

# Bylaws of ABATE of Illinois, Inc. Will County Chapter



**ABATE of Illinois, Inc.  
Will County Chapter  
P.O. Box 928  
Plainfield, IL 60544**

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**Bylaws of Will County Chapter  
ABATE of Illinois, Inc.**



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**ARTICLE 1 – PURPOSE**

ABATE (A Brotherhood Aimed Toward Education) of Illinois, Inc., Will County Chapter, is organized for charitable, educational, civic, benevolent, social, and athletic purposes including for such purposes, the promotion of motorcycle use, acceptance, safety, and enjoyment. Said purposes include promoting the motorcycling interests of the corporation's members and affiliates. Said corporation is further organized to undertake such interaction, including lobbying and litigation support with various governmental bodies as may be necessary or desirable to promote the motorcycling interests of the corporation's members and affiliates.

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**ARTICLE 2 – PRINCIPAL OFFICE AND REGISTERED AGENT**

**Section 1 – Principal Office**

The principal office of the Will County Chapter shall be P.O. Box 928, Plainfield, IL 60544.

**Section 2 – Registered Agent**

The address of the Registered Agent of the Will County Chapter shall be P.O. Box 928, Plainfield, IL 60544.

**Section 3 – Auxiliary Office**

The corporation chapter may establish auxiliary offices within the State of Illinois, as the Executive Board deems necessary.

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**ARTICLE 3 – WILL COUNTY CHAPTER MEMBERSHIP**

**Section 1 – Classes of Members**

All members of the corporation chapter shall be of two (2) classifications that of individual members who vote at the chapter meetings, and Executive Board officers, who shall vote at Executive Board meetings, one vote per office.

**Section 2 – Election of Members**

Any person who meets the membership requirements as set forth by the Board of Directors, ABATE of Illinois, Inc. may become a member of the corporation, ABATE of Illinois, Inc., by submitting a written application, on a form approved by the Board of Directors at the state level, to the main office of the corporation. Applicants submitting written applications shall become members of the corporation upon payment of the annual membership dues. Annual membership dues are to be established by the Board of Directors of the corporation.

**Section 3 – Transfer of Membership**

- A Membership in the corporation is not transferable or assignable to another organization or person.
- B Persons seeking membership in the corporation may declare an affiliation with any one of the chapters chartered by the corporation.
- C If the person seeking membership specifies no preference, then the State Office will assign one.
- D No person shall be a voting member of more than one ABATE chapter at any one time.
- E Members may transfer affiliation to any chapter chartered by ABATE of Illinois, Inc., provided that there has been no action taken against said member by the Board of Directors, ABATE of Illinois, Inc., or by the chapter where affiliation is sought.

#### **Section 4 – Termination of Membership**

- A Termination of Affiliation - The Executive Board of the Will County Chapter, ABATE of Illinois, Inc., by affirmative vote of 2/3 of all of the members of the board, may terminate a membership for cause.
  - B Written notice of termination shall be sent to the State Office and the member at least seven (7) days prior to any hearing.
  - C Any member facing such action shall be entitled to a hearing before the chapter.
  - D All Officers of said chapter shall be notified by the chapter Secretary of the time, date and location of the chapter meeting where the hearing will take place.
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### **ARTICLE 4 – OFFICERS OF THE CORPORATION CHAPTER**

#### **Section 1 – Executive Board**

- A The Executive Board is composed of the officers of this corporation chapter as set forth in Section 5 of this article, including those officers whose positions have not specifically been stated therein but have been established by action of the Executive Board or a majority vote at a chapter meeting.
- B Each Executive Board member shall have one (1) vote.
- C Officers of the corporation chapter, except the President, must appoint an assistant to help in duties required and attend board/general meetings on the officer's behalf.
  - 1. The assistant must be named by the first board meeting after being elected.
  - 2. An assistant is not allowed to vote at an Executive Board meeting.

#### **Section 2 – General Power**

The Executive Board shall conduct the business and affairs of the chapter unless a motion is brought forth at a chapter meeting.

