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Texas ABATE Confederation

GUIDEBOOK FOR SUCCESSFUL  
MOTORCYCLIST LEADERSHIP

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## WHAT IS ABATE?

ABATE began in the early 1970's when a mandatory helmet law was first introduced in the state of California. Easyrider Magazine and a few supportive groups formed an organization which they called ABATE to fight that law. Since that time, ABATE groups have organized in over 36 states. ABATE also began in Texas in the 1970's and has reorganized three times since then, the latest reorganization coming in 1990. (The) Texas ABATE Confederation is organized and operated as a nonprofit corporation.

ABATE is governed by a Board of Directors composed of elected representatives of each of its chapters, and administered by state officers elected by the Board of Directors. Chapter officers are elected by chapter members. All administrative and financial records are available at reasonable times for inspection by the members.

The name "ABATE" was initially an acronym for "A Brotherhood Against Totalitarian Enactments." Since that time, various state organizations have also used "American Bikers Against Totalitarian Enactments" and "American Bikers Aiming Toward Education."

However, in Texas, ABATE is NOT an acronym. Webster's Dictionary defines the word "abate" to mean "to make less in amount, degree, force, etc." or "to put a stop to; end; quash." ABATE seeks to lessen government control of our personal lives; to put a stop to unreasonable and unfair motorcycle legislation; to end the discrimination experienced by motorcyclists on a daily basis

The primary purpose of ABATE is to educate individuals in the political process. ABATE monitors activity in the U.S. Congress and State Legislature and reports back to its members through the organizational newsletter, legislative bulletins, and when necessary and feasible, by phone. ABATE represents its members at legislative hearings where motorcycle related issues are being considered. ABATE works with other rights organizations to collect, process, and exchange information, which supports the views of its members. Whether legislative actions threaten on the State or Federal level, ABATE keeps its members informed. And because ABATE is a "grass roots" organization, ABATE encourages

members and shows them how to participate in the political process by getting involved at the local level.

ABATE recognizes the importance of motorcycling's public image. Therefore, it supports a wide variety of charitable events as well as safety education and awareness programs for both riders and the driving public. ABATE chapters around the state are well known for their community involvement.

The State of Texas is as big as they come, and therefore, chapters have been formed in a number of locations around the state. Many members find that participation at the chapter level enables them to be better informed, more active in their communities. But chapter affiliation is not necessary. Motorcyclists choosing to join ABATE can join as independents, or as chapter members.

As an ABATE member, you become part of one of the largest motorcyclists' rights groups in the state of Texas. You will receive a membership card, an exclusive ABATE patch, a subscription to the quarterly newsletter, event fliers, and an invitation to the annual general membership meeting. You will have the opportunity to meet and ride with some of the greatest motorcycle rights advocates in the country, and the knowledge that you are helping to support the fight for motorcyclists' rights and freedom at our National and State Capitols.

For some ABATE members, motorcycling is a hobby. For some it is a sport. For others it is a lifestyle. For still others, it is only a dream. As an ABATE member, you can help preserve that dream by supporting the organization which supports preservation of your rights as a motorcyclist and freedom of the road.

## **PROGRAMS & BENEFITS**

A quarterly newsletter, Texas ABATE News, keeps you informed on upcoming local, state and national events and issues affecting motorcyclists.

Members have the opportunity to attend meetings, voice their opinions in our newsletter, become involved with the sport of motorcycling and enjoy some of the largest and most exciting events in the country.

Members are encouraged to be politically informed. Affairs of your local City Council, County Planners, Texas State House and Senate, United States House and Senate, along with local, state and federal law enforcement and regulatory agencies are monitored for both favorable and adverse motorcycle legislation and represents your interests as a Texas motorcyclist.

As a member of ABATE you will have the opportunity to meet and interact with thousands of other members, at our meetings and sanctioned events, who share the same interest -- the freedom of motorcycling.

As a member of Texas ABATE you will receive a complimentary \$3,000 accidental death and dismemberment insurance policy thru American Income Life insurance company, at no cost to you, with no obligations.

## **ACCOMPLISHMENTS**

In addition to promoting motorcycle safety, ABATE has also been involved with collecting money for charities and those in need. Tons of food and truckloads of toys are donated each year at Christmas time, through our participation in the annual Toy Runs and Food Drives. Area Blood Drives are but another way that ABATE's members contribute to the welfare of the State.

Texas motorcyclists today enjoy a much more "user friendly" environment than what once was. This is due to the efforts of all Motorcycle Rights Organizations (MRO's) that have operated in the state since the seventies.

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The Texas ABATE Confederation has been the leader on many issues and, most certainly, the leader in the effort of "Unity" which effectively combines the efforts of all MRO's. No issue could, or would, have been successful without the efforts of all organizations and their members' efforts. To the present, here are some distinct accomplishments of Texas MRO's:

1. Full use of High Occupancy Vehicle (H.O.V.) lanes
2. Instituted Handicapped License Plates for motorcycles
3. Re-instatement of the Rider Education Fund
4. Revising medical exemptions for not wearing of helmets
5. Substitution of Motorcycle Safety Course Attendance for DOC as a requirement after some traffic offenses
6. Working with other MRO's to change the direction of the National Highway Traffic Safety Administration
7. Working with other MRO's to eliminate discrimination of health care benefits
8. Resisting the onset of "no-fault" insurance in the State of Texas
9. Amending the helmet law in Texas to allow freedom of choice for adult riders
10. Working with other MRO's against the world wide unity of motorcycle regulations and standardization
11. Worked with the TMRA2 and TX COC&I in getting a trike bill passed to allow those unable to ride two wheels access to operator training and licensing.
12. Created a working relationship with the Texas Confederation of Clubs and Independents, to ensure any Calls to Action are expedited.
13. Created AMSEP (ABATE Motorcycle Safety Education Program) a non-profit corporation dedicated to safety.

## **Preface**

An alliance dedicated to the protection of the individual rights of motorcyclists through political change and awareness, charitable works, public education and the promotion of motorcycling.



## **ARTICLES OF INCORPORATION**

### Definitions

Elected Chapter Representatives and the Independent Representative, hereinafter called the “Board”, shall hence be considered the “Board of Directors”. Confederation Executive Board, elected plus appointed, shall hence be considered the “Executive Board.”

### Article I

A. The name of this Corporation is (The) Texas ABATE Confederation, Inc., a nonprofit corporation.

B. The registered agent is Bruce Guffee, 390 Kerfoot Ln., Bells, TX 75414; mailing address is P.O. Box 1113, Sherman TX 75091.

### Article II - Objectives

A. Improve the image of motorcyclists to the general public.

- B. .Promote motorcycle safety through awareness and education programs.
- C. We promote education by doing talks and writing unbiased articles for distribution to the public.
- D. We are a social organization that is involved in charitable works.
- E. Educate individuals in the political process, from registering to vote to running for office.
- F. We are politically involved with the actions of our government with regards to the rights of the people (freedom of choice), with more emphasis being made directly with motorcycle rights.
- G. We are involved with our government at the Local, State and Federal level.

### Article III - Members:

- A. Any person who wishes to become a member will be considered in good standing upon the completion of an application and membership fees are current.
  - 1. Types of memberships:
    - a. Individual – One person
    - b. Family - Two persons
    - c. Lifetime –
      - 1. Gold; An honorary membership approved by the Board or
      - 2. Silver; A membership purchased by the member
    - d. Inactive – Will be issued their former membership number if available when reactivating, otherwise will be issued a new number.
- B. Persons must have been a member in good standing for a period of one (1) month before having voting privileges.
- C. Persons may join either as:
  - 1. Members of an existing chapter, or
  - 2. Independent members
- D. Termination of memberships.
  - 1. Nonpayment of membership fees.
  - 2. Acts considered by the Board to be detrimental to ABATE.
- E. The Confederation reserves the right to set the cost of membership fees.
- F. Membership is not transferable between persons.

