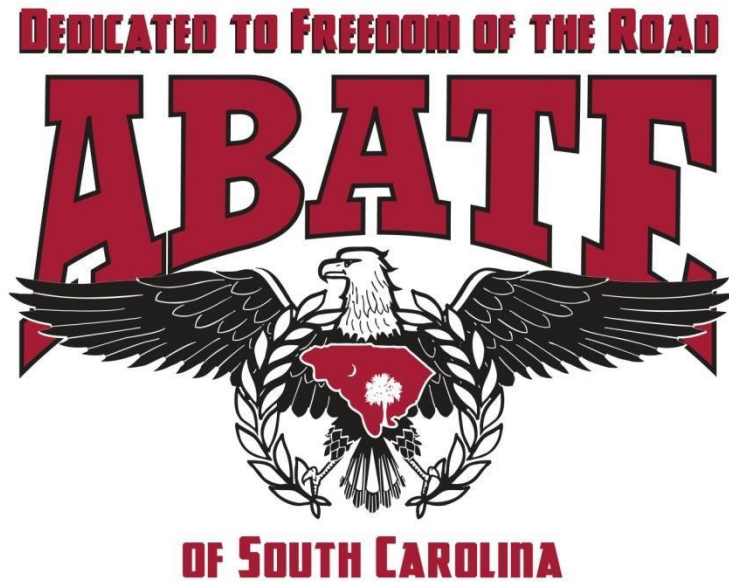


ABATE of South Carolina, Inc. Operating
Guideline



Operating Guidelines

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ABATE of South Carolina, Inc.

Operating Guideline

Table of Contents

Section 1. Board of Directors	3
Section 2. Starting and Maintaining a Chapter	4
Section 3. Duties of the Chapter Officers.....	6
Section 4. Opening a Chapter Bank Account	6
Section 5. Flow Chart for a Proposed Change to the Constitution or Operations.....	7
Section 6. Membership and Advertisement Fees.....	8
Section 7. ABATE of South Carolina, Inc. Monthly Schedule	9
Section 8. Yearly Schedule.....	10
Section 9. Sponsorship Program:	11
Section 10. Pledge of Brotherhood Program:	11
Section 11. Membership Gift Certificates	11
Section 12. Chapter Chaplain Program:.....	11
Section 13. Membership Recruiter Program:	12
Section 14. Website Memorial:	12
Section 15. Lobby Days:	13
Section 16. May Awareness Rally:	13
Section 17. ABATE of South Carolina State Party:.....	13
Section 18. Helmet Law Support Rally:.....	14
Section 19. State House Run	14
Section 20. Legislative Strike Force Program:	15
Section 21. Legislative Committee:	15
Section 22. Legislative Support Request:.....	15
Section 23. National Legislative Conferences Reimbursement Program:	16

ABATE of South Carolina, Inc.

Operating Guideline

Section 1. Board of Directors.

ABATE of South Carolina is supervised by a Board of Directors made up of the ABATE of South Carolina Coordinator and one Area Coordinator from each of the geographical areas outlined in ABATE of SC Constitution, Article IV Section 6 (b).

Area Coordinator and chapter voting – Compliance

“As stated in the ABATE of South Carolina constitution, chapter members vote on ABATE issues through their affiliated chapters and that information is relayed to the Area Coordinator to voice at the next Board of Director meeting.”

The **Area Coordinator** is responsible for taking all information from board meetings to the chapters in their area. Included information would be questions for chapters, any motions from BOD meeting, Officer Election info, candidate timelines, possible constitutional changes and any ABATE event information. The **Area Coordinator** brings to the board his/her chapter questions, concerns and possible changes to a motion, any other concerns, and chapter votes back to BOD.

When an area loses its Area Coordinator, it has no vote at the BOD meetings.

- It is essential that an area that loses its AC rectify the issue immediately in order to be included in ABATE operations.
- A chapter coordinator in the area must contact the ABATE Coordinator to inform the board it has lost its AC. That area then has 30 days to name either a temporary AC or go into noncompliance probation. If no temporary AC is known within the first 30 days or if the board does not hear from the area within 30 days of notice of non-compliance the area will be considered **deferred** until a true AC is named. ***That area will not have voting privileges.***
- If the AC states he/she is leaving at a board meeting, the area is in knowledge of this and the board is now aware of the situation, that area will automatically be deferred and will have 30

ABATE of South Carolina, Inc.