#### **Section 3 – Advisory Panels**

The Executive Board may appoint advisory panels to deal with any issue the Executive Board deems necessary.

#### **Section 4 – Meetings**

The Executive Board, by majority vote, shall set the time and place for Chapter and Executive Board meetings. All Officers are expected to attend both Chapter and Executive Board meetings.

#### **Section 5 – Board Decisions**

The act of a majority of the officers present at an Executive Board meeting at which a quorum is present shall be the act of the Executive Board, unless state law or these bylaws require the act of a greater number.

#### **Section 6 – Removal of Executive Officer**

- A Any officer may be removed by two-thirds (2/3) vote of the Executive Board whenever, in its judgment, the interests of the Will County Chapter would be served thereby.
- B Removal of such officer will be the result of non-performance of specified duties, or actions deemed by the Executive Board to be contrary to the optimum operation of the Will County Chapter.
- C Such removal shall be without prejudice to the contract rights of any of the officers so removed.
- D A two-thirds (2/3) vote of the chapter's members present at a chapter meeting may remove any officer with or without cause.

#### **Section 7 – Personal Liability of the Executive Board**

Members of the Executive Board shall not be liable for acts of the Will County Chapter. Liability of the Will County Chapter shall be limited to the extent of the assets of the corporation.

#### **Section 8 – Powers and Duties**

The officers shall have such powers and perform such duties as may be specified in resolutions or other directives of the Executive Board.

#### **Section 9 – Veto of Executive Board**

The members of the chapter may veto any action of the Executive Board for good cause, with a two-thirds (2/3) vote at a chapter meeting.

## Section 10 – Officers

- A Officers of the Will County Chapter shall consist of the following as found in:

### Article 5

- Section 1 - President
- Section 2 - Legislative Officer
- Section 3 - Secretary
- Section 4 - Treasurer
- Section 5 - Safety and Education Officer
- Section 6 - Vice-President
- Section 7 - State Board of Officers  
Representative
- Section 8 - Newsletter Officer
- Section 9 - Merchandise Officer
- Section 10 - Activities Officer
- Section 11 - Membership Officer
- Section 12 - Road Captain
- Section 13 - Sergeant of Arms
- Section 14 – Public Relations

- B Officers have the authority to perform duties prescribed in these bylaws. The same person may not hold any two (2) or more offices unless no member is elected to fill a position.

## Section 11 – Election or Appointment of Officers

- A The Officers of the Will County Chapter shall serve a one (1) year term and be elected annually in the month of December, by a majority of the membership present at the chapter meeting.
- B New offices may be created by a majority vote of those present at any chapter meeting, pursuant to amendment of the bylaws.
- C New offices created by the membership will be filled by appointment with a majority vote of those present at any chapter meeting.
- D Vacancies occur due to resignation, death, removal, disqualification or otherwise.
- E An officer is resigned after his/her written resignation has been received and acknowledged by the Executive Board.
- F The Executive Board may fill a vacancy by appointing any chapter member in good standing.
- G A two-thirds (2/3) vote of the chapter membership present at the Chapter meeting may approve appointment of new officer.
- H The successor to the office will serve for the remainder of the predecessor's term.
- I Each officer shall hold office for one (1) year or until the next scheduled election, whichever comes first.
- J Terms for each office shall begin January 1st and end December 31st of that year.
- K Nominations -
- 1 Persons seeking election to the Executive Board shall have their name placed in nomination and seconded by a chapter member.
  - 2 Candidates may only run for one (1) office.
  - 3 Nominations shall be open at the beginning of the regularly scheduled chapter meeting, two meetings prior to election date.
  - 4 Nominations shall be closed at the end of the regularly scheduled chapter meeting, one meeting prior to election date.
  - 5 Notification of the nomination shall be published in the chapter newsletter one month prior to the intended election. Notification shall include position voting for, name(s) of individuals nominated and intended date the election will occur.
  - 6 The presidential nominees shall disclose the name of their running mate/vice president before said election.
- L Balloting and potential election of the individual shall take place at the next regularly scheduled Chapter meeting after said notification in the chapter newsletter.
- M Ballots –
- 1 Ballots will be drawn up by two (2) non-officers of the membership as chosen by the Executive Board and will be administered and counted by same.
  - 2 Election results will consist of winners only.
  - 3 Election judges will seal ballots after election tallies. Ballots will be maintained/stored by Secretary for a period of 1 year, after which, they will be destroyed.
  - 4 Only currently active members will be allowed to vote.

