

ABATE OF PA INDIANA COUNTY CHAPTER BY-LAWS 2020 *General Order*

This amended version of the Indiana County Chapter of ABATE of PA by-laws was approved by a greater than two thirds majority of membership in attendance on January 20, 2020 and so recorded in the minutes.

All meetings will be governed by Robert Rules of Order.

Personal problems/business will be left outside of ABATE meetings and functions.

The by-laws will be available at all ABATE functions.

The Chapter by-laws will be reviewed annually for changes and/or updates at the January Officers' meeting and will be presented to the membership at the February regular monthly meeting for approval.

The seniority of Officers will be:

1 st	President	8 th	Products
2 nd	Vice President	9 th	Sergeant-at-Arms
3 rd	Secretary	10 th	Legislative Advocate
4 th	Treasurer	11 th	Public Relations
5 th	Legislative Coordinator	12 th	Communications
6 th	Chapter Representative	13 th	OSAL
7 th	Membership	14 th	Misc

Members will be recognized by the Chair (President) in order to speak at meetings.

All chapter decisions will be by majority vote of those members present at the meeting.

It is acceptable for all members including officers to eat and drink at chapter, officer and event meetings.

Any repeated interruptions (more than one but no more than three) can result in removal from a meeting.

Chapter Newsletter will be published once a year to be mailed in conjunction with the Calendar of Events.

Additional newsletters will be published as needed with approval of the membership.

The secretary shall record, secure and make accessible administrative or master usernames and passwords for all chapter social media, email, website or any other online presence such as online banking. A reasonable effort to use complex passwords and to periodically change passwords shall be made. This does not include officer's personal social media and email accounts.

Business/Financial Transactions

Only the President, Vice President, Secretary and Treasurer will be permitted to sign checks on Chapter accounts. There must be two signatures on each check, one of which must be a bonded officer. Officers who are married or cohabitate will not be allowed to both have signature authority.

The Treasurer will be required to bring to each meeting the last two monthly chapter financial reports and the Chapter current checkbook and register. The monthly Chapter financial report shall contain an itemized listing of income and expenses and monies on hold.

The Chapter Treasury and Products will be audited every April and October at the regular monthly membership meeting by at least two officers and two non-officer members. The Treasurer Officer will display the prior six months of Treasurer Reports, the current checkbook, and checkbook registers involved and any computer files either in print form or on display on an active computer. The Products Officer will display a current inventory of Chapter and State products.

The checking account balance will be kept at or above \$500.00 at all times unless voted to be changed by the majority at a regular monthly membership meeting. The Treasurer will report unusable funds at each meeting and will advise the membership concerning possible transactions that will drop the account balance below \$500.00.

The Chapter funds will be used to pay for five Executive Board Officers to attend the yearly Leadership and Legislative (L&L) Seminars. If an Executive Board Officer(s) chooses not to attend, the ticket(s) will be available first to the other chapter officers according to their seniority. If any tickets are still left, they will be available to the general membership on a lottery basis. Any member who attends the L&L Seminar using Chapter Funds will be required to make a report of what seminars they attended and what they learned at the next regular membership meeting.

The four checkbook signature officers shall collectively have authority to authorize the expenditure of up to \$150.00 on each Chapter business without prior membership approval as the situation warrants. The officers concerned will notify membership at the next regular membership meeting.

Event insurance paperwork and monies will be submitted at least 45 days in advance of the scheduled date of the event.

All vendors will be required to sign a contract and pay any fees in advance.

The Chapter's Treasurer/Products Officer is authorized an ongoing budget of \$300.00 on State Products.

Ten percent of all non-benefit income from Chapter events will be held in the chapter's account until it can be properly donated to BikePac. The treasurer will list separately in the monthly Treasurer's repost all monies collected and from what source. The President or his/her designated representative will make BikePac donations at Lobby Days and/or the L&L.

Any check deposited into any ABATE of Pa, Indiana County Chapter account that is returned with fee irregardless of the reason, the writer will be charged three times the current banking establishment returned check fee.

Any donations to the Chapter not specifically designated by the donor will be distributed according to the desires of the membership as determined by a vote at the regular membership meeting.

The chapter will pay to the State the required fee to have the President bonded in order to act as the bonded signature in the event the Treasurer is unable to execute his/her duties.

A one-year free membership will be awarded to an individual who is in perfect attendance and not late of any scheduled monthly regular membership meeting. In the event of multiple winners, their names shall be put into a "hat" and a winner pulled. The attendance period will be from January through December. The Membership Officer will keep attendance records.

The Chapter will utilize any such media it deems necessary for distributing Chapter information and upcoming events and advertisements. Some examples are but not limited to: Newspapers/Magazines/other periodical ads and/or articles, Radio/Television spots, Flyers and Billboards.

The Public Relations Officer shall submit a monthly article to the "In-Between-the-Lines" publication and will forward a copy of that article to the President.

The Public Relations or appointed web-master shall maintain the Chapter's Web Site and shall have the approval of the Executive Board prior to making changes or additions to the site. All posted materials shall be non-offensive in nature.

Officers may appoint their assistants to help with that officer's duties but those assistants will not have positional or signature authority of that officer.

There will be a committee of at least three formed to make all arrangements necessary to maximize the Chapter's representation in any regional, state or national event should the Chapter desire to participate.

No one under the age of 18 will be permitted to buy raffle tickets.

The Chapter will not engage in the direct sales of beer, wine or spirits unless it has obtained a license from the PA Liquor Control Board.

The Sergeant-at-Arms will give a security report for all stationary event sites at the Officer's meeting prior to the event.

The Chapter will maintain a walkie-talkie system for communication and/or security purposes to be used at the discretion of the Sgt-of-Arms at any scheduled stationary events.

Runs

The Road Captain will be in operational control of all runs.

The Road Captain will set a tentative time schedule for each stop on the run and it will be made available to the membership at the regular monthly membership meeting before the run.

During benefit runs the group shall leave each stop and ride as a pack at the discretion of the Road Captain.

No one under the age of 18 will be permitted to play small games of chance.

In order to participate in playing small games of chance you must be riding in or working a stop.

You must be present to win on a Benefit Run.