chapter functions with either the Chapter President or Chapter Vice President.
3. **To maintain order** at all meetings.
4. **To create a security team** serving as its Chief. The purpose of the Security team is to serve as Road Captains for runs; insure safe riding conditions; provide assistance to disabled vehicles and act as directed by the Chief; lawfully providing security at intersections and traffic control devices.

5. **To maintain** a sober Security team presence at the gate of any and all official chapter events and functions.
6. **To be responsible** for the safety of Chapter Members at any event or function the chapter officially attends.
7. **To work** in coordination with the security representatives at any other ABATE function that the Chapter officially attends.
8. **To coordinate duties** and communicate as necessary with the State of ABATE of Florida, Inc. corporation Sergeant at Arms.

The duties of **Newsletter Editor** shall be:

1. **To be responsible** for the creation, editing, publication and distribution of any month Chapter newsletter.
2. **To coordinate** efforts with the Chapter Membership Trustee in the maintenance of a current membership list.
3. **To maintain all records** pertaining to the costs associated with the publication of the Chapter Newsletter.
4. **To maintain all financial records** associated with advertisers including invoicing and payment. Submitting all income generated from advertising to the Chapter Treasurer.
5. **To publish all** By-Law amendments proposed and approved in the Chapter newsletter along with all reports mandated by said By-Laws.
6. **To coordinate activities** with the Advertising Account Executive related to procurement of advertising for Chapter newsletter.
7. **To Be Responsible** for the paperwork required to organize all ads as previously done by Ad Executive, keeping all advertising inform up to date. Addemun voted on and approved October 2016
8. **To organize** the maintenance of advertisers' records and the collection of monies due.
9. **To organize** the distribution of the monthly newsletter in the area of biker-oriented businesses and establishments.

The duties of **Products Trustee** shall be:

1. **To be responsible** for the procurement, display and distribution of Chapter products making them available for sale at all official chapter events and Chapter meetings.
2. **To maintain** accurate financial records of purchases and sales.
3. **To submit** reports and monies collected to the Chapter Treasurer to meet State filling deadlines.

The duties of **Public Relations Trustee** shall be:

1. **To promote** productive relationships between the Chapter and the public.
2. **To establish** a positive working relationship with the media, making it aware of all noteworthy and newsworthy activities of the Chapter.
3. **To arrange** for spokespersons to be available for media conducted interviews.
4. **To coordinate** public relations efforts with the Chapter special events.
5. **To maintain** contact with other organizations on behalf of the Chapter.
6. **To make** the Chapter Membership aware of any and all information pertinent to the Chapter, relating to public relations.
7. **To include overseeing** the Facebook entries and Web Master of web page as per accordance of ABATE of FLORIDA guidelines. Addendum voted on and approved October 2016

The Duties of **Quartermaster** shall be:

1. **To maintain** a current inventory of Chapter's tangible assets.
2. **To retain** control over any inventory items removed from the locked storage container for use at Chapter events.
3. **To maintain** the storage unit with proper controls and by the retention of unit keys providing a second set of said keys to the Chapter President.
4. **To distribute** storage unit keys as necessary under the direction the Executive Board.

ARTICLE VI – Executive Board shall be:

The members of the Executive Board include and are limited to the following elected Officers: President, Vice President, Secretary, and Treasurer.

The Duties of the **Executive Board** shall be:

1. **To act** for the general Membership in accordance with the majority opinion of the Members as reflected by vote of the combined Membership.
2. **To investigate**, report and make decisions on all matters having a direct bearing on the efficiency or effectiveness of the Chapter.
3. **To conduct** its business and makes its decisions in the best interest of the preservation of the Chapter.
4. **To provide** the resources necessary for the Membership to accomplish its organizational goals, objectives and mission.

ARTICLE VII – Appointees Duties

The duties of the **Director of Safety Education** shall be:

1. **To provide** the Chapter with information related to basic safety techniques and state traffic laws related to motorcycling.
2. **To develop** the Chapter’s Motorcycle Safety Awareness Program (MSAP) promoting awareness in the Chapter and the community.
3. **To work** with the State ABATE of Florida, Inc. Director of Safety Education to further educate the public and promote awareness.

The duties of the **Facebook Editor** shall be:

1. **To Update** the Gator Alley Facebook page with current information on Gator Alley Events (Runs, Parties, and Meetings) as per guidelines stated by ABATE of FLORIDA, inc.
2. **To Update** Facebook with any Legislative items sent by State Legislative Trustee.

The duties of the **WebMaster Editor** shall be:

1. **To Update** the Gator Alley Web page with current information on Gator Alley Events (Runs, Parties, and Meetings) as per guidelines stated by ABATE of FLORIDA, Inc.
2. **To Update** the Web Page with any Legislative items sent by State Legislative Trustee.
3. **To Update** any information of Board of Directors, State Board of Directors, or Legislative information as received by Newsletter Editor. Including event pictures as available.

ARTICLES VII- Miscellaneous Provisions

There shall be two (2) State Delegates and two (2) Alternate State Delegates whose purpose shall be to represent the Chapter’s Members in the formation of ABATE of Florida, Inc. policy making it necessary for two (2) of the aforementioned delegates or alternates to attend all ABATE of Florida, Inc. State meetings. The delegates will not be compensated for their service to the Chapter however; they shall be reimbursed for the travel expenses incurred as a result of their attendance at the State meetings. This reimbursement shall be limited to a maximum amount of **\$75.00 (amend from \$50 in 2007)** per Delegate for all travel expenses incurred including fuel, oil, lodging and food.

Said expense shall be reimbursed to the Delegate by the Chapter Treasurer in the form of a check once it has been determined that the responsibilities of the Delegate pertaining to Chapter business at the State meeting were met and the Delegate submits original receipts for expenses incurred as a result of their attendance.

Miscellaneous Provision II

The Executive Board may by resolution, authorize any Officer or agent of the Chapter to enter into an agreement on behalf of the Chapter in specific instances. However, unless authorized in writing by the State Board of Directors of ABATE of Florida, Inc., the Executive Board, chapter Officers or Chapter agents shall not have the power or authority to bind the Chapter by any contract or engagement, pledge the Chapter's credit or render it liable for any particular purpose or amount.

Miscellaneous Provision III

The rules contained in the modern "Roberts' rules of Order" shall govern the Chapter in all cases where they are not inconsistent with these By-Laws, the ABATE of Florida, Inc. State By-Laws or any special rules of order the State or Chapter may adopt.

ARTICLE IX – Effective Date

These By-laws are effective **June 2017** superseding any and all other previous Chapter By-Laws. A copy has been filed with the State Office of ABATE of Florida, Inc. and its Board.

***(Updated 6/2017)**