Operating Guideline

days to name a temporary AC and 90 days to find a replacement. The 90 days is only if the area is in contact with the board within the first 30 days of non-compliance.

- An area not notifying the ABATE Coordinator or the board it has lost its AC, or the board is not aware an AC has stepped down, or if in three consecutive board meetings, there is no AC or proxy at the table, the area will be considered non-compliant by the board and immediately put on **deferment**. The ABATE Coordinator will contact chapter coordinators in that area to discuss the non-compliance.

An area in non-compliance will be on probation and have 30 to 90 days to rectify the issue or to find a replacement Area Coordinator as stated in the above rules.

A NOTICE WILL BE SENT TO THE CHAPTER COORDINATORS IN THAT AREA STATING THE AREA IS IN NON-COMPLIANCE AND HAS 30- 90 DAYS OF DATE OF LETTER TO BECOME COMPLIANT.

- **Temporary hold.** During a non-compliance probation period, if the area wants to name someone as a “temporary” area coordinator for 90 days until non-compliance is repaired or a new AC is found, that area will inform the ABATE Coordinator and name that person. An immediate email is sent to the board of directors with the information and stated in the next board meeting agenda. The area will be able to send that person as their “proxy” to the meeting.
- If not told beforehand, the board will not recognize the temporary AC in quorum vote at table.
- After 90-days of known non-compliance starting with the date of conversation with the ABATE Coordinator, and by notice, if no new Area coordinator is officially named, the area will be **deferred** from voting until an AC is found and voted for by the chapters in that area.
- The ABATE Coordinator must be told who the new AC will be for any area in actual suspension before that person can sit at the next board of director meeting. At that board meeting, the area will be taken off deferment, considered in compliance with organizational operations and the ABATE constitution.
- The area will be included for quorum count for Roberts Rules and be able to conduct area business as stated in first paragraph.

Anytime an area or multiple areas are in non-compliance, with no named temporary AC, those areas will not be included in the quorum count at the board of directors meeting and Roberts Rule 50 percent plus 1 will apply for the remaining areas in compliance. This allows the board to be able to conduct business per its constitution.

An area with no chapter or chapters will automatically be deferred from a seat at the board until a chapter is formed in that area and an AC named. This creates the ability for the board of directors to be able to conduct business and that area not counted in the quorum count at board meetings under Robert’s rule.

Section 2. Starting and Maintaining a Chapter.

- 2.1. Contact the Area Coordinator for the county you are thinking of starting a chapter, look at the state web site for the contact information. They will assist you in the process.

ABATE of South Carolina, Inc.

Operating Guideline

- 2.2. Each chapter shall have a minimum of three-chapter officers. A Coordinator, a Secretary, and a Treasurer. The chapter shall have four other voting members for a total of seven members. Other officers may include, but are not limited to: Assistant Coordinator, Products Coordinator, Legislative Coordinator, Chaplain, and Sergeant at arms. Vote on all required offices refer to “ABATE constitution” as an example.
- 2.3. Once you have voted on the chapter officers fill out the Chapter Information form and give it to your Area Coordinator. This information will be used to update the newsletter and website contact information. If there are any changes in any of the officers, you can use this form to update that information.
- 2.4. Decide on terms like one year or two years for each officer. How you want elections to happen for instance on two-year terms every other year vote on Assistant Coordinator next year on Coordinator and Treasurer. Vote on all required offices refer to “ABATE constitution” as an example.
- 2.5. Write bylaws if you think you need them and once, they are approved post them for all the members. This is your chapter make it the way you want it just to remember the chapter by laws cannot supersede the ABATE Constitution.
- 2.6. Set up any local dues to cover any cost of patches or newsletters. For instance, \$5.00 per person covers a chapter patch.
- 2.7. You will need to setup a mailing address which will be used for membership applications. Try to have an address that is secure and doesn’t change every year. Use the Chapter Contact Form and make sure your Area Coordinator gets a copy.
- 2.8. Each chapter should hold regular monthly chapter meetings for the purpose of dissemination legislative and civic information to chapter members. Find a location to hold meetings. Keep in mind lower noise levels and privacy is best. Decide on a time and what day of the week to hold meetings, keeping to same day of month is best for instance second Tuesday of each month at 7:00 p.m. It is important to have a written agenda so you can complete the meeting faster and get more information out.
- 2.9. It is a good idea to attend the state monthly board of directors’ meetings and legislative meetings. The information for dates and times can be found in the monthly newsletter or at our website at www.abatesc.com.
- 2.10. In the event that a chapter falls below the minimum number of seven members required to maintain a chapter, a grace period of six months will be allowed to rebuild a membership. At the end of the grace period, if the minimum numbers of members are not met, the chapter must be dissolved.
- 2.11. If a chapter is dissolved all items from that chapter shall be turned over to the Area Coordinator.