#### Article IV - Governing body

- A. The Corporation shall be governed by a Board of Directors.
- B. The Board of Directors shall consist of members designated as Chapter Representatives, elected by their chapters, and the Independent Representative, elected by the independent members. Board members may hold other state positions, with the exception of the executive positions.
- C. Persons must be 18 years of age or older to be a state officer or Chapter Representative.
- D. The required Executive Board of the Confederation shall consist of; Coordinator, Assistant Coordinator, Secretary and Treasurer. These officers serve two year terms and are elected by the Board of Directors.
- E. The administrative officers of the Confederation are: Legislative, Membership and Newsletter. These officers are elected by the Board of Directors.
- F. The optional positions that may be filled, at the request of the Confederation may include; Security, Products and/or Media Relations. They may also include other positions, as required by the Confederation. The positions may be elected, or appointed by the State Coordinator with approval of the Confederation.
- G. A quorum of Directors is required for the corporation to conduct business.
  - 1. A quorum shall consist of 50% of the directors.
  - 2. A director may be counted present if communicating with the board by electronic means (phone, etc.) during the meeting.
  - 3. Should a board member be unable to attend a scheduled meeting, that member may send a substitute carrying a written proxy from their chapter. A person present by proxy may not be counted toward a quorum. Once a quorum is established, the proxy vote will be counted.
- H. Administrative Officers shall serve for a period of two (2) years.
  - 1. For even numbered years, the positions of Coordinator, Secretary and Legislative shall be nominated and elected.
  - 2. For odd numbered years, the positions on Assistant Coordinator, Treasurer, Newsletter, and Security shall be nominated and elected.
- I. The State Coordinator may appoint a member to fill a vacant state officer position on a temporary basis.
- J. The Board shall meet quarterly, or more frequently, as deemed necessary.

K. The Confederation shall provide for not less than one general membership meeting annually.

#### Article V - Corporate functions

A. Corporate Records:

1. Minutes of meetings of the Board and/or Administration shall be maintained by the appropriate state officer(s).
2. Financial Records shall be maintained by the appropriate state officer(s).

B. Use of the (The) Texas ABATE Confederation Inc. name, its abbreviations, derivatives, or logo may not be used for endorsement by a business, person, political party, political candidate, or other organization unless authorized by the Board of Directors.

C. The organization shall utilize prudent financial judgment in its conduct of business.

1. Officers of Texas ABATE may not be held liable for monetary damages as such for any action taken, or any failure to take action, unless the officer has breached or failed to perform the duties of his/her office and the breach or failure to perform constitutes willful misconduct or recklessness.
2. The provisions of this section shall not apply to the responsibility or liability on an officer pursuant to any criminal statute or the liability of an officer for payment of taxes to local, state or Federal agencies.

D. Any situation, circumstance or procedure not covered by provision of these Articles of Incorporation or Bylaws shall be addressed by Directors of the Confederation. The Confederation shall refer to Robert's Rules of Order for additional clarification as to procedure.

E. Conflict resolution:

1. Situations concerning complaints, termination of memberships, removal of office, or acts detrimental to the organization shall be resolved by assignment of an appointed committee, not to be less than three people, none of whom are involved in the issue.
2. Upon receipt of a complaint, the person receiving the complaint shall report to the Board of Directors the nature of the complaint, the person making the complaint, and its resolution, if applicable. Unresolved complaints shall be addressed by the Executive Board.

3. The Board of Directors shall determine the validity of the complaint and take appropriate action, which may include removal from office, termination of membership, or appointment of a committee for further investigation. The Executive Board will establish a committee.
4. The committee will investigate the complaint and report to the Board of Directors its findings and recommendations.

#### Article VI - Changing the Articles of Incorporation or Bylaws

Any changes, deletions, or additions may only be made by a 2/3 majority vote of the Board of Directors after a 90 day review and comment period. Changes are considered to be final upon publication in the state newsletter.

#### Article VII - Dissolution Clause:

A. In the event ABATE should, for any reason, find it necessary to cease its existence, the following procedure shall be followed:

1. All financial records shall be submitted to a CPA firm, selected by the Administration, for review and preparation of all final returns and obligation to Federal, state and local agencies
2. Upon the dissolution of the organization, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the organization dispose of all the assets to a motorcycle rights organization.
3. In case of insolvency, the assets will be sold and monies divided among debtors according to a formula of percentage as prescribed in bankruptcy proceedings.
4. The Executive Board shall issue a written report to the selected CPA firm, documenting the specifics of above directed action, signed by all officers of the Executive Board.



## **BYLAWS**

### Article I - Meetings

- A. All ABATE business meetings shall be open to the public.
- B. Roberts Rules of Order will be followed at all meetings.

### Article II - Chapters

- A. To establish a chapter: Any prospective chapter must have four (4) pro tem officers, a Coordinator, Assistant Coordinator, Secretary/Treasurer and a Chapter Representative. The Chapter Representative may hold any other position within the chapter, with the exception of Coordinator.
- B. A start-up chapter must have and maintain (a minimum of) fifteen members. The chapter must have a mailing address, a checking account (that requires two signatures), regular meetings, and regular representation at the Board meetings.
- C. The start-up chapter must also pay an initial charter fee to be set by the Board.
- D. After a period of not less than six months, a start-up chapter may request recognition as a full chapter, provided that they have demonstrated growth and continuity. The Board may accept this petition by a simple majority.
- E. Should a start-up chapter decide not to apply for full membership, or not be approved by the Board of Directors, the Board will reevaluate the start-up chapter for suitability to continue.

- F. Chapter elected officers:
  - 1. Shall serve one year terms, taking office in January of each year. These officers are elected by the chapter members. Chapters may elect or appoint, at their discretion, other officer positions.
  - 2. Chapter Officers must be members in good standing for a period of six (6) months before serving as an officer.
- G. The State Treasurer shall be on the signature card of the chapter checking account. A copy of the monthly bank statement and all event financial reports along with the monthly financial report shall be forwarded to the State Treasurer by the 20th of each month.
- H. The chapters are required to pay an annual chapter fee. This fee is to be set by the Board. Fee is based on prior years membership. This is to be billed on January 1 and payable before March 1.
- I. All chapter assets are the property of the (The) Texas ABATE Confederation Inc.
- J. Chapters shall meet on a regularly scheduled basis, not to be less than nine meetings per year.
- K. Chapters are to elect officers on an annual basis, and to notify the state officers of names, addresses, and phone numbers of the same.
- L. In the event of a vacancy at the chapter level the Chapter Coordinator shall fill the position with an appointee, subject to the approval of the chapter membership.
- M. Chapter Officers
  - A. Coordinator
    - 1. Chair meetings.
    - 2. Formulate agendas for upcoming meetings
    - 3. Call chapter officer meetings as necessary.
    - 4. Formulate and propose projects, events, and objectives for the upcoming year to the membership.
    - 5. Serve as official spokesperson for the chapter and generally lead the chapter politically, socially and charitably throughout the term.
    - 6. Insure an article is sent, by the Chapter, to the State Newsletter for each issue.
    - 7. Any other such duties as may be assigned by the Confederation or mandate of the chapter membership.
  - B. Assistant Coordinator
    - 1. Assume the position of the coordinator upon the office becoming vacant prior to the next general election, or in the event of the absence, disability or

- incapacitation of the coordinator, or at the request of the coordinator.
2. Any other such duties as may be assigned by the coordinator or mandate of the chapter membership.
- C. Secretary
1. Maintain chapter records.
  2. Record and report minutes of all meetings and forward copies of each meeting's minutes to the State Secretary.
  3. Receive all chapter mail and present same at next meeting.
  4. Any other such duties as may be assigned by the coordinator or mandate of the chapter.
- D. Treasurer
1. Act as custodian of all chapter monies.
  2. Receive and disperse money as approved by the officers.
  3. Maintain current books and records of all financial transactions.
  4. Report at each chapter meeting the financial status of the chapter, including receipts and disbursement, balances on hand and profits or losses from events and/or other projects.
  5. Submit monthly financial reports to the State Treasurer no later than the 20th day of the following month. Bank statements and cashed checks are needed in the state office to comply with state law.
  6. Chapter checks require two signatures; chapter treasurer and one other officer.
  7. Second signatures for checks shall be provided by officers who are not married, cohabiting or otherwise related.
- E. Membership
1. Process and forward to the State Membership Office, the membership applications within 7 days of receipt.
  2. Maintain all Chapter membership records.
  3. Submit monthly financial reports to the State Treasurer no later than the 20th day of the following month.
- F. Legislative

1. Work in close coordination with the State Legislative Officer to keep the chapter informed of political and legislative issues that are important to the chapter.
- G. Chapter Representative
1. Representative of local Chapter sitting as a Member of the Board as delineated by State law.
  2. Reports Confederation information to local Chapter.
  3. Votes at Confederation elections and meetings as directed by majority vote of local Chapter membership.
  4. Presents local Chapter concerns and suggestions for changes, amendments, proposals, etc. to the State Confederation for their consideration.
- H. Other officers
1. The chapter has the option of appointing or electing officers to fill positions other than those required by the bylaws.