- 5 Absentee ballots will be provided in the newsletter.
- 6 In case of any chapter member asking for a recall/recount, a request to the board shall be made for a review, and there will be at least two board members present at the reviewing with the requesting party. After review, the ballots shall be resealed and maintained by the secretary, and the results shall be announced at the next chapter meeting.
- N All offices shall be created by the chapter membership and governed by the chapter membership.
- O All records/materials maintained are the property of Will County Chapter.
- P Outgoing Officers will pass all records/materials to the incoming Officers prior to the first Board meeting of the new term.

**Section 12** – Any Officer ordering product for Will County A.B.A.T.E. with payment due from this chapter's funds must be invoiced in this Chapter's name and be delivered to Registered Chapter P.O. Box 928, Plainfield, Illinois 60544.

## **ARTICLE 5 - DUTIES OF THE EXECUTIVE BOARD OFFICERS**

### **Section 1– President**

Duties and responsibilities include but are not limited to:

- A Conducting meetings, overseeing chapter business in accordance with the Chapter Bylaws and the Bylaws of ABATE of Illinois.
- B Communicating ABATE goals effectively to the Chapter and the public in a professional businesslike manner.
- C Insuring that all board position duties are being fulfilled in the best interest of ABATE. President shall have informal meeting with each officer every two (2) months to ascertain that said duties are being performed in best interest of Will County Chapter of A.B.A.T.E.
- D Being acquainted with "Robert's Rules of Order" and use them where appropriate.
- E Confirming proper insurance has been obtained by the secretary for all chapter events.
- F Assuring that the Chapter is represented at all meetings of the State Board.
- G Presiding over all meetings.
- H Assisting any officer in his/her duties upon requested.
- I Officiating all contracts.
- J Overseeing and approving Corporate Annual Reports.
- K If any officer misses three (3) consecutive meetings (ie: Board and/or Chapter meeting) the President can call an Executive Board meeting for review of possible termination of said Board position. Position to be replaced by Assistant to same or by Executive Board decision.

### **Section 2 – Legislative Officer**

Duties and responsibilities include but are not limited to:

- A Communicating and cooperating with the State Legislative Coordinator to accomplish goals of ABATE.
- B Working with area politicians to gain support for ABATE positions.
- C Communicating the positions of ABATE to the Chapter and the public.
- D Urging membership to work toward the political goals of ABATE.
- E Ensuring all political endorsements is in accordance with the policy set forth by the state board.

### **Section 3 – Secretary**

Duties and responsibilities include but are not limited to:

- A Keeping minutes and roll of officers present at all Executive and Chapter meetings. A copy of the Chapter meeting minutes shall be made available to the members at the next Chapter meeting.
- B Performing any other secretarial duties as directed by the Executive Board.
- C Keeping a permanent record of all Chapter and Executive Board minutes. Keeping a copy of Article 5, *Section 6.C.* Vice-President's Record of Insuring that all property owned by this chapter is collected from out-going officers, audited against log, then disbursed to in-coming officer(s).
- D Keeping a copy of Vice-President's Duty of: Article 5, *Section 6.D:* Any chapter property that is being used for an A.B.A.T.E. event outside of Harwood Post (i.e.: canopies, large signs, etc.) must be signed out with Vice-President's signature along with any one (1) other chapter member's signature. Upon property return, same two (2) signatures to be applied to insure condition of said property.
- E Obtaining the proper insurance for all chapter events.

