

18th Edition



ABATE of Indiana's Guidebook

...for Successful Motorcyclist Leadership



ABATE Officers, Volunteers and Friends

Welcome to the wonderful world of motorcyclists' rights. We have an incredible organization in ABATE of Indiana and there is a great deal to be proud of. However, we must remain vigilant and not let our guard down as we still have much work to do.

ABATE of Indiana is quite diverse, in that we have several high profile causes. We are legendary for our philanthropic activity and have contributed millions of dollars to numerous state, local and national (as well some international) charities. Our efforts in motorcycle safety and awareness have resulted in saving count-

less lives and been recognized with scores of awards. The social events produced by our people, ranging from the smallest and most intimate county gathering to the Midwest's Best Biker Fest... the Boogie®, are truly second to none.

Most importantly, we work to ensure that motorcycles continue to have a place on the road, not just in museums. Motorcycling is a legitimate means of transportation that many of us consider a way of life. Our members must be kept informed of legislative activity that impacts our lifestyle so that motorcycling is preserved for

future generations.

Thank you for your dedication and commitment to becoming actively involved in the premier state motorcyclists' rights organization. It is a lot of work but it can be extremely rewarding. What you put into it is up to you. To paraphrase the Peace Corps, "It's the toughest job you'll ever love."

Ride Safe, Ride Free,
Jay Jackson
Executive Director

ABATE Program and Region Map

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- 2** Region 2
- 3** Region 3
- 4** Region 4
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- 8** Region 8
- 9** Region 9
- 10** Region 10
- 11** Region 11
- 12** Region 12
- 13** Region 13

- Freedom Hall
- ABATE State Office
- Lawrence County Recreational Park and Dirt Bike School

- Testing Sites:**
- Crown Point
 - Elkhart
 - Kendallville
 - Fort Wayne
 - Lafayette Area
 - Kokomo
 - Elwood
 - Richmond
 - Carmel
 - Indianapolis (three locations)
 - Terre Haute
 - Washington
 - Evansville
 - Clarksville
 - Bloomington
 - Seymour
 - Versailles

- Training Sites:**
- Crown Point
 - Elkhart
 - Kokomo
 - Fort Wayne
 - Lafayette Area
 - Muncie
 - Indianapolis (three locations)
 - Terre Haute
 - Seymour
 - Washington
 - Clarksville
 - Evansville
 - Richmond
 - Carmel

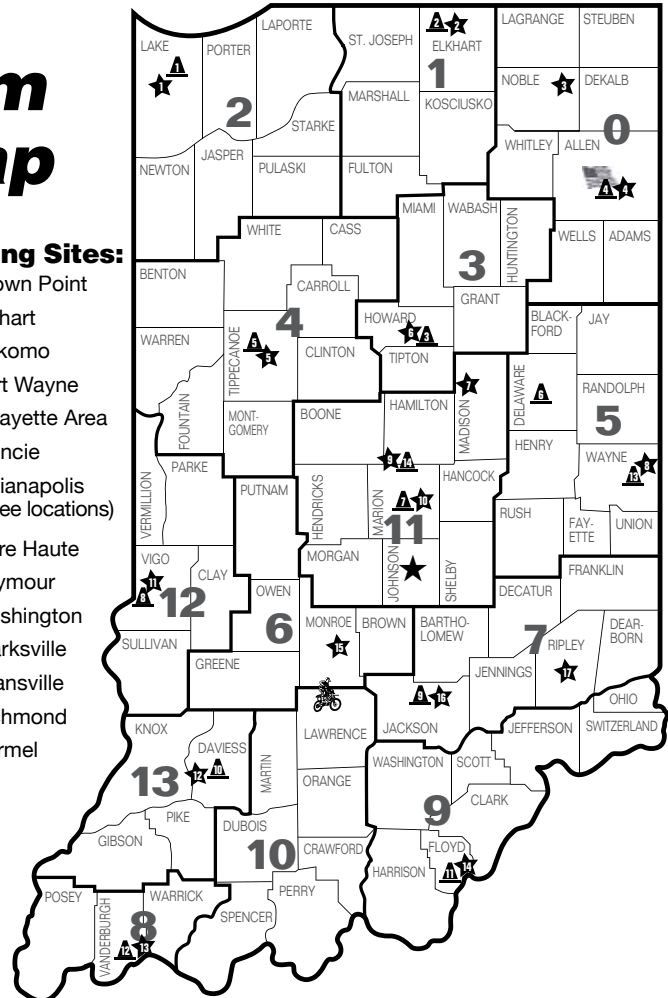


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What is ABATE of Indiana?