ABATE of South Carolina, Inc.

Operating Guideline

Section 3. Duties of the Chapter Officers.

- 3.1. **Chapter Coordinator (Required):** The chapter coordinator shall be elected by the chapter membership. The chapter coordinator presides at all chapter meetings and will maintain order during chapter business (Roberts Rules). The chapter coordinator will represent his chapter at all area meetings and is responsible for bringing information back to chapter members.
- 3.2. **Assistant Chapter Coordinator:** The assistant shall be elected by the chapter membership. The assistant assists the chapter coordinator in the functions of his duties. The assistant shall preside over chapter meetings in the absence of the coordinator.
- 3.3. **Chapter Secretary (Required):** The secretary shall be appointed by the chapter coordinator. The secretary keeps a written record (minutes) of the meeting. All chapter votes shall be included in the minutes.
- 3.4. **Chapter Treasurer (Required):** The treasurer shall be elected by the chapter membership. The treasurer maintains a detailed record of all monies, debts and obligations belonging to the chapter. The treasurer shall provide a written financial report at chapter meetings.
- 3.5. **Chapter Membership Coordinator:** The membership coordinator shall be elected by the chapter membership. The membership coordinator works with the State membership coordinator. Duties include maintaining a current list of all chapter members, process applications, collect dues, and send applications along with application fee to the state coordinator.
- 3.6. **Chapter Products Coordinator:** The products coordinator shall be elected by the chapter membership. The products coordinator is responsible for purchasing, pricing and selling all chapter products. The products coordinator shall stay in contact with the state products coordinator and procure state products for sale to the chapters members. The products coordinator shall maintain a detailed report of products purchased and sold. The report shall include all chapter funds spent and profits made.
- 3.7. **Chapter Legislative Coordinator:** The legislative coordinator shall be elected by the chapter membership. The legislative coordinator presents information obtained to chapter members. The legislative coordinator attends the ABATE legislative meetings and works with the legislative committee members to develop and coordinate membership lobbying efforts.
- 3.8.
- 3.9. **Chapter Chaplain:** The chaplain shall be appointed by the chapter coordinator and be elected by the chapter membership. The chaplain is responsible for obtaining information concerning the wellbeing and ailments of chapter members. The Chaplain is responsible for assuring sympathy, get well and congratulatory cards are sent to chapter members.
- 3.10. **Chapter Sergeant at Arms:** The sergeant at arms shall be elected by the chapter membership. The sergeant at arms is responsible for bringing the meetings to order and leading the membership in the pledge of allegiance. The sergeant at arms shall assist the chapter coordinator in keeping order during the meeting when needed.

Section 4. Opening a Chapter Bank Account

NOTE: A chapter is not required to open a bank account. Keeping any money of a chapter in someone's personal account is also not recommended.

ABATE of South Carolina, Inc.

Operating Guideline

If the chapter decides to file any legal documents, it is suggested to have an attorney or CPA do this.

- 4.1. The purpose of starting a chapter bank account is left up to the members of the chapter and should only be done if the chapter is thinking of raising money or charging a separate chapter membership fee.
- 4.2. Look for banks that have no fees or ones with very little fees since the monthly charges can add up.
- 4.3. It is suggested to apply for your chapters name though the Secretary of State's Office. This will make sure no other businesses are using the name and once approved no one will be able to use the chapters name. (It is suggested to have an attorney or CPA do this).
- 4.4. When filing any legal documents, it is important to have the word "ABATE" in front of the chapter name to help with accessing records from the various state and federal agencies.
- 4.5. To open a bank account, you will need to apply for an Employer Identification Number in the name of the chapter from the Federal Internal Revenue Service. (It is suggested to have an attorney or CPA do this).
- 4.6. Once you have an Employer Identification Number you will need to file for Non-Profit 501c4 status. (It is suggested to have an attorney or CPA do this).
- 4.7. It is recommended to have a two-person signature on the account; Chapter Coordinator and Chapter Treasurer.
- 4.8. You will need to provide an address for business mailings and remember you want an address that is not a personal one like a P.O. Box.
- 4.9. You will need to give the IRS the name of the organization that the funds of the chapter will give to in the event the chapter closes. This should be ABATE of South Carolina, Inc.