#### Article III - Elections

- A. Election notification for open positions will be reported in the newsletter issue published during the year's first quarter.
- B. Nominations for open positions will be accepted from July through September.
- C. Candidates for the above positions must be current members in good standing for a period of six (6) months before serving as an officer, and must accept the nomination either in person, by phone, written notice or via electronic communications. Candidates for office have the opportunity to address the general membership via the newsletter or in person at a Board meeting.
- D. All nominees are subject to Board approval.
- E. Board members are to vote at the last Confederation meeting of the calendar year.
- F. Installation of the new officers is to be held at the first meeting of the following year.
- G. The Independent Representative will be elected by a vote of the independent members only.

#### Article IV - General Funds

- A. The Confederation shall maintain a general fund, to be administered by the State Treasurer, at the direction of the Board.

1. Monies shall be dispersed, as required, to maintain routine operational functions of the Corporation.
  2. These expenditures are expected to be reasonable and prudent.
  3. Should there be a questionable expenditure; the Treasurer is required to bring this expenditure to the attention of the Board for resolution.
  4. The executive and administrative officers shall develop and propose an annual budget for approval by the Board.
  5. Other expenditures require Board approval.
- B. The Confederation or its Chapters may maintain a dedicated fund, to be administered by a committee of no less than 3 members, to include treasurer, at the direction of the Board or Chapter.
1. Monies shall be dispersed towards dedicated costs only, as authorized by the committee.
  2. Submit monthly financial reports to the State and Chapter Treasurer no later than the 20th day of the following month.

#### Article V - Duties of Confederation Officers

##### A. State Coordinator:

1. To oversee the operations of the organization, including state level meetings, events and other functions. The State Coordinator is required to direct the organization, and maintain organizational cohesiveness.
2. The State Coordinator is responsible for public relations and may designate an official spokesperson.
3. Chair all Confederation meetings and the Annual Membership meeting.
4. Make all decisions, not requiring Confederation approval, to ensure continuous operation of the Corporation on a daily basis with the exception of obligating corporate funds or assets, sign contracts, exempt individuals or groups from bylaws and/or policies.
5. May only vote at Confederation meetings in the event of a tie.
6. May sign Confederation checks.
7. Authorized to make expenditures benefiting the Corporation, not exceeding \$250.00 total, without Confederation approval. Additional funds for similar expenses requires written

approval of the Confederation. This is not to be misconstrued as a petty cash fund.

8. Prepare and submit a proposed annual budget for this Office to the State Treasurer.

9. Submit an article twice a year pertaining to this position of office.

10. Any such other duties that the Confederation shall require.

B. State Assistant Coordinator

1. Assumes authority of Coordinator in the event of Coordinator's absence or temporary disability.

2. Oversee all Confederation committees.

3. To advise and assist the Coordinator, as required.

4. Is the Parliamentarian at the discretion of the Confederation.

5. Prepare and submit a proposed annual budget for this Office to the State Treasurer.

6. May sign Confederation checks.

C. State Secretary

1. Record and maintain Confederation meeting minutes, to include written proxies, votes, flyers, etc. And, to distribute this information to the appropriate officers and/or board members in a timely manner.

2. To work in conjunction with the Coordinator to establish meeting agendas and provide prior written notice for every Confederation meeting.

3. Maintain all Corporation records including, but not limited to, publications (flyers, newsletter, etc.), minutes of all Chapter meetings, correspondence, contracts, press releases, resignations, proxies and any other such documents deemed warranted.

4. Maintain a current copy of the Bylaws and Constitution, copies of all prior changes and requests for amendments.

5. Prepare and submit a proposed annual budget for this Office to the State Treasurer.

6. May sign Confederation checks.

D. State Treasurer

1. Responsible for maintaining the financial accounts and records of the Confederation.

2. Responsible for filing and maintaining all taxes and related documents.

3. Receive, maintain and monitor chapter financial reports. The Treasurer is responsible for distributing all forms necessary to the Chapters.
4. The Board of Directors may audit the financial records of the Confederation when deemed necessary.
5. Send quarterly financial reports to every board member and publish a year end statement in the State Newsletter.
6. All government filings (sales tax, IRS, Chapter filings, etc.) will be copied and dispersed to all Board Members and Officers and to each Chapter Coordinator within 30 days of the filings.
7. All checks require the State Treasurer's signature and that of one other state officer (Coordinator, Assistant Coordinator or Secretary). Second signature can not be by any officers who are married, cohabitate or otherwise related.
8. Maintain and Moderate State Treasurer checking account debit card.
9. All checks received are to be deposited with ten days.
10. Prepare and present the proposed Confederation budget on an annual basis.

E. State Legislative Officer

1. Propose and direct the legislative and political goals of the organization.
  2. Document and report on activities of our Legislature and Congress, and the relevant activities of other Motorcycle Rights Organizations (M.R.O.'s) around the country.
  3. Serve as the Confederation's official representative to other M.R.O.'s and to any other body where action is deemed appropriate or to designate an appointee for same.
  4. Attend MRO seminars.
    - a. Submit articles to the state newsletter on workshops attended and networking accomplished within 15 days of travel.
    - b. Submit expense report with receipts to state treasurer within 10 days of travel.
  5. Work in close coordination with the Chapter Legislative Representatives to keep them informed of political and legislative issues.
  6. Maintain current membership for Texas ABATE in the federal and state M.R.O.'s, TMRA2, MRF, NCOM, TMSC
  7. Prepare and submit a proposed annual budget for this Office to the State Treasurer.
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8. Submit an article twice a year pertaining to this position of office.
- F. State Membership Officer
1. Maintain the mailing address for the Confederation and distribute mail in a timely manner.
  2. Receive and process all membership applications within 7 days.
  3. Directly deposit funds into the State Membership Checking Account with monthly reports and all monies above the \$200.00 limit forwarded to the State Treasurer by the 20th of the month.
  4. Maintain all Confederation membership records.
  5. Provide renewal notifications to members within a sufficient period of time to ensure no lapse of membership services.
  6. Provide each Chapter with an updated membership list monthly.
  7. Coordinate and maintain records on Chapter development and information on requests for new Chapter formation.
  8. Work closely with each chapter regarding memberships.
  9. Prepare and submit a proposed annual budget for this Office.
  10. Maintain and Moderate State Treasurer checking account debit card.
- G. State Newsletter Editor
1. Responsible for the publication, editing and distribution of the State Newsletter.
  2. Gather and promote gathering of information from National, State and Chapter sources concerning the ABATE purposes.
  3. Establish and refine a usable format for the newsletter.
  4. Collect advertising material for the newsletter, and forward billing information, or monies received, to the Treasurer's Office in a timely manner.
  5. Prepare and submit a proposed annual newsletter budget to the State Treasurer.
- H. State Products Officer
1. Makes recommendations to the Board regarding merchandise that the organization may wish to sell.
  2. Maintain accountability of inventory and monies received.
  3. Develop and implement a merchandising program.

