

A.B.A.T.E. OF LOUISIANA, INC.

POLICY and PROCEDURES MANUAL

Revised 01/05/2007

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CAPTURE THE FLAG EVENT PROCEDURES

The following procedures are required in conducting Capture the Flag events:

The Chapter that shows the most participation (points) by the end of the year in Flag Challenge Events will capture the State Flag for a period of one year.

All state events will be “Flag Challenge” events.

Each Chapter will designate one event per year as a “Flag Challenge” event.

Each Chapter will receive one point credit for each member who participates in a Flag Challenge event deemed a State designated event.

Each Chapter will receive one point credit for each member who participates in a Flag Challenge event deemed a Chapter designated event.

Each Chapter will receive two points credit for each member who works another Chapter’s Flag Challenge event deemed a Chapter designated event.

The Chapter hosting the Flag Challenge event will maintain a list of all participants from each Chapter. They will obtain written verification from a representative from each Chapter present attesting the list of attending members from their perspective Chapter.

CHECKING ACCOUNT PROCEDURES

The following procedures are required in maintaining an A.B.A.T.E. checking account:

All **Chapter** checking accounts must be set up requiring two signatures on the account, one signature being the Chapter President and the other being the Chapter Treasurer. The other accounts include the **State Store**, with the signatures on the account being the State President and the other being the State Products Manager. **State Newsletter**, with the signatures on the account being the State President and the other being the State Newsletter Editor. **State Account**, with the signatures on the account being the State President and the State Treasurer.

Each account created needs to have our ABATE of LA Inc corporate address, which is stated below. You may ask the bank to have the statements mailed to each person that will be responsible of that particular checking account.

ABATE of LOUISIANA INC.
P. O. Box 541
St. Amant, LA-70774
EIN-72-1313712

No check is to be written without being provided a receipt for that exact amount.

A ledger must be kept to record all transactions in detail. The Chapter President, State Treasurer and State President can audit the ledger at any time.

All financial statements are standardized within **A.B.A.T.E.** and are provided to each account accordingly by the State Treasurer being approved prior by the State President.

Chapter Checking Accounts

All monies raised in a function for a chapter is to be deposited in that chapter's account.

All monies collected from membership applications are to be forwarded to the membership coordinator with all 3 copies of the triplicate form. The membership coordinator in turn sends all monies to the State Treasurer. The triplicate form is then to be distributed in the following fashion; the pink copy is to be sent to the State Treasurer, the yellow copy is to be kept with the membership coordinator, and the white copy is to be sent to the Chapter President. All membership applications received for a member-at-large are to be kept by the membership coordinator.

All monies collected in products that were obtained from the State Store is to be deposited in that chapter account and then a chapter check is to be written to the State Store for the full amount of the sales with a detailed list of the products sold.

All monies collected from the sales of chapter event products are to be deposited in that chapter's account.

All monies collected for the sales of an ad for the Bayou Bikin' Newsletter is to be sent to the Newsletter Editor and deposited in the Newsletter Account.

All monies collected from donations are to be deposited in that chapter's account.

All monies raised at a State level function will be deposited in the State account.

Every month each chapter treasurer must balance that chapter's account and submit a financial statement to the State Executive Board. The State Treasurer must also receive a copy of the monthly bank statement. At this time if that chapter's account exceeds the \$200.00 cap maximum, a chapter check is to be written for the exceeded amount and sent to the State Treasurer for excess funds. If at this time a chapter account is below the \$200.00 cap maximum, then a written request is to be submitted from that chapter's treasurer to the State Treasurer for the amount of the difference to be paid to that chapter. The submitted written request will be used as a receipt for records.

State Checking Account

The financial statement for the State Account must be submitted to the State Executive Board at each State Executive board meeting. The State President will also receive a copy of the monthly bank statement and an updated copy of the State Account ledger.

State Store Checking Account

Every month the State Store Products Manager must submit a financial statement to the State Executive Board. The State Treasurer must also receive a copy of the monthly bank statement. At this time if the

If the State Store account exceeds the \$2,000.00 cap maximum, then a check must be written to the State Treasurer for excess funds. No checks will be written to the State Store account when the balance is below the \$2000.00 cap maximum. If purchases are needed and there are not enough funds in the State Store account, then the State account will help the State Store.

State Newsletter Checking Account

Every month the State Newsletter Editor must submit a financial statement to the State Executive Board. The State Treasurer must also receive a copy of the monthly bank statement.

If the Newsletter account exceeds the \$1,000.00 cap maximum, then a check must be written to the State Treasurer for excess funds. If purchases are needed and there are not enough funds in the State Newsletter account, then the State Treasury account will help the State Newsletter with a monthly subsidy of \$125.00 to bring the State Newsletter account up to the amount of \$1,000.00.

MEMBERSHIP PROCESSING

The following procedures are required in maintaining a Membership List.