Section 5. Flow Chart for a Proposed Change to the Constitution or Operations.

- 5.1. Below is a diagram than outlines how changes to the ABATE constitution is done. ABATE is structured so that each member has the right to propose changes to the way ABATE of South Carolina does business. The Area Coordinators serve the members of the chapters in their areas and are required to represent them at the state business meetings and present proposals requested by the members in their area as shown below.

Article VII: Amendmentswriting to the Board of Directors for approval. Upon approval by the Board of Directors, the : Amendments to this Constitution may be made by submission in proposed amendment will be submitted to the membership of ABATE of South Carolina. Chapters will vote on the amendment. Chapter Coordinators vote as their chapters did at Area meetings. Area Coordinators will vote as the majority did in their area. The amendment will be passed or killed by a vote as outlined in Article VI Section 2. An amendment will become final when each member of the Board of Directors signs the facilitation copy of the ABATE of South Carolina Constitution. [All amendments will be added as a matter of record with date of passage.]

ABATE of South Carolina, Inc.

Operating Guideline

Killed: Proposed amendment is not submitted to the membership.

Chapters Vote and Area
Passed: Proposed Coordinators vote as the majority amendment is did in their area at the next submitted to the scheduled BOD meeting.

The amendment will be passed or killed as outlined in Article VI Section 2. Area Coordinators vote on all issues at the Board of Directors meetings. If a roll call vote is requested, the vote of each Area Coordinator will be recorded in the minutes of the meeting. The ABATE of South Carolina Coordinator will vote in the case of a tie vote.

Passed: An amendment will be become the Board of Directors signs the facilitation copy.
Killed: Amendment is not approved. final when each of

Once the change is approved the constitution is amended and new version may be placed in the following months newsletter. If the change is to general operations, then the State Coordinator may include this in their next newsletter article.

Section 6. Membership and Advertisement Fees

6.1. The table below are guidelines to show the fees that ABATE charges for services.

Membership	Fee
Annual Membership Single	\$25
Annual Membership Couple	\$35
Associate Membership (under 18)	\$25
At Large	\$25
Honorary Membership	Free
Other	Fee

ABATE of South Carolina, Inc.

Operating Guideline

Annual Website banner	\$300
Annual State Sponsorship	\$50

Newsletter Advertisements	Month	Quarter	12 Months
Back Page	\$200	\$500	\$1,400
Full Page (7.63W X 9.25L) Color	\$150	\$325	\$1,100
Full Page (7.63W X 9.25L) B & W	\$125	\$300	\$1,000
Half Page Horizontal (7.63W X 4.5L)	\$100	\$225	\$800
Half Page Vertical (4.5LW X 9.25L)	\$100	\$225	\$800
Quarter Page (3.69W X 4.5L)	\$50	\$175	\$600
Business Card (3.5W X 2L)	\$40	\$100	\$300

Section

7. ABATE of South Carolina, Inc. Monthly Schedule

7.1. The table below is a guideline to show the dates during the month that things are scheduled to be done. These may change depending on certain circumstances.

Date	Event
One week prior to BOD meeting	Agenda and previous months minutes to BOD e-mail
1 st and 3 rd of each month	Webmaster to post approved articles submitted to website
By the 15th of each month	Articles sent to the newsletter@abateofsc.org
By the 20th of each month	Membership list sent to printer, email list to webmaster
Last weekend of each month	Membership lists sent to chapter coordinators

ABATE of South Carolina, Inc.

Operating Guideline

Section 8. Yearly Schedule

8.1. The table below is a guideline to show the dates of meetings and state rallies. These may change depending on certain circumstances.