4. Prepare and submit a proposed annual products budget to the State Treasurer.
- I. State Security Officer
    1. Maintain order at meetings and events at the request of the Coordinator and/or Assistant Coordinator.
    2. Oversee security for all Confederation functions or as otherwise directed by the Confederation.
    3. Keep and maintain security equipment.
    4. Maintain records of and negotiates/monitors use and loans of security equipment to Chapters.
    5. Prepare and submit a proposed annual budget for this Office to the State Treasurer
  - J. The Board of Directors
    1. The Board of Directors is responsible for the development, implementation, and discharge of organizational policies.
    2. Board members are responsible for the free flow of news and information between the board and their chapter membership.
    3. Each board member shall have one vote. (The chapter must be in compliance by having at least 15 current members.)
    4. The board is charged with the responsibility of aggressively pursuing income opportunities which will allow the organization to pursue its objectives, as outlined in Article II of the by-laws.

#### Article VI - Removal from office

- A. Any board member, administrative officer, appointee, member and/or committee person may be removed from office for proper cause.
    1. Insubordination.
    2. Improper behavior resulting in negative publicity or derogate to the image of ABATE or its chapters.
    3. Non-performance of duties, responsibilities, and assigned tasks by way of incompetence, dereliction, procrastination, or any other means that result in excessive delay or failure.
    4. Knowingly or willfully violating current governing regulations, bylaws, directives and SOP's.
    5. Failure to comply with orders/instructions of the State Coordinator, Board of Directors or their appointed representatives.
    6. Any action/behavior determined to be detrimental to the organization and/or its members.
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- B. Charges shall be presented in writing to the Confederation detailing times, dates, places, persons relevant to said charges and signed.
- C. An immediate preliminary investigation will be initiated by the State Coordinator.
- D. If the investigation verifies the charges(s) are valid and circumstances warrant the State Coordinator and/or the Board of Directors will dismiss the defendant from subject position.
- E. Defendant will have 30 days to appeal this decision to the Board of Directors.
- F. If an appeal is granted the defendant is required to appear before the Board of Directors with whatever documents, witnesses and supporting evidence that supports their position. The appeal may be presented at a regularly scheduled meeting, or at the discretion of the Board of Directors, a “special meeting.”
- G. If the charges are dismissed the member may resume their duties.
- H. If charges are affirmed, the member may be stripped of office, duties, and privileges they may have held, including membership at the discretion of the Board of Directors.
- I. The decision of the appeal hearing is final and is to be recorded in the minutes.

## **TEXAS ABATE MANAGEMENT TIPS**

### **Twenty-Two Deadly Sins**

1. Appearing unprepared.
2. Starting late.
3. Handling questions improperly.
4. Apologizing for yourself or the organization.
5. Being unfamiliar with knowable information.
6. Using audio visuals unprofessionally.
7. Seeming to be off schedule.
8. Not involving participants.
9. Not establishing personal rapport.
10. Ending late.
11. Appearing disorganized.
12. Not establishing a positive image.
13. Not covering the promised objectives.
14. Not scheduling and honoring breaks.
15. Practicing bad habits.
16. Not checking environment.
17. Not updating material.
18. Not admitting mistakes.
19. Using inappropriate humor.
20. Using inappropriate language.
21. Coming on as an expert, a know-it-all.
22. Using poor grammar, pronunciation or enunciation.

### **TIPS ON CONDUCTING A MEETING**

No activity is blamed for wasting more time and creating more antagonism than the monthly meeting.

The finger is rightly pointed at unorganized, unplanned meetings which only end up causing tension, frustration and confusion. Ineffective meetings waste an organization's two Most precious commodities -- its people and its money.

Meetings can and should produce acceptable plans, worthwhile goals, profitable decisions, and foster a climate that encourages teamwork.

Is this really necessary? Other than an expected regular meeting of the membership, is a proposed committee meeting, etc. really necessary? Some meetings have become more of a tradition rather than being held for a specific reason. Committee meetings prior to a big event are critical for key people with responsibilities.

Consider the logistics Coordination, locale, convenience, and attendees. Plan all aspects in advance.

Notify the membership Give at least two weeks' notice, include specific location, time and date, contact number and map.

Draw up an agenda and stick to it! Determine all the topics for discussion and results to be accomplished by the meeting's end. The general Order of Business is: (1) Minutes; (2) Reports of Standing Committees; (3) Reports of Select Committees; (4) Unfinished Business; (5) New Business; (6) Good of the Order.

1. Key officer should preside over the meeting.
2. Don't dictate.
3. Explain or hand out your agenda and time table prior to the start of the meetings and mention there are intentions of sticking to the agenda. Encourage ideal exchange so that everyone has a chance to participate and lend something to the goals.
4. Use Robert's Rules.
5. Don't go over 60 minutes without a break. NEVER have a meeting last over two hours.
6. Sum up and restate key points Make sure no questions remain and that everyone is clear on the information that came out of the meeting. Every member should know what their responsibility is if they are affected by any of the decisions.
7. Minutes, always take minutes for the Chapter records so that they can be referred to if necessary.
8. Evaluate the meeting, you might wish to talk to a few of the members after the meeting to see how they feel about the meeting. How can meetings in the future be improved?
9. Follow-up on action, check on those members who were supposed to take some action as a result of the meeting.

10. No matter what technological advances appear in the future, there will be no substitute for face- to-face meetings. The reason is readily understandable; meetings provide immediate human contact.

11. Meetings are here to stay. Getting positive results from a meeting, whether you run it or attend it, is an important job skill that all the ABATE leaders need to develop or improve or sharpen. Bull sessions are not meetings. As an individual handling the meeting, it's your job to get opinions, ideas, suggestions and facts voiced and on the floor during the meeting within the realm of business at hand. The rest is conversation for before or after the meeting. This can be as valuable -- get in on it.

12. All Chapter members are to work within the Bylaws and Constitution, keep up with membership and financial matters and maintain contact with the Texas Abate Confederation and other Chapters. Keeping this in mind, an individual Chapter will have to work their Chapter's program to the best of its ability. Each Chapter may warrant a different approach to things based on personalities, lifestyles, ideas and locale.

## **FINANCIAL GUIDELINES POLICY HOW TO KEEP FINANCIAL RECORDS**

Use **ONLY** financial forms supplied to you by the State Treasurer

Income - Enter amounts into appropriate columns. If a column is not listed to suit you, list it as miscellaneous income and explain the source in the description column.

Expenses - Use this as a check register, to record each expense. Enter the name on check into **TO WHOM** column, or cash if paid with cash. You can use more than one sheet if needed.

Records - Your monthly record sheets are to be maintained in a notebook and this gives you a running set of books.

State Sales Tax - ABATE is a Non-Profit Organization doing business in the State of Texas and therefore falls under many of the laws of the state and federal government. We are exempted from paying sales tax on items we purchase for resale only.

(The) Texas ABATE Confederation Inc. has a State Sales Tax Number. What this means is, we are able to purchase products (example is event T-shirts) that are to be sold, and we do not pay sales tax on them when we purchase them. When they are sold, we are then responsible for sending the State Comptroller the tax collected for this product. The State Treasurer will handle this tax filing and bill each chapter their portion of sales tax due. Sales Tax is due by January 20th each year.

NOTE: You are to use the **FINANCIAL** report form to record your runs. This gives you a record of how the run did. Forward a copy to the State for their records. This will **NOT** take the place of a monthly report.

Please help people understand that Texas State Sales Tax Exemption has nothing whatsoever to do with Federal IRS Income Exemption. We believe that this has been a confusing thing for a lot of people.

Membership log – This form is to be used with any exchange of monies for membership. They will be a constant record for you, with a copy being sent monthly to the State Membership office and the State Treasurer office.

## **GUIDELINES TO ROBERTS' RULES**

### Duties of the Chairman

To acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the Texas ABATE Confederation Constitution and Bylaws and standing rules of the organization.

