

ARTICLE IX – CHAPTER OFFICERS

- A) The affairs of the Chapter are to be managed by the Officers of the Chapter who shall be elected a minimum of one year by the members of the Chapter.
- B) The Executive Officers of the Chapter shall be the President, Vice-President, Secretary, Treasurer. The Trustees of the Chapter shall be the Sergeant at Arms, Membership, Public Relations, Products, Newsletter, Two (2) State Delegate/Legislative and Safety Director. The Executive Officers and the Trustees of the Chapter shall be collectively known as the Chapter Board of Directors.
- C) The term of office for the Chapter Board of Directors shall be for a minimum of one (1) year or more, with no maximum number of consecutive terms in office at the chapters discretion. Chapter elections shall be held in June. Chapter Board of Directors must be a member in good standing to obtain and retain office.
- D) **THE DUTIES OF THE PRESIDENT SHALL BE:**
- 1) To perform the duties of chairperson at all Chapter/Board meetings.
 - 2) To insure accomplishment of duties by other Chapter Board members in the time frame allotted.
 - 3) Initiate such actions as are necessary to insure the orderly operation of the Chapter.
 - 4) Act as spokesperson for the Chapter before all Business, Government, and Individual Organizations and Agencies.
 - 5) Ex-Officio member of every committee.
 - 6) Will appoint a pro-tem to fill a vacant position until the next regular meeting when the membership can vote on a person to fill the vacant position.
 - 7) Exception: Treasurer will be replaced by vote of the membership only.
- E) **THE DUTIES OF THE VICE PRESIDENT SHALL BE:**
- 1) To act as assistant to the President and to perform the duties thereof in the event the President shall be incapable of performing those duties.
 - 2) Chairperson of all committees.
- F) **THE DUTIES OF THE SECETARY SHALL BE:**
- 1) To act as recording Secretary at all Chapter/Board of Directors meetings.
 - 2) To insure completion of all Chapter correspondence, reports and required forms in a timely manner.
 - 3) To receive, record and file records of all activities and business transactions of the Chapter.

G) THE DUTIES OF THE TREASURER SHALL BE:

- 1) To receive, record and account for all the Chapter's funds in accordance with legal and Corporation policies.
- 2) To dispense Chapter funds in accordance with the policies established by the Chapter Board of Directors and to maintain records of the same.
 - a) Withdrawals from the Chapter's funds shall require two (2) signatures and the approval of the Chapter Board of Directors.
 - b) The President, Vice President, Treasurer, Secretary and Sgt-at-arms shall be authorized to sign checks.
 - c) No two (2) persons in the same household can sign the same check.
 - d) The bearer of the check may not be one of the counter signers.
- 3) Maintains and furnishes such financial records to the Chapter Board of Directors as may be required.
 - a) All financial reports must be sent to ABATE OF FLORIDA, INC., and must be mailed by the 5th of each month.
 - b) All financial reports must be accompanied by original receipts, related paper work and all money owed.
 - c) All financial reports must have the President's and Treasurer's signature.
- 4) Notifies the Chapter Board of Directors if Chapter funds fall below a minimum operating balance.

H) THE DUTIES OF THE SERGEANT-AT-ARMS TRUSTEE SHALL BE:

- 1) Be in charge of all security arrangements for any and all Chapter events.
- 2) If unable to attend any scheduled event, shall notify the President at the earliest possible time.
- 3) Co-ordinate, maintain and secure all Chapter equipment.
- 4) Perform additional duties as directed by the President or the Chapter Board of Directors.
- 5) Co-ordinate with the State Sergeant-at-Arms at State Events.
- 6) Responsible for annual inventory of all Chapter property, to be submitted to the State Sergeant-at-Arms before the December State meeting.

I) THE DUTIES OF THE MEMBERSHIP TRUSTEE SHALL BE:

- 1) Work with the Treasurer, Secretary to maintain the membership records of the Chapter.
- 2) Co-ordinate with the State Membership Trustee.
- 3) Receive and maintain all Chapter membership applications and process same.
- 4) All membership reports must be mailed to ABATE OF FLORIDA, INC. by the 5th of each month. If a Chapter has no membership activity for the month a negative report must be submitted.
- 5) Responsible to co-ordinate recruiting new members, and arranging membership drives.
- 6) Will give each new member a copy of these By-laws at the time of their membership.
- 7) Responsible for issuing membership cards indicating proper name and expiration date.

J) THE DUTIES OF THE PUBLIC RELATIONS TRUSTEE SHALL BE:

- 1) All copy is subject to Chapter Board of Directors approval prior to release.
- 2) Acquire and issue news releases to the media.
- 3) Develop a database of information defining the media companies.
- 4) Develop and implement a system by which media releases are issued to the appropriate selected media.

5) Work with the State Public Relations Trustee to develop a means of achieving satisfactory local media coverage.

6) Provide reports on activities to the Chapter Board of Directors.

K) THE DUTIES OF THE PRODUCTS TRUSTEE SHALL BE:

1) Orders, inventories and distributes all Chapter products.

2) Submit an annual physical inventory with the December financial report.

3) Responsible for the collection of all product money, and remit proceeds of the same, with expense report to the Chapter Treasurer on a monthly basis.

L) THE DUTIES OF THE NEWSLETTER TRUSTEE SHALL BE:

1) To be responsible for printing, publishing, and mailing a newsletter to all members, and complimentary issues to interested parties.

2) To have extra newsletters printed for events, functions, and for promoting ABATE OF FLORIDA, INC.

3) To select material for the newsletter so as to portray a positive image of ABATE OF FLOIRDA, INC. to the general public.

4) To obtain advertising for the newsletter and remit proceeds of the same, with expense reports to the Treasurer on a monthly basis.

M) THE DUTIES OF THE SAFETY DIRECTOR TRUSTEE SHALL BE:

1) To be responsible for the overall operation of the chapter level Motorcycle Safety Awareness Program (MSAP).

2) To work with other chapter members and the State Safety Director to further motorcycle safety with the state.

3) To coordinate chapter activities with the designated Assistant Regional Safety Directors in furthering the MSAP.

4) Remit expense reports to the chapter Treasurer on an as required basis for expenses directly related to the MSAP.

5) To identify, train and develop individual chapter MSAP instructors.

N) THE DUTIES OF THE STATE DELEGATE AND OR LEGISLATIVE TRUSTEE SHALL BE:

1) To attend all the regular and special State Meetings.

a) Distribute all paperwork to the appropriate Officers.

b) Responsible (by signature) for the delivery of Life Member card to the member.

2) To keep the Chapter informed on all State and National news.

3) To work with the State Legislative Trustee on all related items.