The first thing to do is to make sure that all of your applications you receive are on a triplicate form. If you did receive any in the mail that is on a tri-fold or the application was printed from the form on the web-site and or newsletter, you need to take their info and fill out a triplicate form for them. Then you keep the one they filled out and staple it to the back of one of the color copies that the membership coordinator keeps for records. Make sure you do fill out the very bottom of the form, cut on the perforated line only on the pink copy and mail that portion with their welcome packet for the member to have as a temporary card till they receive their card from NCOM. Joint memberships can be on one application.

Next, you initial the very top of the triplicate form with the type of payment that you received from the member. If you received a check write the check # next to your initials, or if you received cash, write the word cash, or if you received a money order, write the word money order. Do not accept any applications without monies enclosed. The only exception is; a member from another MRO from another state can join ABATE of LA with proof of residency in LA and their MRO card with expiration date. That person can then be a member of ABATE of LA for that duration without paying a membership fee. Life memberships from other MRO's are not accepted.

Next, record the member in the black book. You can use the other prior entries as an example of what needs to be written.

Now add the member to the chapter list that they chose to be a part of, and then also add them to the ABATE General membership list (this is the complete membership list). They are recorded in alphabetical order by their last name.

Create a separate list during that month as people join and or members renew. This list is to be emailed at the end of each month to NCOM. This list includes only their name, address, and expiration date. NCOM uses this information to create their membership card and mails it to them directly. NCOM also has a welcome letter on file that was created by A.B.A.T.E. that is included with each card. www.aimncom@aimncom.com

Next, put together their membership packet (8X10 brown envelope). This packet includes: stickers, welcome letter, by-laws and resolutions, freedom fighter points letter and ABATE State Patch. For a joint application, you can enclose just one copy of each letter, but you need to enclose the correct amount of stickers and ABATE State Patches for each member. Two stamps on the envelope are sufficient to mail the packets.

Next, separate the triplicate form. The white copy needs to be snail mailed to the Chapter President. One color copy needs to be mailed to the State Treasurer along with the monies attached. Make sure this always matches. The other color copy stays with the membership coordinator for records.

The **chapter list** is to be distributed to the Chapter President. The **A.B.A.T.E. General list** is to be distributed to each of the Executive State Board members.

Each time an entry is added or removed, the chapter involved needs to be sent an updated copy of the chapter list. Remember, each time you make a change to the chapter list; the same change needs to be made to the A.B.A.T.E. General list and redistributed.

Each member has 30 days to renew. If not, they are then removed. Send a renewal reminder notice at the beginning of each month for each member that will expire that month. Always keep the same renewal date, just change the year.

After elections have taken place each year for the individual chapters, it is standard procedures that the membership lists for the individual chapters are sent only to the Chapter Presidents. It is then decided upon the Chapter President to distribute among the other board members.

Reminder: Information for any member is not to be distributed out to just anyone that asks. If anyone calls and asks for any info regarding any member, direct them to contact the Executive State President.

POKER RUN PROCEDURES

The following rules for A.B.A.T.E. poker runs has been developed and approved by the State Board:

- A Hands will be \$15.00 per person
- B Any Player will be able to buy 3 extra cards during the run, only one at each stop at \$1.00 each, replacing the previous card just drawn
- C Prizes awarded contingent on 35 registered hands
- D Prizes will be:
 - \$100.00 best hand
 - \$50.00 second best hand
 - A.B.A.T.E. cap or shirt for worst hand
- E If there are less than 35 hands, the prize money will be:
 - 30% best hand
 - 15% second best hand
 - A.B.A.T.E. cap or shirt for worst hand

All poker run flyers will have items C, D, and E on them along with our standard disclaimer.

The State Store will write off the product prizes as donations, but must have a letter from the chapter stating the product given and to whom.








































All Chapter Poker Runs must have a chase vehicle. If an Abate utility trailer is available it can be signed out by any Chapter sponsoring a poker run and the Chapter must accept responsibility for any damages and a survey will be conducted of the trailer prior to it being signed for by the Chapter representative and the State Officer in charge of the trailer. (05-14-2005)

(Sample Poker Sheet)

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

	1 st CARD		2 nd CARD		INITIALS
STOP#1	_____	   	_____	   	_____
STOP#2	_____	   	_____	   	_____
STOP#3	_____	   	_____	   	_____
STOP#4	_____	   	_____	   	_____
STOP#5	_____	   	_____	   	_____

PRIZE AMOUNTS ARE AS FOLLOWS 1st PLACE \$100.00 2nd PLACE \$50.00 WORST HAND CHOICE OF ABATE CAP OR T-SHIRT. ALL PRIZE AMOUNTS ARE CONTINGENT ON MINIMUM 35 REGISTERED HANDS. Actual prize amounts will be determined by total number of registered hands in the event less than 35 hands are registered. Best hand 30% of total collected, Second best hand 15% of total collected, Worst hand choice of ABATE cap OR ABATE shirt. ALL DONATIONS TO **ABATE OF LA., INC.** ARE NON TAX DEDUCTIBLE. I AGREE NOT TO HOLD ABATE OF LA. INC. OR ANY OTHER ORGANIZATION OR PROPERTY OWNERS RESPONSIBLE FOR LOSS/INJURY TO SELF OR PROPERTY PARTICIPATING IN THIS EVENT.