The chairman should be careful to abstain from the appearance of partisanship, but he has the right to call another member to the chair while he addresses the assembly on a question.

Don't stand during debate or while a report is being given.

Don't take part in debate while you are in the Chair. If you must speak, turn the chair over to the next officer in line; return to the Chair only after the vote has been taken.

To preside and maintain order.

To explain and decide all questions of order.

To entertain only one main motion at a time and state all motions properly.

To permit none to debate motions before they are stated and seconded; to encourage debate and assign the floor to those properly entitled to it. No member may speak twice on the same questions if there are others who wish to claim the floor.

To remain seated while discussion is taking place or reports are being given.

To enforce the rules of decorum and discipline.

To talk no more than necessary when presiding. To be absolutely fair and impartial.

To extend every courtesy to the opponents of a motion even though the motion is one that the presiding officer favors.

To perform such other duties as are prescribed in the Bylaws.

Highly recommend you buy a copy of "Robert's Rules of Order" to ensure a complete working knowledge of parliamentary procedure.

### Duties of the members

To obtain the floor before speaking.

To stand and identify yourself and remain standing while speaking.

To avoid speaking upon any matter until it is properly brought before the assembly by a motion.

To keep upon the question pending.

To yield the floor to calls for order (point of order).

To abstain from all PERSONALITIES in debate. To avoid disturbing, in any way, speakers of the assembly.

### Rights of the Members

To offer any motion that is germane to the organization.

To properly explain or discuss that motion, or any matter, before the meeting

To call to order, if necessary (a point of order can interrupt a speaker). It is raised to ensure orderly procedures, particularly when there is a breach or violation of rules or Bylaws, or when a member is not speaking on the motion before the assembly.

To hold the floor, when legally obtained, until through speaking.

It is also the right of every member, who notices a breach of a rule, to insist upon its enforcement.

## **BEING AN EFFECTIVE LEADER**

### Become a Friendlier Person

- Don't criticize, condemn or complain.
- Give honest, sincere appreciation.
- Arouse eagerness in the other person.
- Become genuinely interested in other people.
- Smile.
- Remember that a person's name is the most important sound in any language .
- Be a good listener; encourage others to talk about themselves.
- Talk in terms of the other person's interests.
- Make the other person feel important - do it sincerely .

### Win People to Your Way of Thinking

- The only way to get the best of an argument is to avoid it.
- Show respect for other's opinions - never tell a person they are wrong .
- If you are wrong, quickly admit it.
- Begin in a friendly way.
- Get the other person saying "yes, yes" immediately.
- Let the other person feel the idea is theirs.
- Let the other person do the most talking.
- Try to see things from their point of view.
- Be sympathetic to their ideas and desires .
- Appeal to their nobler motives.
- Dramatize your ideas.
- Throw down a challenge.

### Be a Leader

- Begin with praise and honest appreciation.
  - Call attention to other's mistakes indirectly .
  - Talk about your own mistakes before criticizing other's.
  - Ask questions instead of giving orders.
  - Let the other person save face.
  - Praise every improvement, however slight it is. Be "heartly in your approbation and lavish in your praise."
  - Give the other person a fine reputation to live up to.
  - Use encouragement - make the fault seem easy to correct.
  - Make the other person happy to do what you suggest.
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### Principles For Overcoming Worry

- Live in "day-tight" compartments .
- Face trouble.
- Ask yourself, "what is the worst that can possibly happen.
- Prepare to accept the worst.
- Try to improve the worst.
- Remind yourself of the exorbitant price you pay for worrying in terms of your health.

### Techniques in Analyzing Worry

- Get all the facts.
- Weigh all the facts before making a decision .
- When you make a decision, act on it!
- Write out and answer the following questions:
- What is the problem?
- What are the causes of the problem?
- What are the possible solutions?
- What is the best solution?

### Break the Worry Habit

- Keep busy.
- Don't worry about things of little or no importance.
- Use the law of averages to outlaw your worries.
- Cooperate with the inevitable.
- Decide how much anxiety a thing is worth, and refuse to give it more.
- Don't worry about the past.

### Cultivate a Positive Mental Attitude

- Fill your mind with thoughts of peace, courage, health and hope.
- Never try to "get even" with your enemies.
- Expect ingratitude.
- Count your blessings, not your troubles.
- Do not imitate others.

### Don't Worry About Criticism

- Remember that unjust criticism is often a disguised complaint.
- Do the very best you can.
- Analyze your own mistakes and criticize yourself.

### Prevent Fatigue and Worry

- Rest before you get tired.
- Learn to relax at work.
- If you have a household, protect your health and appearance by relaxing at home.
- Apply these good working habits:
- Clear your desk of all papers except those relating to the immediate problem at hand.
- Do things in order of importance.
- Solve a problem as soon as you have the facts necessary to make a decision. Learn to organize, deputize and supervise.
- Put enthusiasm into your work.
- Don't worry about insomnia.

### Enthusiasm

- Enthusiasm can do more for you than anything your emotional drive can do, and do more to help you succeed than your education.

### Remembering Names

- Hear the person's name.
- Get a clear impression of the person.
- When being introduced to someone for the first time, listen, concentrate and get the name right.
- If you did not hear the name clearly, say "I'm sorry, will you please repeat your name."
- If you still cannot grasp the name, ask them to spell it for you.
- Some names are so difficult, you may have to ask them to write it down on paper and ask them to repeat it.
- Use your will power - say to yourself, "I want to remember this name, and I will."

### Develop the Aura of Being in Charge

- Have the courage to make decisions and accept the responsibility for your actions, you'll find that people will usually defer to you.
- Seize every opportunity that offers you increased responsibility.
- Do every job you are given to the best of your ability.
- Accept honest criticism and admit your mistakes.
- Stick to what you think is right; have the courage of your convictions.

- Take full responsibility for the failures of the people under you, as well as your own failures.
  - Take responsibility for your successes .
- Remember Criticism Destroys
- When a mistake is made, correct it, but don't criticize the person who made it.
  - When you see something wrong, or a mistake being made, simply walk over and ask, "What happened."
  - You can hear the difference between asking , "What happened?" and, "Who did it?" - one is asking for information, the other is looking for someone to blame.
  - Get all the pertinent facts first. Your policy should be: "Don't tell me what I'd like to hear-tell me what I have to hear."

#### Other Pointers

- Show confidence in yourself and always act as if it were impossible to fail.
  - Remain cool in the midst of trouble.
  - Cooperation from others is one of the major factors of success .
- To gain the cooperation of others, you must give them your cooperation and support first.
- Practice absolute honesty and truthfulness at all times .
  - Make your word your bond.
  - Never make a promise you can't keep.
  - Never make a decision you cannot support.
  - Never issue an order you can't perform.
  - Be accurate and truthful in all your written statements .
  - Stand up for what you believe is right.
  - Be ready to accept the blame if you are wrong.
  - Be willing to lend a helping hand. If you see someone struggling with something
  - or someone who needs a break - stop and help.
  - Make people feel important.

## **BECOMING AN OFFICER**

ABATE is a voluntary organization. The word "voluntary" is the key as to a person's ability to succeed or fail as an ABATE officer. Not only do you always have to remember your time is given freely, but everyone you deal with in ABATE also gives their time free, and when the demands become too high, we achieve what is referred to as "burn out."

Organize your thoughts before you become a "voluntary" official in ABATE. Understand a need for several hours or more per week devoted toward a cause. Can you work an hour or two each day into your schedule toward ABATE affairs without disrupting your entire lifestyle?

If we haven't scared you off yet, check the rest of this out. The idea is to hopefully help you ease through that dues paying time and ultimately help bikers in the State!

Consider that you will be dealing with all types of bikers in ABATE and a multitude of personalities: American brand riders (Harley- Davidson, Indian); foreign brand riders (BMW, Honda, Kawasaki, Suzuki, Yamaha, etc.); clubbers, AMA crowd; retreads; TT riders; touring riders; bikers who don't ride; ladies who ride; ladies who don't ride; all age groups; wannabes; dirt bike riders; dealers; legislators; independents; and on and on.