American Bikers Aimed Towards Education

Mission Statement

ABATE of Indiana, Inc. is a politically active, not-for-profit, charitable organization that is dedicated to the establishment, preservation, and defense of the rights, liberties and freedoms of ALL motorcyclists, through the promotion of education and motorcycle safety.

ABATE of Indiana is a 501(c)(3) not-for-profit safety, educational, charitable and advocacy motorcyclist organization.

ABATE of Indiana represents approximately 20% of the registered motorcycles in Indiana with a membership of over 25,000.

ABATE has a full-time staff, 350 volunteer officers and over 200 nationally certified safety instructors, dedicated to serving the interests of all motorcyclists.

Programs & Benefits

Members receive a subscription to ABATE of Indiana's monthly "Hoosier Motorcyclist" newsmagazine. This quality publication keeps members informed on upcoming events and issues affecting motorcyclists in the state and nationwide. Members also have the opportunity to attend local meetings, voice their opinions in our magazine and become involved with the sport of motorcycling. Members will enjoy the largest ABATE event in the Midwest: our incredible three days of the "Boogie®" held the third weekend in July at the scenic Lawrence County Recreational Park. Plus, outstanding members are recognized each February at our Awards Banquet.

Members receive a patch for their first year in ABATE, and year pins thereafter, along with a bumper sticker promoting motorcycle safety and awareness in Indiana. In addition to all of this, members are eligible for many benefits and discounts in our various promotions held throughout the year.

ABATE of Indiana offers a motorcycle rider education program that utilizes a nationally recognized curriculum and is operated under the direction of the state of Indiana. With 16 sites operating statewide, we give both novice and experienced riders the ability to ride with tremendous confidence.

Members are encouraged to be legislatively informed. ABATE has a continued presence at the Indiana Statehouse monitoring legislation and representing your interests as an Indiana motorcyclist. ABATE was primarily responsible for the 1976 repeal of the mandatory helmet law and continues to ensure motorcyclists' freedom of choice. We were also instrumental in passing legislation that allows the program to utilize a part of motorcycle registration fees, which enables us to provide accessible motorcycle safety education in the Hoosier State.

We began, and continue to run, the first ever ABATE Legal Services Program, with on-the-scene investigative teams and attorneys who ride and believe in the motorcyclists' life-style and rights.

ABATE of Indiana members are offered the lowest insurance prices through the ISU-Underwood Agency. By calling 800-852-5447, members can receive the lowest insurance rates available, and the friendliest assistance on claims.

Every current member of ABATE is automatically provided with a \$3,500 accidental death and dismemberment policy from American Income Life at NO COST. As long as your membership is current, you are covered!

As a member of ABATE, you will have the opportunity to meet and interact with over 25,000 members, at our over 180 sanctioned events, who share the same interest — the freedom of motorcycling in Indiana.

Accomplishments

Our motorcycle safety program has trained over 100,000 riders since its inception in 1979. In 1986, the program joined with the Indiana Department of Education (now with the Bureau of Motor Vehicles). A 67% reduction in motorcyclist fatalities is attributed to the program, proving to Indiana legislators that education is the key to saving lives. ABATE has also been the driving force in promoting Motorcycle Safety and Awareness Month. ABATE has distributed over 750,000 bumper stickers for its motorcycle awareness campaign.

In addition to promoting motorcycle safety, ABATE has also been involved with raising money for charities and those in need. In the past, we have raised over \$8,000,000 for many local and regional charities, including the Muscular Dystrophy Association, Indiana Children's Wish Fund, American Diabetes Association, Hoosier Burn Camp, and Riley Hospital for Children. ABATE has also donated tons of food and truck loads of toys each year at Christmas time, through our holiday toy programs.

What does it take to be involved in ABATE?

ABATE is an acronym for American Bikers Aimed Towards Education. ABATE is also an acronym for A Brotherhood Against Totalitarian Enactments.

ABATE is an organization of volunteers.

The word “volunteer” 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 most everyone you deal with in ABATE also gives their free time, and when the demands become too high, we reach what is referred to as “burn out.”

Organize your thoughts before you become a “volunteer” officer in ABATE. Understand a need for 5, 10, or 20 hours 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?