Date	Event	Time	Notes
	Legislative Meetings	TBA	Location to Be Determined
Second Saturday of January	Lobby Day Prep	12:00 p.m.	TBA
Second Saturday of January	BOD Meeting	12:00 p.m.	120 Senn St, West Columbia
Second Tuesday of January	First Day of Session	9:00 a.m.	
Second Tuesday of January	Lobby Day	All Day	
Second Saturday of March	BOD Meeting	12:00 p.m.	120 Senn St, West Columbia
April	Lobby Day Two	TBA	Date to Be Announced
Middle of May	Crossover	N/A	
First Sunday of May	Awareness Rally	All Day	TBA
Second Saturday of May	BOD Meeting	12:00 p.m.	120 Senn St, West Columbia
Changed to May	Last Day of Session	5:00 p.m.	
State Party TBA	State Party	All Day	To Be Determined
Second Saturday of July	State Officers Elections		Nominations Open
Second Saturday of July	BOD Meeting	12:00 p.m.	120 Senn St, West Columbia
Second Saturday of September	State Officers Elections		Nominations Closed
Second Saturday of September	BOD Meeting	12:00 p.m.	120 Senn St, West Columbia
First Saturday of October	State Pool Tournament	TBA	TBA
First Sunday of October	HLSR Rally	All Day	
Second Saturday of November	State Officers Elections		Elections Done
Second Saturday of November	BOD Meeting	12:00 p.m.	120 Senn St, West Columbia
Biker Activists Events			Chapter Events

ABATE of South Carolina, Inc.

Operating Guideline

Legislative Events

State Meetings

Section 9. Sponsorship Program:

- 9.1. The state sponsorship allows businesses or individuals to support ABATE of South Carolina. The sponsorship is tracked on a quarterly basis for the months of January, April, July, and October so depending on when the application is processed it may run longer than 12 months. Some chapters modify this to include a fee for chapter sponsorship. So, the business will pay \$100 to the chapter with \$50 of that going to the ABATE of South Carolina.

Section 10. Pledge of Brotherhood Program:

- 10.1. The Pledge of Brotherhood program is a way to allow chapters or individuals to support ABATE of South Carolina. As a Pledge of Brotherhood sponsor, ABATE will post the sponsorship in a special section of the magazine. **If the chapter also wants to become a state sponsor, that chapter's name also goes into the normal state sponsorship section where other businesses are shown. Any chapter that pledges as a brotherhood sponsor at the \$100.00 level will receive (1) chapter event full page ad in the ABATE newsletter a year at no charge. If multiple chapter Ad's have come in at the same time, ad may have to be cut down to half or quarter page to fit them all in month wanted or chapter will have final decision to move their ad to another month to get the full page.**

Once the Pledge of Brotherhood form is filled out by the chapter, the form should be given to either the Area Coordinator in that area or the State Coordinator. Once the monies for the pledge have been paid the form will be marked paid and given to the State Treasurer along with the payment.

Section 11. Membership Gift Certificates

- 11.1. The ABATE State Membership coordinator has gift certificates which can be purchased by any individual or chapter. These are great to give for local charity events and for gifts to friends.
- 11.2. Each certificate is good for the date on the certificate and must be signed by the state membership coordinator for it to be valid.
- 11.3. The certificates are \$25 each and if there are chapter dues or additional costs for joint membership that will be required to be paid separately.

Section 12. Chapter Chaplain Program:

- 12.1. We have ABATE chaplain patches that are available for the chapters to purchase and use.
- 12.2. If you are interested the chapter coordinator must contact the ABATE Products Coordinator. The ABATE Products Coordinator cannot give the patch unless authorized by the Chapter Coordinator.

ABATE of South Carolina, Inc.

Operating Guideline

- 12.3. The **current** cost of the patch is \$10.00 and can be purchased from the ABATE Products Coordinator.
- 12.4. A chapter chaplain can belong to other religious organizations and this patch is designed to identify them for the chapter.