If you can organize your time and delegate projects with the proper diplomacy, and if you have good people behind you, then we would estimate a Chapter could develop and operate a successful program spending several hours per week within this group.

These are only estimates and averages. For example; during an event week, swap meet or whatever, you may devote every waking hour to ABATE and then lay off for a while. Again, it has to work with your schedule. Each individual will have to determine and justify their time to ABATE.

The key is ORGANIZE YOUR TIME. Do not waste it! Establish from the very beginning when it is most convenient for the membership to reach you. This helps prevent receiving calls and visitors all hours of the day and night.

## **HANDLING DIFFICULT PEOPLE**

by Jeffrey Atwood

"I know all about this ...Let me tell you when I was ..." We have all had to deal with them. The "know-it-all" or the "wiseguy" who is bent on destroying our credibility or the training session. No matter how well prepared your material is, if you haven't prepared a contingency for one of these people, you could be in trouble.

New and experienced adult educators alike are often left in doubt when faced with certain individuals. Unfortunately there is no cure-all for every situation . It takes practice and a bit of awareness on your part to overcome difficult situations.

The one consistent method, learned through experience, is to stay cool, remain in control and use reverse psychology on the person. Let their fellow participants handle them. Peer pressure is a strong medicine and by using it, you take yourself out of the potential situation of being the "know-it-all ."

By turning comments and questions back to the group, the participants reap the benefits of varied knowledge. You get them involved and you may even learn something new yourself . Remember, if you're spending all your time as a referee, you can't be doing your job as the facilitator.

The following are some suggestions on how to handle those difficult people:

**KNOW-IT-ALL** Turn the comments made by the know-it-all over to the peers for their opinions. Building the group's confidence level into a team atmosphere will prevent them from allowing such imposition of views.

**ARGUMENTATIVE** Always "keep your cool." Don't lose the respect of the whole group just to stop one member. Use questions to draw out the individual and use the group to generate a discussion. The shift of the argument develops between the individual and the class - NOT YOU. In that case it doesn't matter who is right and wrong. It generates a good discussion and you come out a winner either way.

**SHY** Draw these people into the conversation by calling them by name and asking simple questions. Once they have answered correctly, praise

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them. Use many open-ended questions and ask them how they feel about others' answers.

**OBSTINATE** A close-minded individual who has decided not to learn needs to win your friendship. Tell this person you will help him or her "get through" this session with a minimum of effort. When this person disagrees or voices discontent, quickly get a majority opinion on this person's statement. Spotlight and applaud any positive comments that person might inadvertently make.

**DISINTERESTED** Usually in the group because they have been directed by their boss or because the program fulfills some professional standard. A good method to use is to circulate around the class before you begin teaching or during the introductions to find out individual motives for being in the class. These people will tell you quickly if they are there against their will or are not interested. Once armed with that information you may get them involved by asking their advice or direct questions about their job. Find out about their interests and try to relate the class to them.

**GRUDGE-BEARING** Try to avoid the person's area of "Pet Peeve." Set the groundwork for the person by explaining that any issues to be discussed through case studies, role plays, or examples are for the benefit of the majority and not platforms for personal complaints. If there is rivalry between two participants, keep them apart.

**TALKATIVE** Do not call on them and avoid eye contact. If they get control, tactfully interrupt and ask others to comment. Ask others for opinions. It may be necessary to ask the talkative person to politely refrain and give others a chance.

**INDECISIVE** These people like to debate issues ad infinitum. They will always cause their discussion group to run past time allowed. They constantly try to get your opinion as a leader, to force a decision. Refer the question back to the class and then to the individual for their opinion.

**RESENTFUL** Resents other's opinions, especially when it relates to how they perform their job. This person may be or feel that he or she does their task best. Get them to contribute to the others and keep them involved without letting them dominate. They then feel they are demonstrating their expertise and may be more cooperative.

## **PROMOTION**

### **PUBLICITY**

Publicity is defined as information with attention or support . It may advance the interests of a person, organization, institution, place or cause. It is conveyed through the written and spoken word as well as all kinds of visual materials. As Joseph Pulitzer said, "Without adequate publicity, all else fails."

The following distinctions may be useful:

Publicity Information with news value.

Public Service/Information Announcements Free messages printed or aired about the community programs or projects of non-profit organizations.

Advertising Usually includes a range of activity -- news, advertising, and also an attempt to promote activity on behalf of a program or project.

Public Relations Can include all of the above, as well as day-to-day contacts with the public and activities designed to build sound and productive relations between an organization and the community in order to enhance a group's reputation and its ability to serve.

### **MEDIA RELEASES**

The Wrong Way

ABATE will be holding a meeting the candidates forum Tuesday. If you have any questions, please write them down in advance and send them to us. We'll try to get the politicians to answer the questions. (Run this Sunday)

Here are the problems with this release ...

1. What is ABATE? Members will know what it is, but most of the general public would not know.

2. Which Tuesday? There are just too many Tuesdays in the year. When writing to the news media, be specific. Give both the day and the date.
3. Is the meeting free and open to the public?
4. Where is the meeting?
5. What time is the meeting?
6. Who is the contact? Please make sure you have a contact with a telephone number on the release just in case a reporter has any additional questions.
7. Anticipate questions regarding activity. Always state the Who, What, Where, When, Which, Why and How. Where do you send the question you want to ask the candidates and should they be addressed to a specific person? Which candidates will be there? If you don't send in written questions, can you still ask questions at the forum? Don't leave the reader guessing.
8. Run it on Sunday? Sunday is the biggest circulation day but if a paper ran everything on Sunday, they would only have to put a paper out once a week. Submit release well in advance and provide a time frame for running it. In addition to the "Calendar" or "Events" column, submit to each department or feature section. Media agency will not send copies to other departments. If news is of widespread interest, send to Metro Desk, Weekend events- to "Weekend Editor." If appropriate to special interest group, send to news feature (business, legal, legislative, social news, etc.) department. Feature material is a major news consideration. It has more background than a routine news story and treats an aspect of program in depth. Some papers have columns devoted to recognizing local people along with their interests and activities. Competition for this space is intense. Prepare material carefully and contact paper weeks in advance of event. If you are uncertain, discuss your item with a newspaper representative. Your contacts with the heads of the various departments are extremely important.

## The Right Way

The Arlington Chapter of Texas ABATE Confederation will hold a Meet the Candidates Forum Tuesday, February 14, 1990, 7:30p.m. at the Chamber of Commerce, 301 West Main Street, Arlington, Texas. All Democratic candidates running for office in Tarrant County will be there.

If you have any questions you would like the candidates to answer, please address them to: Betty Biker, Chairperson, 1234 Center Street, Anytown,

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USA 01234. If you don't send questions in advance, you'll still have an opportunity to ask questions at the meeting. The meeting is free and open to the public. Texas ABATE Confederation is a non-profit organization.

(Please run in Sunday's UPCOMING EVENTS and Tuesday's WHAT'S HAPPENING TODAY columns. For addition information contact Betty Biker at (817) 555-1313.

The following process should be followed in the preparation of materials to the media:

**Paper** Use plain white stock, 8"Y2x11".

**Format** Type on only one side of the paper. Double-space the copy, using upper and lower case letters. Frame the copy with generous margins. Indent each paragraph with five spaces. Upper Left In the upper left corner, single- space type your name, address, and telephone number.

**Release Instructions** Always type "FOR IMMEDIATE RELEASE." Indicate "Hold for Release" and the date if you submit copy early. However, don't expect editor to act as filing clerk by sending it in long before event.

**Date** Should be on all material sent. Use date release is written, include in upper right corner.

**Heading** Is usually left to the editor. Leave space on release for headline. If you can compose a succinct, catchy phrase that captures the essence of the release, use it.

**Content and Length** If there is more than one page to release, write "MORE" at the bottom of the page. Don't end a page in the middle of a sentence or paragraph. "Slug" each page as the first (Upper Left, Date, Topic-page #). Conclude release with an end mark ###.