Consider that you will be dealing with all types of bikers in ABATE and a multitude of personalities: American brand riders (Harley-Davidson, Indian, Victory); import riders (BMW, Ducati, Honda, Kawasaki, Suzuki, Yamaha, etc.); clubbers; AMA groups; retreats; TT riders; touring riders; bikers who don’t ride; ladies who ride; ladies who don’t ride; all age groups; wannabees; dirt bike riders; sport bike riders; dealers; legislators; your neighbors; independents; and on and on...

Time

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 region or county could develop and operate a successful program spending 10-15 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 to ORGANIZE YOUR TIME. Do not waste it! Establish from the very beginning when it is most convenient for the membership to reach you.

Promotion

We have devoted several pages elsewhere to promotion and have tried to cover all the angles. It’s best to approach this concept with a few suggestions and considerations before and after your events.

Establish a budget and game plan with input from all interested individuals and previous experience. Notify the state office as soon as your information is gathered for flyers. Advertising, flyers, etc., should be out at least 60 days prior to the event.

In some cases, reassuring folks there will be no problems with our people puts them at ease. Successful events provide a superb opportunity to change “John Q. Public’s” mind about “bikers.” Obviously, the reason for your promotion should be to sell ABATE, promote motorcycling and raise funds to support our cause and mission. Anytime you have a promotion, have someone who is aware of the ins and outs of ABATE available and ready to sell membership and answer questions.

Meetings

No activity is blamed for wasting more time 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.

Have a Purpose

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, location, convenience, and attendees. Plan all aspects well in advance and have an agenda.

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.

Continued on next page

Key Officer Should Preside Over the Meeting

Don't dictate. Explain or hand out your agenda and timetable prior to the start of the meeting and mention there are intentions of sticking to the agenda. Encourage idea exchange so that everyone has a chance to participate and lend something to the goals. Use Robert's Rules (See pages 11 and 12). Don't go over 60 minutes without a break. NEVER have a meeting last over two hours.

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.

Minutes

Always take minutes for the region records so that they can be referred to if necessary.

Evaluate the Meeting

You might wish to talk to a few of the members after the meeting to see how they feel about the proceedings. How can meetings in the future be improved?

Follow-up on Action

Check on those members who were supposed to take some action as a result of the meeting.

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 and feedback. With proper planning and mutual consideration they can be our best form of group communication.

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, improve or sharpen. Bull sessions are not meetings. As an individual handling the meeting, it's your job to get opin-

ions, 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 valuable.

All regions, counties and members are to work within our by-laws, keep up with membership and financial matters and maintain contact with the state office and other regions. Keeping this in mind, an individual region will have to work their region program to the best of their abilities. Each region may warrant a different approach to things based on personalities, lifestyles, ideas, and location.

NICKY HAYDEN
IN
GEAR!

Nicky Hayden
2006 MotoGP World Champion

**FEATURE IT EVERY TIME YOU RIDE.
GEAR UP & RIDE SAFE, INDIANA**

IGI The Governor's Council on Impaired & Dangerous Driving DAINESE



The Wheel

Building the organization

The Wheel is an analogy developed by Mike Farabaugh to help in conveying the many benefits of ABATE of Indiana. It also helps show what types of people benefit from these programs.

In order for "the Wheel" to work, all the pieces and spokes must be put in place.

When presenting "the Wheel", start with the hub of the Wheel, this is the state office. Every function of ABATE utilizes the resources of the state office which consists of 8 full-time people, and numerous volunteers and part-timers; they are as follows:

- Executive Director
 - Operations Director
 - Editor
 - Office Manager
 - Mailing & Membership Secretary
 - Motorcycle Safety Director
 - Motorcycle Safety Administrator
 - Graphic Artist
 - Accountant
 - LINC Director
 - DIRT Director
 - Lobbyist
 - ABATE Entertainment Director
 - ABATE Legal Services
 - State Swap Meet Coordinator
- Attached to the hub is the

sprocket, the teeth of the sprocket are the region directors, responsible for what operations and directions ABATE continues.

Before the wheel can turn, the hub must be attached to the rim and tire with the spokes. The spokes will represent each program and benefit that members receive from joining ABATE of Indiana. We have over 20 spokes to support the wheel in Indiana.