RANK of HANDS

In Order of Strength for Straight Poker

ROYAL FLUSH	made up of A K Q J 10 of same suit
STRAIGHT FLUSH	5 cards of same suit in numerical order
FOUR of a KIND	self explanatory, fifth card does not matter
FULL HOUSE	3 of a kind and 2 of a kind, hand with the highest 3 cards wins
FLUSH	5 cards of the same suit not in sequence
STRAIGHT	5 cards in sequence but not of the same suit
THREE of a KIND	self explanatory, hand with the highest value of the three wins
TWO PAIR	hand with the highest pair; if tie hand with the highest 5th card wins
ONE PAIR	hand with the highest value, if a tie, highest remaining card wins
NO PAIR HANDS	rated by the highest card held; Aces-high beats King-high

RULES OF THE ROAD

Please obey all Road Captains; they are present for your safety.

Obey all applicable traffic laws.

Be aware of everyone and everything around you.

Ride in a staggered formation with 2-second intervals between riders.

Never cross the centerline; on a multiple-lane road, reserve the left lane for Road Captains and law enforcement.

Reckless or unsafe riders will be ejected from the run.

RIDE SAFE & HAVE FUN!

SHARE THE ROAD PRESENTATION POLICIES

Instructors must wear proper safe riding gear if riding a motorcycle to and from presentations. Minimum such gear includes: DOT approved helmet, eye protection, gloves, long pants, boots or other over-the-ankle footwear, a long sleeve shirt or jacket) This policy applies to anyone riding a motorcycle to or from a presentation, whether you are working it or observing.

Arrive at least a ½ hour prior to class time for set up.

Act professional. (Be friendly, courteous and polite)

Instructors should be neatly dressed and groomed. That doesn't mean you can't wear some of your riding gear if you want, but anything you wear should be clean and in good repair. Vests are ok but no patches or tee shirts that the general public might consider offensive.

NO profanity. (That goes without saying, right?)

Have all program materials with you. (Video, props, quiz, handouts, etc..)

Be prepared mentally. (Think about what you want to say and how you want to say it)

DO NOT BRING ANY TYPE OF WEAPON TO A SCHOOL! If you even think it might be considered a weapon, leave it at home.

If this was the first presentation at a school, make a point of stopping at the Principals office and thank the Principle for letting ABATE give the presentation at his/her school. (Do this only if the Principle is available to speak with you)

Leave a good impression. After class, be sure and thank the Drivers Ed. Instructor and give him/her a copy of the presentation evaluation sheet. If doing several classes that day at the same school, you can wait until after the last one.

Be sure to pick up and account for all presentation materials before you leave. You are responsible for them and will be expected to replace anything you lose or damage through negligence.

After your presentation, fill out and mail a copy the Instructors Presentation Report to the program Coordinator. You are expected to do this in a reasonable amount of time after your presentation.

STATE NEWSLETTER PROCEDURES

The State Newsletter will not exceed 40 pages per issue (20 sheets). (09/23/2006)

STATE STORE PROCEDURES

The following procedures are required in maintaining the State Store:

State Store will be required to set up at all weekend functions, State or Chapter level.

Chapters are required to give the State Store at least 4 weeks notice if they want the store at their function.

If the State Store Manager cannot be at a function the entire time, the chapter hosting will help with staffing the trailer. A list of current ABATE members willing to work in the State Store shall be generated at least 30 days prior to the event and turned over to the State Store Manager.

If the Manager is not able to attend a function, a) the Executive State Board may appoint a current member in good standing to manage the State Store; b) State Store Manager may have the order shipped at least 2 weeks prior to the function by UPS or hand delivery. Products not sold will be returned to the State Store no later than 2 weeks following the function, with delivery the same. Products sold, those monies shall be deposited in that chapter's account and a check for the exact amount shall be written to the State Store with a list attached of the products sold.

State Store Manager shall maintain an up-to-date financial statement and inventory of all products.

The Manager will be required to attend all State Board meetings and give an account to the State Board. If the State Store Products Manger is unable to attend, he/she shall send the report to the Executive State President.

All State property is to be stored in the State Store trailer. Any property loaned out must be signed for and returned promptly.

The electrical hookups for events is mounted in the trailer, therefore a location within 10 (ten) feet of the electrical service must be reserved for the State trailer.

Chapter presidents are responsible to make sure anyone towing any state owned trailer has insurance that will cover any damage or loss to the trailer. (05-13-2006)