

## **Oahe ABATE Policies and Procedures**

### **OFFICERS AND ELECTIONS:**

Decisions will be made by a majority vote of members present at the meeting.

Voice, show of hands or secret ballot will be used to determine the majority vote of the members present. Voting procedures will be at the discretion of the President.

Officers will include President, Vice-President, Secretary, Treasurer, Membership Secretary, Sergeant at Arms, Road Captain and State Rep.

Nominations for officers will be open two months prior to elections.

All officers will be current will membership dues.

Officers will be elected by a majority vote of the members present at the elections meeting to be held in November. Members must be present to vote and one vote per member by secret ballot.

Incoming officers will begin their term in January, following the November election.

### **Terms of Office:**

Treasurer, Secretary, Membership Secretary, and State Rep will be 2-year terms.

President, Vice President, Sergeant at Arms and Road Captain will be 1-year terms.

### **MEMBERSHIP AND MEETINGS:**

Members will pay \$25 to Oahe ABATE for one-year membership. \$20 will be sent to ABATE of South Dakota and \$5 will be deposited in the Oahe ABATE account.

Regular meetings will be held the second Saturday of the month excluding August, unless notified by the President of changes.

Quorum will be met when 3 officers and 4 other members, who are not officers, are present.

### **ACCOUNTING:**

The membership of Oahe ABATE shall approve expenditures of the organization presented by the Treasurer with a statement of the purpose of the expenditure.

Bills and reimbursements will be paid by the Treasurer with verification of a receipt or invoice showing the date and total amount of the transaction.

Income shall be presented to the Treasurer and deposited without being recorded in the minutes as to the source or the amount.

#### OFFICERS AND DUTIES:

President: To preside over meetings in an orderly fashion

Vice President: To assume the President's duties in their absence.

Secretary: To record all business of meetings and publish as organization minutes.

Treasurer: To conduct all financial business of the organization and provide report to membership.

Membership Secretary: To record all memberships and facilitate with the Chapter Treasurer to send in the state membership dues and IMPAC report to State Membership Secretary.

Sergeant At Arms: To provide order during meetings and events.

Road Captain: To plan safe routes and lead rides.

State Representative: To attend state meetings and act as liaison for Oahe ABATE, reporting at each regular Oahe ABATE meeting.

#### EXECUTIVE COMMITTEE:

Executive Committee will be comprised of all officers in good standing.

Duties: If a member disrupts a meeting or event of the organization, the Executive Committee upon the President's request shall discuss the incident. The Sergeant at Arms will be instructed to temporarily remove the disruptive member. If permanent expulsion is felt necessary by the committee then it will be voted on by the membership.