- Motorcycle Safety Division:

Largest spoke, one of the largest programs in the county

- Freedom Hall
- Lawrence County Recreational Park (LCRP)
- "Hoosier Motorcyclist": Our best communication link to the membership
 - Website/Internet presence
 - ABATE Legal Services:: national phone number 800-25-RIDER
 - Legislative Information Network Committee (LINC)
 - Insurance and Other Discounts
 - The Boogie®: The Midwest's Best Biker Fest
 - Toy Drives
 - Community Charities
 - Membership Drives
 - Seminars
 - Sanctioned Events
 - Accidental Death and Dis- memberment Policy
 - Toll-Free 800-23-ABATE
 - Awards Banquet
 - Supporters of Motorcycle Riders Foundation (MRF)
 - Local meetings
 - Stickers, pins and patches
 - Family: 25,000+ members with same concerns and goals
 - MDA: Contributed over \$5,000,000 to this cause alone
 - Many others

As you can see many benefits go with joining ABATE of Indiana. After the wheel has been constructed, it will now turn. We have to connect it to the people that will benefit from ABATE. Our connection to the people will be the chain that surrounds the sprockets and connects the two wheels. The chain represents the county reps, workers and active members of ABATE. These are the key people in getting the word to non-

members and inactive members of ABATE.

In order for both wheels to turn the spokes of the second wheel must be put in place. These are the people that need to be informed about our programs and benefits.

- Independent Riders
- Retired Riders
- Harley Riders
- New Riders
- Import Bike Riders
- Women Riders
- Confederation Of Clubs
- Legislators
- Tour Riders
- OHV Riders
- AMA Riders
- Dealers
- Sport Riders
- Dirt Racers
- Street Racers
- Blue Knights
- Non-riders
- Wannabes
- Minority Riders
- Kids
- Etc.

The more spokes we have the stronger the wheel becomes, this is why we always strive to add benefits and programs as well as more members. It all adds up to a stronger organization.

The stronger the organization, the more effective we are in reaching our goals.

Our main goal and objective is in protecting the rights and freedoms of these two wheels for Hoosier motorcyclists in Indiana and across the country.

It's our responsibility to make sure our kids and grandkids enjoy the freedom and experience of riding on two wheels.

Maintaining an Efficient Organization

Central State Office

1. Must be open & functioning.
2. Must have a phone (toll-free number preferable).
 - a. Better communication.
 - b. Membership problems can be taken care of instantly, or channeled in the right direction.
3. Paid staff.
4. Revenue from events help pay for it, everyone pitches in.

Leadership

1. Must be strong & committed.
2. Must have good communication skills.
3. Honest, sincere, up-front, does what he/she says.
 - a. Trust your leaders; if they screw up, solve the problem, learn from it, and forget it. Sincerity overrules mistakes.
 - b. By forcing too many guidelines on your leaders, you cannot progress.

Newsmagazine

1. Most important form of communication.
2. Everyone contributes - if you feel it's newsworthy, others will too.

Insurance Programs

1. ISU-Underwood Agency.
2. American Income Life.
3. Motorcycle.
4. Accidental Death and Dis-memberment Policy.

Legal Services

See page 35 for more information.

Motorcycle Safety

1. Highly beneficial and credible to an organization, safety opens doors.
2. Set good example of motorcycle safety, be involved in what

you talk about, get members to take course.

3. Communicate with leaders of other organizations about safety.
4. Rider education can change the Harley attitude - the image that only Harley riders are in your organization.

Public Relations

1. Establish good relations with press and local officials.
2. Publicize events with other motorcyclists, motorcycle organizations and general public.

Legislative Representative

1. Creates a good identity at the state level.
2. Helps to make you look more professional to membership and public.
3. Grassroots efforts (ie. ABATE Day at the Statehouse)

Rallies, Events, Fundraisers

1. Yearly calendar of events.
2. Sanction all events in November for following year.
3. Central office does flyers for all events.
4. Central office helps with promotion.
 - a. Proceeds forwarded to the central office for accounting can then be returned to the region.
5. Some events should be members only.

Meetings

1. Preferably located in a facility that is accessible to all members.
2. Everyone should leave with a new idea.
 - a. CPR classes.
 - b. Public speakers.
 - c. Slide shows.

Charities

1. Good communication with the outside world.
2. Let public know what you have to offer.
3. Become involved with your community.

Professional Education System

1. Seminars, Conferences and Workshops.
2. Motorcycle Riders Foundation's Meeting of the Minds.
3. Hoosier Motorcyclist Roundtable.