#### **Section 4 – Treasurer**

Duties and responsibilities include but are not limited to:

- A Maintaining and keeping all financial records for Will County Chapter and be responsible for all monies collected by the chapter.
- B Reviewing all receipts submitted by chapter officers for reimbursement.
- C Acting as the liaison to the State Treasurer and any certified public accountant hired by the corporation.
- D Insuring the timely filing of state and federal income tax forms.
- E Performing any other financial duties as directed by the Executive Board.
- F Must be bondable.

#### **Section 5 – Safety & Education Officer**

Duties and responsibilities include but are not limited to:

- A Promoting motorcycle safety to the chapter and motorcycle awareness to the public.
- B Coordinating instructors for the Safety & Education high school program and reporting results to the State Safety & Education Coordinator.
- C Communicating and cooperating with State Safety and Education Coordinator to accomplish the goals of ABATE.
- D Promoting ABATE's Motorcycle Awareness Program to the schools, membership, and the public.
- E Assuring that proper reports are forwarded to the State Safety & Education Coordinator for all program presentations.
- F Promoting the Rider's Education Program offered by the State of Illinois and other motorcycle safety interests to the membership and public.

#### **Section 6 – Vice President**

Duties and responsibilities include but are not limited to:

- A Performing the same duties as the President in the absence of the president and heading any special projects as requested by the Executive Board.
- B Submitting an article to the State Newsletter on behalf of the Will County Chapter by the 15<sup>th</sup> of each month or as directed by the State.
- C Insuring that all property owned by this chapter is collected from out-going officers, audited against chapter property log, then disbursed to in-coming officer(s).
- D Any chapter property that is being used for an A.B.A.T.E. event outside of Harwood Post (i.e.: canopies, large signs, etc.) must be signed out with Vice-President's signature along with borrower's / chapter member's signature. Upon property return, same two (2) signatures to be applied to insure condition of said property.

#### **Section 7 – State Board of Directors Representative**

Duties and responsibilities include but are not limited to:

- A Representing Will County Chapter at the State Board of Directors meetings.
- B Informing the chapter membership of all activities at the state level.
- C Voting on state policy according to the chapter membership wishes.
- D Working in conjunction with the State Public Relations Coordinator to communicate the activities and events of Will County Chapter and ABATE of Illinois, Inc. to the general public.
- E Being in charge of State Bike Raffle tickets for the chapter.
- F Other duties as appointed by the executive board.

#### **Section 8 – Newsletter Officer**

Duties and responsibilities include but are not limited to:

- A Publishing the newsletter on a timely basis.
- B Overseeing all contracts with suppliers of services to the newsletter.
- C Procuring, collecting and reviewing all advertising.
- D Collecting and/or soliciting articles for the newsletter.
- E Maintaining a database of all Chapter and State activities and meetings for inclusion in the newsletter.
- F Maintaining an e-mail address so articles may be sent and other information may be obtained.
- G Operating in accordance with Article 10 of these Bylaws.
- H Coordinating with the Executive Board to establish goals and objectives for that year.
- I Maintaining a collection of articles obtained from outside publications highlighting points of interest to insert as needed in the Newsletter. All outside articles must show credit of source.

### **Section 9 – Merchandise Officer**

Duties and responsibilities include but are not limited to:

- A Overseeing the production, design and sale of Will County Chapter merchandise. Budget of **\$500** to be made available after January Board meeting for purchase of said merchandise. Any money needed and/or spent over that budget shall be brought before the chapter for review. All receipts are to be given to Treasurer by following monthly Board meeting.
- B Purchasing and maintaining a supply of ABATE of Illinois, Inc. merchandise for sale to the chapter members.
- C Being responsible for reporting all money associated with the position to the Chapter Treasurer.

### **Section 10 – Activities Officer**

Duties and responsibilities include but are not limited to:

- A Coordinating and reporting of chapter social events and other activities of interest to the chapter.
- B Maintaining a permanent record of all Chapter Events, Contacts, etc. in a digital format on a Compact Disc (C.D.). Secretary is to be given a copy at end of each year by November chapter meeting.