Section 13. Membership Recruiter Program:

- 13.1. The recruiter patch program was started back in 2014 to give chapters a program to recognize those members that go out and recruit new members. The Chapter Membership Coordinator will be required to manage this program and contact the State Membership Coordinator for the patches. **The current price for each** recruiter patch is \$8.00.
- 13.2. Once you have earned a recruiter patch then each year after that you can earn a rocker with the respected year on it. A rocker will be issued upon recruiting five members in the respected year. The Chapter Membership Coordinator will be required to provide how many rockers are needed at the end of each year to the State Membership Coordinator. The State Membership Coordinator will give a total to the State Products Coordinator who will then order them. Each rocker patch is \$5.00.
- 13.3. A recruiter patch will be issued upon recruiting your first five members. Only one patch can be earned per member per year. New members or currently inactive (expired more than 90 days) ABATE of South Carolina members, are eligible for recruitment. Single memberships count as one, couple memberships count as two.
- 13.4. When a member has officially recruited ten members, one year of free membership will be added to the members current membership (single or couple). Only one free membership can be earned per member per year. When filling out a membership application, the recruiting member must provide their full name (as it appears on your membership card) on the “recruiter” line to be properly credited for that membership. The chapter the recruiting member belongs to is required to pay the membership fee to the State Membership Coordinator.

Section 14. Website Memorial:

- 14.1. If a member in good standing has deceased, an Active Member can submit the following information to the webmaster. These names will be placed in a memorial section of the website. The memorial does not have to be an ABATE member if the member feels the individual has worked to benefit SC ABATE.
- 14.2. The person’s name including nickname if any. The date they passed and, if available, the date of birth. The text for the memorial should not exceed more than 300 words. A picture if available in a PDF, JPG or TIFF format. When submitting make sure the size is correct at 300 DPI.
- 14.3. Memorial should be emailed to webmaster@abateofsc.org with the person’s name and word “Memorial” in the subject line so that the state webmaster can locate this e-mail easily. The Area Coordinator shall also either carbon copy the BOD e-mail list or send a separate e-mail, so that the state officers are made aware of the deceased member. If the

ABATE of South Carolina, Inc.

Operating Guideline

submitting member would like the memorial placed in the newsletter it should be emailed to newsletter@abateofsc.org as well.

- 14.4. In the event there are concerns or questions about a certain memorial then it shall be emailed to the state coordinator to be discussed at the next available business meeting.

Section 15. Lobby Days:

- 15.1. Lobby Day I: The first day of the South Carolina general session is the second Tuesday in January. The opening day will be “ABATE Lobby Day“. Members from across the state will come together at the State Capital. This show of force is vital to the strength of our voice at the capital.
- 15.2. Lobby Day II: The month of April is called the “Crossover Month” which gives members a chance to show support for beneficial legislation or defend against bad legislation prior to the end of the session in May. All participants will receive a distinctive Lobby Day patch. Awards will be given to chapters that have the most participation and the chapter that has the highest percentage participation.
- 15.3. All participants will receive a distinctive Lobby Day patch. Awards will be given to chapters that have the most participation and the chapter that has the highest percentage participation.

15.4.

Section 16. May Awareness Rally:

- 16.1. The May Awareness Rally is held every year on the first Sunday of May. Members from all over the state are encouraged to attend and this event is also open to non-ABATE members. Details to be provided in advance.
- 16.2. The ringing of “Bubba’s Bell” every year is done to remember those that have died on our South Carolina roadways from the previous year. Bubba was a long-time ABATE member and served as Area Coordinator from our Central Savannah River Area for many years prior to his passing.
- 16.3. Each year an award is given to an individual that has made an impact on the South Carolina motorcycle community. This individual is not required to own or ride a motorcycle to receive the “Motorcycle Community Leaders” award.

Section 17. ABATE of South Carolina State Party:

- 17.1. The State Party is held every year on the closest weekend to June 16th. Members from all over the state are encouraged to attend this event. Dates for the event to be set by organizer.
- 17.2. The State Party has been held around the date due to the signing of our current helmet law that was amended on June 16, 1980, which allows adults over the age of 21 to ride a motorcycle without a helmet lawfully.

ABATE of South Carolina, Inc.

Operating Guideline

Section 18. Helmet Law Support Rally:

- 18.1. The Helmet Law Support Rally is held every year on the first Sunday in October. Members from all over the state are encouraged to attend this event also is open to non-ABATE members.
- 18.2. The first Helmet Law Support Rally was held on October 14, 1984, to show our support for South Carolina's current helmet law. This rally is because we feel that adults in South Carolina are capable of making responsible decisions for themselves.