Teamwork

1. Everyone should work together for the goals of the organization.
2. Eliminate negative attitudes, they have no place in an organization.
3. Right or wrong, stick together.
4. Believe in yourself, be positive, you have a lot to offer.
5. Eliminate gossip, don't allow it, if a problem arises, bring it up and deal with it.

A central office-based organization is a must. Growth will only come with the central office accountable for all and runs as a business from the top down to the bottom. We are a team, not individuals, and everything we do should benefit the organization as a whole.

Conducting Effective Meetings

I. Prepare

1. Set a personal goal for the meeting.
2. Collect and prepare materials and handouts.
3. Develop and write down an agenda.
4. Be informed.

II. Conduct

1. Start on time.
2. Outline what you want to cover.
3. Recognize visitors.
4. Follow your agenda.
5. Maintain order.

III. Wrap Up

1. Ask if you have forgotten anything.
2. Restate any decisions or plans made.
3. Make sure anyone who has taken a job or responsibility knows what it is.

Effective Meeting Rules and Guidelines:

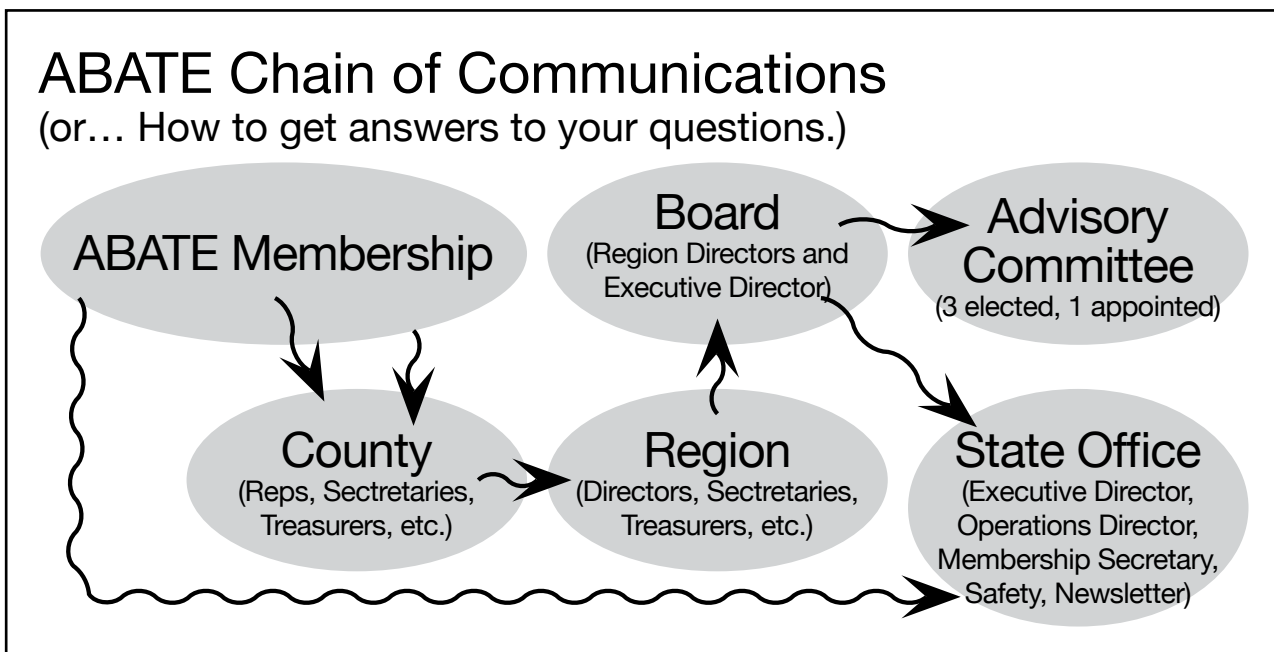
1. Limit or eliminate drinking.
2. Never allow a meeting to last over two hours.

3. Ask for ideas, then offer yours.
4. Use "Robert's Rules of Order" (see pages 11 and 12) or some modified version, whatever you and others are comfortable with to ensure your meeting has structure and procedures.
5. In forming an agenda try to stay with a logical progression such as, past, present, or future.
6. Have someone takes notes. (Secretary)
7. Start your meeting by reading the minutes from last meeting.
8. When a controversial subject comes up, take time to assure everyone that they will have their turn to speak, one at a time.
9. Let everyone express their opinions. If there are no changes and you see no middle ground or compromises then move on.
10. If you cannot answer a question, write it down and follow up on it after the meeting.