**Proofread** the document. Never staple the pages. Avoid cover letters. Have it arrive on or before media deadline. ALWAYS have more than one copy of the release for YOUR files.

## **PUBLIC SERVICE ANNOUNCEMENTS**

To get your foot in the door, there are a number of questions that you need to ask:

### Radio:

1. What format does the station require? Live, interview spots? Prerecorded messages? Scripts for their personnel to read?
2. How long should the PSA last? Ten, 20, 30, 45 or 60 seconds?
3. Who will write the copy? Should you just submit the information, or attempt to write a script that producers will then edit?
4. Will the station provide production services, such as sound effects or background music? Should you bring tapes?
5. How much lead time (time between first notice and requested air date) do they require? Two weeks or longer?

### Television:

1. Who will appear on screen - you or a station announcer?
2. Do you need to prepare a script or will the station take your information and do the writing?
3. Will the station want to dramatize your message?
4. Can they use background video footage of your activity?
5. Will the station provide production services such as remote film crews, studio effects, graphics?
6. If you are providing videotape, what size do they need? (1/2 inch VHS)
7. Can they use 35mm color slides, 8x10 matte (dull) finish photographs or digital? Should you restrict pictures to horizontal images?

### Talk Show and/or Interview Guests (Radio or TV):

1. How long will you be on the air?
2. Does the host/interviewer need preparatory material, such as info sheets, biographic sketch, copy of book or pamphlet, list of questions and answers?

# EVENTS

## FUND RAISING

### A. PLAN AHEAD

1. Most failures are due to poor planning .
2. Plan 6 months in advance .
3. Proper advertising takes time.

### B. DON'T TAKE OFF ON FIRST IDEA - All pros and cons should be discussed

- a. Competing events.
- b. Weather .
- c. Money to cover costs, etc.

### C. DON'T GET TOO AMBITIOUS

1. Only limited number of weekends.
2. Too many events cause burned out members.
3. Too far (to event) can turn members off.

### D. SELECT PROPER CHAIRPERSON

1. This person can make or break an event.
  - a. Must have drive, enthusiasm, diplomacy.
  - b. Must be able to keep people working together and happy.
2. Decides what sub-committees are needed.
  - a. All should be aware of the whole plan.
  - b. Checklist should be used (don't rely on memory).

### E. PLAN A BUDGET

1. All projected income and expense on paper.
  - a. How many people are expected?
  - b. What should the cost be (don't scare people away).
2. Use suppliers that will bill you after the event.
3. Shop around for best prices.

### F. ADVERTISE

1. People need to know what's happening.
  2. Print flyers early (place them in motorcycle shops, grocery stores, taverns, parts stores, etc.).
  3. Make sure your flyer has complete information
    - a. Date, time, place, directions, prices, events.
-

b. Don't assume people know about the event.

#### G. DELEGATE THE WORKLOAD

1. Make list of jobs.
2. Arrange them in shifts.
3. Give everyone some time to kick back.

#### H. ATTITUDE IS ALL-IMPORTANT

1. Positive attitude will create a successful event.
2. Workers and sponsors must believe in event.
3. Put your best foot forward.
4. Thank people for coming .
5. "Please" and "Thank you" are your most important words .
6. No drill sergeants.

#### I. GIVE PEOPLE THEIR MONEY'S WORTH

1. Charge fair and reasonable admission.
2. Be reasonable on food and beer prices.
3. Higher gate fees, even if they include freebies, tend to scare people away.
4. Freebies tend to cause extra cleanup work.

#### J. REMEMBER THE DETAILS

1. Use a checklist.
2. Anticipate problems.
3. Have plenty of supplies.
4. Have two people in charge of money and paying bills.
  - a. Get receipts.
  - b. Pay by check.

## **PLANNING YOUR ENTERTAINMENT**

### **RESPECT CAN MAKE THE DIFFERENCE**

Research

Entertainment

Saving Money

Promotion

Entertainers Contracts

Thank You

## A. RESEARCH

1. Location.
2. Size of room-hall or tent or even a field.
3. Source of electrical power.
4. Equipment available, stage, lights, and flatbeds.

## B. ENTERTAINMENT

1. Type-DJ., live band, etc.
2. Style-country, rock & roll, topless, etc.
3. Will they sound the same at your event as they did where you heard them .
4. Don't use the good "buddy band" unless it is a small party or a not-for-profit event.
5. The good buddy bands can hurt you more times than not. They can hurt you future events also.
6. Many bands are great at home, but take them out of their area, they may not sell. Be careful.
7. Try to keep in mind the fact that it takes people outside of your own immediate area to make an event profitable or at least to break even. That's not to say you can't have a good event with just your own people because you can, but it doesn't always make a profit. We always try to encourage outsiders to come to our event.
8. Try to have entertainment that can please your people and all others, someone who can play some of most kinds of music, etc.
9. Don't worry you will never satisfy 100% of the people that come to your event.

## C. SAVING MONEY -OR- PRICE YOU PAY

1. Set your budget.
2. Don't try to hire cheap entertainment.
3. Trying to cut corners on entertainment can hurt the event and can hurt your events in the future.
4. Like it or not over 75% of the people at your event are there for the entertainment and party!

## D. PROMOTION

1. When to start, you want flyers out no later than 3 months ahead of the event.

2. Start right away-as soon as you get you dates confirmed get started.
3. Send flyers right away-make posters, then 90 days later send more flyers, 60 days, 30 days, etc.
4. Form a good public relations committee.

#### E. ENTERTAINERS

1. Entertainers are people just like you, they have feelings just like you, treat entertainers the same way that you want to be treated.

#### F. CONTRACTS

1. When to sign (as soon as you have confirmation on a location).
2. Terms, if outdoor event, ensure that a rain clause is included.
3. Make it very clear what you expect from your entertainment.
4. Make it very clear what your entertainment can expect from you.
5. Make price clear.
6. Make method of payment is to be made clear.
7. Make clear who is to receive payment.
8. Make clear when payment is to be made.
9. Always use a legal and binding contract.
10. Always have a contract on your entertainment whether or not you're paying or if it is free

#### G. THANK YOU!

1. This is something you don't hear enough of.
2. Don't be afraid to say thanks or thank you.
3. It can help.
4. I don't say thanks enough to myself.

"TO GET RESPECT YOU MUST FIRST KNOW HOW TO GIVE IT ----  
--- IT MUST BE EARNED"

## **LIABILITY & RISK MANAGEMENT**

### **LIABILITY**

Liability is a legal term for responsibility. It is a legal obligation. Liability can be incurred under practically any circumstances, and in recent years plaintiffs' lawyers and courts have been stretching the dimensions of liability.

Liability is often connected with an image of authority. Authority implies responsibility, and when you are responsible in a social context, you become liable in a legal context. Consequently, when something goes wrong at an organized event, someone may sue the organizer. The organizer in his position of authority is responsible.

Liability is sometimes aggravated by a perception of assets. Plaintiffs' lawyers are not always seeking justice. Sometimes, they are seeking money, and their aggression can be directly related to the assets that they know or believe the defendant has. It's called the "deep pocket theory," where suits are not directed so much at who is to blame but rather toward who can pay.

Liability can be exaggerated when the public is involved. When you advertise your event to the public your liability increases in direct connection with the number of people you attract, whether they are participants or spectators. Each is a potential plaintiff.

### **LIABILITY, RISK AND INSURANCE**

However, it would be wrong to suggest that liability is connected only with the other guy; with the amount of public you attract or the aggression of the plaintiffs' lawyers looking for someone to sue. Liability is most directly connected with risk, and risk to a certain extent, can be controlled by conducting events in a responsible manner.

Any attorney can tell you how to totally eliminate liability. It's simple ...you simply go out of business. But for most this is not an acceptable alternative. We choose to continue what we're doing either because it's profitable or because we enjoy it. In other words, we judge the benefits to be worth the risks.