### **Section 11 – Membership Officer**

Duties and responsibilities include but are not limited to:

- A Maintaining an accurate membership record and providing the membership list to authorized parties approved by the Executive Board.
- B Promoting membership in the Will County Chapter ABATE.
- C Coordinating with the State Office Manager to maintain the chapter membership list and the distribution of funds associated with membership dues.
- D Being responsible for reporting on all monies associated with the position to the Chapter Treasurer.
- E Protecting the integrity and privacy of the membership list.

### **Section 12 – Road Captain**

Duties and responsibilities include but are not limited to:

- A Pre-riding event routes.
- B Coordinating with the Activities Officer/Event Chairperson.
- C Coordinating with the Safety & Education Officer to educate riders on organized run/ride etiquette.
- D Participating in all rides.
- E Watching for unsafe riding practices.
- F Possessing traffic safety devices: flag, triangles, and first aid kit.

### **Section 13 – Sergeant at Arms**

Duties and responsibilities include but are not limited to:

- A Being familiar with “Roberts Rules of Order” pertaining to standing rules, State and Will County Chapter Bylaws.
- B Procuring and presenting the American flag at all meetings and leading the membership in the Pledge of Allegiance with appropriate etiquette.
- C Being responsible for monitoring and overseeing all of the above at Will County Chapter sponsored events.

### **Section 14 – Public Relations**

Duties and responsibilities include but are not limited to:

- A Being responsible for communicating the activities and events of Will county Chapter to the general public.

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## **ARTICLE 6 – CORPORATION**

### **Section 1 – Chapter Charter**

- A The Will County Chapter shall be incorporated by the State of Illinois and chartered under the Parent Corporation of ABATE of Illinois, Inc.
- B The Will County Chapter shall be held to the bylaws and policies of the Corporation.

- C The Will County Chapter may adopt its own bylaws so long as they do not supersede the Bylaws of ABATE of Illinois, Inc.
- D The Will County Chapter's charter may be revoked by the ABATE of Illinois, Inc. Board of Directors for cause by a two-thirds (2/3) vote of the Board present.
- E The Will County Chapter, facing such action, shall be entitled to a hearing before the Board of Directors.
- F All officers of the Will County Chapter shall be notified, not less than seven (7) days prior, of the time, date and location of the Board of Directors meeting where such a hearing will take place, by the State Secretary.

## **Section 2 – Insurance**

The Will County Chapter shall not hold an event without obtaining liability insurance not less than two (2) weeks prior to the event. If the Will County Chapter holds events where alcohol is involved, it shall consult with the State Office to see if dram shop (liquor liability) insurance is required. If determined that dram shop (liquor liability) insurance is required, the Will County Chapter must obtain the required insurance not less than two (2) weeks prior to the event.

## **Section 3 – Back Patches**

The Will County Chapter shall not produce, sell or distribute, any ABATE of Illinois, Inc. patch, with or without upper or lower rockers, to be worn on the back of an individual. The Will

County Chapter must present the actual artwork for any patch, other than a RIP patch, to the ABATE of Illinois, Inc. Executive Board for approval.

## **Section 4 – Property and Buildings**

The Will County Chapter shall not purchase real estate or a building. The Will County Chapter may rent facilities for monthly meetings or events, but not to facilitate a clubhouse.

## **Section 5 – Taxes**

The Will County Chapter shall provide the necessary information for completion of the Corporation's taxes to the State Treasurer no later than the February ABATE of Illinois, Inc., Board of Directors meeting each year.

## **Section 6 – Exemptions**

If seeking an exemption from any policy or Bylaw, the Will County Chapter must make a written application to the State Office. Thirty (30) days notice shall be required to be placed on the agenda for the next ABATE of Illinois, Inc. Board of Directors meeting. All chapters shall be notified by the State Secretary of the request for the exemption. All exemptions are to be reviewed annually.