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 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 off as an expert, a know it all.
22. Using poor grammar, pronunciation and enunciation.



Running an Election

The primary purpose of an election meeting is to elect the officers that will lead and take care of business for the upcoming calendar year. Business other than election business should be held to a minimum and taken care of after elections are concluded. Voting should be done by secret ballot. This type of voting insures a true and fair election.

Election procedures:

1. All people coming to the meeting should be checked for current membership cards. Ballots are given to those who qualify to vote. See by-laws for requirements of voters at election meetings.

2. Officer elections should be held using written ballots rather than show of hands. Select a committee to count the ballots. This committee should consist of two to four people that have no interest in running for office the day of elections. Committee should be selected the day of elections before any election.

3. After committee selection, you are now ready to accept nominations for region director. All nominations for this or any office require a second. All nominations receiving a second are recorded by the secretary. When no further nominations are made, ask for a motion to end nominations for office of region director. A second to this motion is required and approval of membership attending. Secretary then calls out the names of each candidate. At that time, the candidate has a short period of time to present himself as to why he or she would be the best person for the office.

4. After the candidates have presented themselves, it is time to vote. Members of the ballot

counting committee then collect the ballots. Before leaving the room, they make sure that all ballots are collected. This committee also has been informed of the total number of eligible voters at the meeting. Ballots are counted and announced before anything else is done.

5. After the announcement of voting on region director, proceed to next position to be filled. Use the same procedure used for the office of region director. Remember to nominate and vote on each office separately. This allows the candidates that lost to run for another office if they choose to.

6. It is important that this meeting be conducted in a very orderly manner and kept as simple as possible. This reduces confusion on candidates and what office they are running for. Candidates, as well as voting members, will leave a well conducted election feeling that they have had a fair and honest election.

7. For details on eligibility of officers, voting members, and what months elections are to be held, check the by-laws for ABATE of Indiana or call the office for specific region election procedures (as they are required to be on file at the state office).

8. The election procedures and policies for each region and county are to be on file at the state office. This must be done at least 30 days prior to the first nomination meeting. Ideally, time is sufficient to publish the procedures in the "Hoosier Motorcyclist" prior to the first nomination meeting.



What's
in it
for Me?
ABATE
of INDIANA

As a member of ABATE of Indiana you can enjoy all the benefits of membership like fun events and rides, free legal services, and no cost AD&D insurance.

Find out what's in it for you at
www.abateonline.org

Guidelines to Using Robert's Rules of Order

Duties of the Chairman

To acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the constitution, bylaws, and standing policies of the organization.

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 no one 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 stand while stating the question and taking the vote.

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.

The chairman should be careful to avoid the appearance of partisanship, but he has the right to call another member to the chair while he addresses the assembly regarding 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 vice-president; do not return to the chair until the vote has been taken.

Don't allow members to deal in personalities while debating.

We highly recommend you

review a copy of Robert's Rule of Order to ensure a complete working knowledge of Parliamentary law.

Duties of the Members

To obtain the floor before speaking.

To stand when speaking, identify yourself before speaking.

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

To keep upon the question then pending.

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

To remain objective.

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 explain or discuss that motion, or any matter properly 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.

Duties of the Secretary

1. The primary role of the secretary is to be just that. A secretary records and maintains all minutes of the board and regular/special meetings.

2. Minutes should contain all pertinent motions/information and should be kept as brief as possible and still be accurate. As secretary, one of the most important things to remember when taking minutes, is that you aren't expected to take down

and record every word spoken at meetings. Minutes are designed to record motions that arise and to review the topics of discussion. Motions should be stated exactly and include the outcome of the vote on the motion. A summary of the key points of discussion or justification for the motion may be included.

3. It is the responsibility of the secretary to prepare and have minutes printed and submitted to the state office.

4. The secretary should maintain a notebook which contains the minutes from each meeting for the month. This book should be divided into months and a new book should be kept for each calendar year or a larger notebook could be kept which would allow for two or three years together. Included in this book, also, should be copies of all flyers for events in the appropriate month. This will give a reference for future event chair-persons as to how events/meetings have been advertised and possibly a good source for copying art work or maps.

5. It is also the responsibility of the secretary to carry and maintain an updated copy of the bylaws. This is important because as questions arise regarding these rules, they can be checked on and addressed as they come up without having to postpone matters for one or more meetings.