Naturally, our benefits and rewards will increase at the rate we can control and reduce our risks. But we cannot totally eliminate risk, and that is the purpose of insurance. Through liability insurance we contract off the risk

to a company that will accept a premium fee against the chance that it will have to fund our potential liability. Only those who can readily pay tens of thousands in legal fees and perhaps hundreds of thousands in settlements and judgments can afford to assume the risk for their own negligence.

# LOBBYING

## DIRECT LOBBYING

Direct lobbying is any attempt to influence local, state or federal legislation by contacting any member of a legislature, legislative staff or government employee to persuade him or her to propose, support, oppose, change or otherwise influence legislation. Direct lobbying may include:

- Correspondence with members of the legislature;
- Phone calls to a member, their staff or employee of the legislature;
- Giving reports, fact sheets and other analysis to a legislative member or staff person supporting or opposing a specific legislative proposal; and
- Presenting testimony on legislation to a committee or subcommittee.

The following information is provided to help you prepare for the mission of direct lobbying. It has been derived from the following sources:

- American Motorcyclist Association, How to Communicate With Government, Department of Government Relations, 1993
- Texas ABATE Confederation, 1995 Helmet Repeal, Charlie Warren, State Legislative Officer, 1994
- National Coalition of Motorcyclists, A Biker's Guide to Communicating with Government
- Texas Department of Health, Think Child Safety, Injury Prevention Manual, 1996

## WRITTEN COMMUNICATION

The written word is probably your most convenient and useful tool in putting over your government relations message. For every written letter received, a legislator tends to assume that other constituents may feel the same but haven't taken the time to write. There is power in the fact you

took the time to write. You do not have to be an expert to write a letter, but be sure to follow the guidelines listed below for the biggest impact.

## HOW TO WRITE

1. Address your letter properly

U.S. Senator

The Honorable (Full Name) United States Senate Washington, D.C. 20510

Dear Senator (Last name)

U.S. Representative

The Honorable (Full Name)

United States House of Representatives Washington, D.C. 20515

Dear Representative (Last name)

State Senator

The Honorable (Full Name) Texas Senate

P.O. Box 12066

Austin, TX 78711

Dear Senator (Last name)

State Representative

The Honorable (Full Name) Texas House of Representatives

P.O. Box 2910

Austin TX 78769

Dear Representative (Last name)

2. Identify yourself. Include your address at the top of the letter or at the bottom under your name. Use your voter registration number. You may mention your affiliation with a motorcycle rights organization.
3. Be specific. When writing about specific legislation use the bill number. If none, briefly describe the issue that concerns you. Limit your letter to one topic and one page. State your purpose clearly in the first paragraph. Explain how this will affect you.
4. Be polite. Members of the legislature deserve respectful treatment. Don't be threatening, demanding or abusive. That's an immediate turnoff.

5. Request specific results. Ask for specific action that is practical, such as support or opposition to a bill or signing on as a co-sponsor.
6. Ask for an answer. You've told him/her where you stand, now ask for their stance. Request (don't demand) a reply to your letter. Thank the legislator and reiterate any actions you wish them to take.
7. Write a thank-you letter. Write a letter of appreciation whenever your legislator does something that meets your approval.

## DO NOT USE FORM LETTERS OR LETTERS WITH MULTIPLE SIGNATURES

### HAVING A PERSONAL MEETING

1. Your legislator is very busy and occupied with some large issues that may not even concern you. They are bombarded with a profusion of issues and legislation activity, especially when the legislative body in session. For introductory meetings, try to meet with your Representative or Senator in their home districts rather than the capitol. The home office is often more convenient for the member when the legislature is not in session and may offer a more relaxed and comfortable environment.
2. Elected officials employ a staff to help them manage all the legislative activity. The staff is to track details and progress on each bill, develop legislation, handle constituent casework and serve as a liaison between the member and state agencies, lobby groups and constituents. Often times more progress is made in dealing with staff, as they are the ones who advise your elected official on issues he or she may have no knowledge of.

### HOW TO MEET

1. Make an appointment. "Hi! My name is Andy Stody, I am a voter in Senator Harris's district. am also a member of the Arlington Chapter of the Texas ABATE Confederation. I will be in Austin on Monday January 22 and would like to make an appointment to discuss motorcycle related issues. I probably only need ten or fifteen minutes of the Senator's time. Would it be possible for me to see the Senator on Monday?"

2. Be prepared. Know with whom you are meeting. Do your homework on the member's background, voting record and other important issues. Prepare a fact sheet, keep it as concise as possible.

If possible leave a handout with the official and staff members who may be present at the meeting. Anticipate any questions you could be asked and be prepared to answer them.

3. If you cannot answer a question asked by a legislator or the staff, be honest and tell them you do not have that information but will try to obtain it. Then follow up with the requested information. Do not give inaccurate information or appear uncommitted to your issue. This does not create the image of a confident advocate for the cause.

4. Avoid going it alone. Take one or two other motorcyclists with you to the meeting if possible.

5. Don't overwhelm them with a large group, but a few may be more effective by drawing on each other's strong points. The someone you take with you may be more at ease, a better speaker and better able to answer specific questions.

6. Take care of business. A legislator's time is precious. Be cordial and break the ice, but get down to business quickly. Don't let it turn into a chat with no direction and no decisions. Take a note pad and pen; record any questions or problems that will need addressing later.

7. Stay in touch. Follow up with a letter thanking your official for taking the time to meet with you and restate your position. Include additional information or facts that they may have requested.

8. Report the results. Report the results of the meeting to the officers of an MRO.

**DO NOT NEGOTIATE A BILL ON ANY LEVEL & ACCEPT NO COMPROMISE**

## TESTIFYING AT HEARINGS

For a bill to become law, it must go through the legislative process. That means that after it is introduced and read on the floor of the chamber, it is assigned to a committee. These committees then meet and discuss the bill before it. All bills must have a public hearing. We must be present at these hearings to voice our support or opposition to the proposed legislation. There is a long-term schedule for each committee, but only a couple of days' notice of the agenda for that meeting.

Offering testimony at hearings requires preparation to make sure that the information you present about the issue and your position on a specific piece of legislation are clearly communicated. The time permitted for each person's testimony is usually limited to five or ten minutes.

## HOW TO SPEAK

1. Register to speak. It is necessary at a formal public hearing to sign up to speak. There will be a table or committee secretary with "witness slips." You will need to sign up as an "opponent" or "proponent." Each MRO will designate probably one or two official spokespersons for the organization. Most speakers will be speaking as interested parties. There are also "technical witnesses" who may be employees of state agencies who are supposed to give facts and not opinions. You may request to speak first or last or whenever. Don't be crushed if they don't accommodate you, have an alternate plan.
2. Know your stuff. Be intimately familiar with the piece of legislation at hand, and be aware of amendments that may already have transpired, and why. Know problems these bills had in the past and how to counter those problems. Have more than one speaker so one person can concentrate on a specific point. Know who is going to cover what so there is little overlap.
3. Know the opponent's argument. Study the opposition's point of view and have answers or rebuttals ready whenever possible. Scientific studies may bolster your arguments but caution must be used with statistics. Only those that are very knowledgeable in these studies should bring them up.

4. Be prepared. You may want to have a "position paper" explaining why you are for or against the legislation. If you do, have ample copies for the committee members. Visual aids (charts, graphs and the like) may work, but you are limited on time, space and working room.
5. Target your comments. Try to be aware in advance of the attitude and position of each committee member. Address the opposition members that you think are subject to reasonable persuasion. Don't waste valuable time on the members who are already convinced of your point of view, and don't hammer away at a tough nut you know won't be cracked.
6. Organize your thoughts. When called on to speak, state your name and why you are interested in the legislation, and get on with your presentation. Have an outline with you, this is not the time to get tongue-tied or forget a point. Don't just read from a script. Eye contact and body language are extremely important. Relax, think "confidence," and just assume you are one reasonable person talking to another.
7. When closing formally summarize your comments asking the committee to vote in your favor.
8. Ask if they have any questions of you, and thank them for allowing you to speak.