Section 19. State House Run

- 19.1. We call the "State House Run" anytime we need to the state house and work on motorcycle related issues. The ABATE Legislative Coordinator will setup and coordinate this event. This is also a good time to make appointments to meet with your Representatives or Senators. We meet at the IHOP across the state house on Assembly Street. Here we will discuss any issues that we may be addressing prior to going over to the statehouse.
- 19.2. You will need at least \$2.00 worth of quarters for the parking meter if we cannot park at IHOP. If the meter expires you will be faced with a \$7.00 fine from the City of Columbia so have a little extra just in case. You will need some walking shoes and you should dress in full ABATE attire. Please bring a notebook and something to write with. This would also be a good time to drop off a business card, or something, to show them you were there. You can also bring a camera to take pictures.
- 19.3. Please no weapons. I know this is a hard one and we all love our 2nd amendment rights, but they will not let you in.

January	ABATE Lobby Day. This is on the second Tuesday in January.
February	In Session. They are in session from Tuesday to Thursday.
March	In Session. They are in session from Tuesday to Thursday.
April	Crossover. Bills must make it over to the other chamber to have a chance of passage.
May	End of Session. .
June	Out of Session.
July	Out of Session.
August	Out of Session.
September	Out of Session.
October	Out of Session.
November	Prefiled Bills. Bills will be filed prior to the start of a new session.
December	Prefiled Bills. Bills will be filed prior to the start of a new session.

ABATE of South Carolina, Inc.

Operating Guideline

Section 20. Legislative Strike Force Program:

- 20.1. The purpose of the Legislative Strike Force is to maintain a well-informed, highly motivated, voluntary, legislative quick reaction team, to represent, in our state capitol, the legislative best interests of ABATE and the motorcyclists of our state.
- 20.2. Members of the strike force should have been a member of ABATE for at least one year and be able to represent our organization at the state capitol with as little as twenty-four hours' notice. They are expected to remain knowledgeable, with the assistance of the Legislative Coordinator, on all legislative matters of interest to ABATE and the motorcyclists of our state.
- 20.3. They are encouraged to attend all legislative meetings. They are expected to contribute to our cause based on their individual skill sets.
- 20.4. A member is awarded the Legislative Strike Force recognition from a committee consisting of the ABATE Coordinator, Assistant ABATE Coordinator, Legislative Coordinator and Assistant Legislative Coordinator. Because members of the Legislative Strike Force are expected to perform at a higher level than other members, individuals accepted into the Strike Force will be issued a distinctive Legislative Warrior patch.

Section 21. Legislative Committee:

- 21.1. The Legislative Committee will be made up of no less than four and no more than ten members. The Legislative Committee members are appointed or removed by the ABATE of South Carolina Coordinator and confirmed by a vote as outlined in Article VI Section 2. Legislative Committee members shall be a member in good standing as outlined in Article III Section 1.
- 21.2. Legislative Committee members must have access to an email account and be able to communicate using email.
- 21.3. The ABATE of South Carolina Legislative Coordinator will use a Legislative Support Request and provide researched backup to the Legislative Committee for all major legislative issues.

Section 22. Legislative Support Request:

- 22.1. The ABATE of South Carolina Legislative Support Request form can be used by anyone to identify a motorcycle related issue. The requestor must fill out the top portion "Requestor Information" and submit it to the Legislative Coordinator including any supporting documentation.
- 22.2. The ABATE of South Carolina Legislative Coordinator will compile all the information and submit it to the Legislative Committee to have additional input into the motorcycle related issue.
- 22.3. The ABATE of South Carolina Legislative Coordinator will provide the general membership and the requestor a written report once all parties have reviewed and commented on the motorcycle related issue.

ABATE of South Carolina, Inc.

Operating Guideline

Section 23. National Legislative Conferences Reimbursement Program:

- 23.1. In an effort to promote motorcycle rights and provide opportunities for our members to learn about other motorcycle right issues we have a National Conference reimbursement program.
- 23.2. Each area will be allowed to submit one person or couple to attend an approved event. Each submission will be reviewed and approved based on qualifications and available funds. This shall be done at the Board of Directors meeting prior to the event.
- 23.3. The individual attending the event will provide receipts for flight travel, registration, hotel and gas that will be reimbursed up to the approved amount.
- 23.4. ABATE will not reimburse for any food, parking tickets, tolls and other items that may be part of the trip but not part of the legislative conference.
- 23.5. Person(s) that have attended will be required to provide a written report of the conference that can be published in the State Newsletter.