## **Section 7 – Sanctions**

The Will County Chapter may be sanctioned by the ABATE of Illinois, Inc. Board of Directors for failure to follow the bylaws and policies adopted by the Board of Directors. Sanctions shall be determined by two-thirds (2/3) vote of those present at a Board of Directors meeting, provided there is a quorum. The Will County Chapter, facing such action, shall be entitled to a hearing before the Board of Directors. All officers of The Will County Chapter shall be notified, not less than seven (7) days prior, of the time, date and location of the Board meeting where such a hearing will take place by the State Secretary.

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# **ARTICLE 7 – AMENDMENT OF THE BYLAWS AND OTHER PROVISIONS**

## **Section 1 – Amendments of the Bylaws**

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the membership present at any chapter meeting.

## **Section 2 – Miscellaneous Provisions**

The authority to enforce these Bylaws and for any item not covered herein shall be vested solely in the Executive Board. The Bylaws of ABATE of Illinois, Inc. shall not be superceded by any other document adopted by any chapter operating under a charter of ABATE of Illinois, Inc.

### **Section 3 – By Law Review Committee**

- A. A bylaw review committee should be established from volunteers every five year period (year ending in 5 or 0) at the January chapter meeting. Chair appointment and contact information shall be exchanged between committee personnel at the end of that meeting. At least two meeting dates shall be established and a copy of the current bylaws shall be provided to committee by following chapter meeting. All findings shall be brought before the board by their March meeting for discussion, and presented to the membership by the April chapter meeting.
  - B. If a chapter member has a concern before the five (5) year period regarding possible needed change to current BY-LAWS, they may bring matter to current Executive Board for review and/or clarification. If agreed, matter can be brought to the chapter meeting to form review committee if needed.
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### **ARTICLE 8 – OPEN BOARD MEETINGS**

All Executive Board and Chapter meetings shall be open to all members of ABATE of Illinois, Inc. The Executive Board may go into closed or executive session in the following instances only:

- A To discuss litigation when action against or on behalf of the Corporation chapter has been filed and is pending in court or administrative tribunal or when the Executive Board finds that such an action is probable or imminent.
  - B In the event of any individual being brought before the board for charges, potentially leading to disciplinary action, the individual may request and receive an executive session.
  - C In executive session, only the above subjects may be discussed.
  - D No meeting of the Will County Chapter ABATE may be adjourned in executive session.
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### **ARTICLE 9 – CHAPTER FUNDRAISING**

- A The Will County Chapter may promote events to raise funds for purposes allowed under the ABATE of Illinois, Inc. Bylaws and the Illinois Not for Profit Act. By a majority vote of any meeting where there is a quorum the Executive Board may use funds for the aims and goals for only the Will County Chapter and ABATE of Illinois, Inc.
  - B CHAPTER DONATIONS Annual Donations, which are to be made only to A.B.A.T.E. of Illinois, Illinois Political Action Committees (P.A.C.s), Motorcycle Riders Foundation (M.R.F.) and Motorcycle Riders Foundation Awareness & Education Program (M.R.F.A.E.) from chapter funds shall be discussed and voted on during the November membership meeting so funds, if any, may be disbursed during the December state board of directors meeting or state seminar.
  - C ONLY Will County A.B.A.T.E. members in good standing can make any motions and have a vote pertaining to the spending of chapter funds.
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### **ARTICLE 10 – NEWSLETTER**

- A The newsletter will be published monthly.
- B Any member may submit articles, however, articles are subject to editing for mechanics and content to maintain positive representation of Will County Chapter, ABATE of Illinois, Inc. and their interests.
- C Newsletter will contain the following disclaimer: "Articles subject to editing for content and mechanics."
- D The Newsletter must be proof read by at least one board member other than the editor before going to press.
- E The Executive Board decides advertising packages, pricing, and terms. All advertisers must be current ABATE of Illinois, Inc. members.
- F Flyers and inserts must be submitted to the Executive Board and will be included in the Newsletter at their discretion.

## **ARTICLE 11 – CHAPTER TERMINATION**

Upon termination of the chapter, its charter, the remaining funds in the treasury will be used to pay off all debts/bills in full. Any remaining funds will be disbursed as called by vote of the remaining members at the last general meeting.

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