Minutes should include:

1. Date, time and place of meeting
2. List of regular business discussed.
3. Details of any new business.
4. Motions made and votes taken.
5. Time of adjournment.
6. Sign-in sheet.

Suggestions:

1. Don't try to write down every spoken word.
2. Try to include all business discussed,.
3. Leave your personal opinions and/or gossip out of the record – remember you are only recording the facts.
4. Non-ABATE business does not need to be included in the body of the meeting or the minutes.

Guidelines on Becoming an Effective Leader

*Reprinted from "Dale Carnegie"
Dale Carnegie's leadership training teaches professionals to sharpen skills and improve performance.*

How To Win Friends and Influence People

Become a Friendlier Person

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

Win People to Your Way of Thinking

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

Be a Leader

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

How to Stop Worrying and Start Living

Principles for Overcoming Worry

1. Live in "day-tight" compartments.
2. How to face trouble:
 - a. Ask yourself, "What is the worst that can possibly happen?"
 - b. Prepare to accept the worst.
 - c. Try to improve the worst.
3. Remind yourself of the exorbitant price you pay for worrying in terms of your health.

Techniques in Analyzing Worry

1. Get all the facts.
2. Weigh all the facts before making a decision.
3. When you make a decision, act on it!
4. Write out and answer the following questions:
 - a. What is the problem?
 - b. What are the causes of the problem?



Membership in ABATE of Indiana means you care about the future of motorcycling and your right to ride

Find out what's in it for you at www.abateonline.org

- c. What are the possible solutions?
- d. What is best solution?

Break the Worry Habit Before it Breaks You

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

Cultivate a Mental Attitude That Will Bring You Peace and Happiness

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

Don't Worry About Criticism

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

Prevent Fatigue and Worry – Keep Your Energy and Spirits High

1. Rest before you get tired.
2. Learn to relax at work.
3. If you have a household, protect your health and appearance by relaxing at home.
4. Apply these four good working habits:
 - a. Clear your desk of all papers except those relating to the immediate problem at hand.
 - b. Do things in order of importance.
 - c. Solve a problem as soon as you have the facts necessary to make a decision.
 - d. Learn to organize, deputize, and supervise.

5. Put enthusiasm into your work.
6. 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

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

Developing the Aura of Being in Charge

If you have the courage to make decisions and accept the responsibility for your actions, you'll find that people will always defer to you.

1. Seize every opportunity that offers you increased responsibility.
2. Do every job you are given to the best of your ability.
3. Accept honest criticism and admit your mistakes.
4. Stick to what you think is right; have the courage of your convictions.
5. Take full responsibility for the failures of the people under you, as well as your own failures.
6. Take responsibility for your successes.

Correcting Other's Mistakes... Remember Criticism Destroys

1. When a mistake is made, correct it, but don't criticize the person who made it.

2. When you see something wrong, or a mistake being made, simply walk over and ask "What happened?"

3. 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.

4. 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

1. Show confidence in yourself and always act as if it were impossible to fail.

2. 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.

1. Practice absolute honesty and truthfulness at all times.

2. Make your word your bond.

a. Never make a promise you can't keep.

b. Never make a decision you cannot support.

c. Never issue an order you can't enforce.

3. Be accurate and truthful in all your written statements.

4. Stand up for what you believe is right.

5. 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.

Tips for Handling Those 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 constant 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 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. 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.

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.

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.

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 others’ opinions, especially when it relates to how they perform their job. This person may believe 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.

Dollars and Sense: Fundraising

Plan ahead

1. Most failures are due to poor planning.
2. Plan 6 months in advance.
 - a) Proper advertising can be done.

Don't take off on first idea

1. All pros and cons should be discussed.
 - a) Any competing events.
 - b) Weather.
 - c) Money to cover costs, etc.

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.

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)

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.
 - a) Compare prices.

Advertise

1. People need to know what's happening.
2. Print flyers early.
 - a) Place them in motorcycle shops, grocery stores, laundry mats, taverns, parts stores, etc.
3. Make sure flyer has complete information (*See page 34 for flyer info. and page 48 for request form*)
 - a) Date, time, location, directions, prices, events.
 - b) Don't assume people know about the event.

Delegate workload

1. Make list of jobs.
 - a) Arrange them in shifts.
 - b) Give everyone some time to kick-back.

Attitude is all important

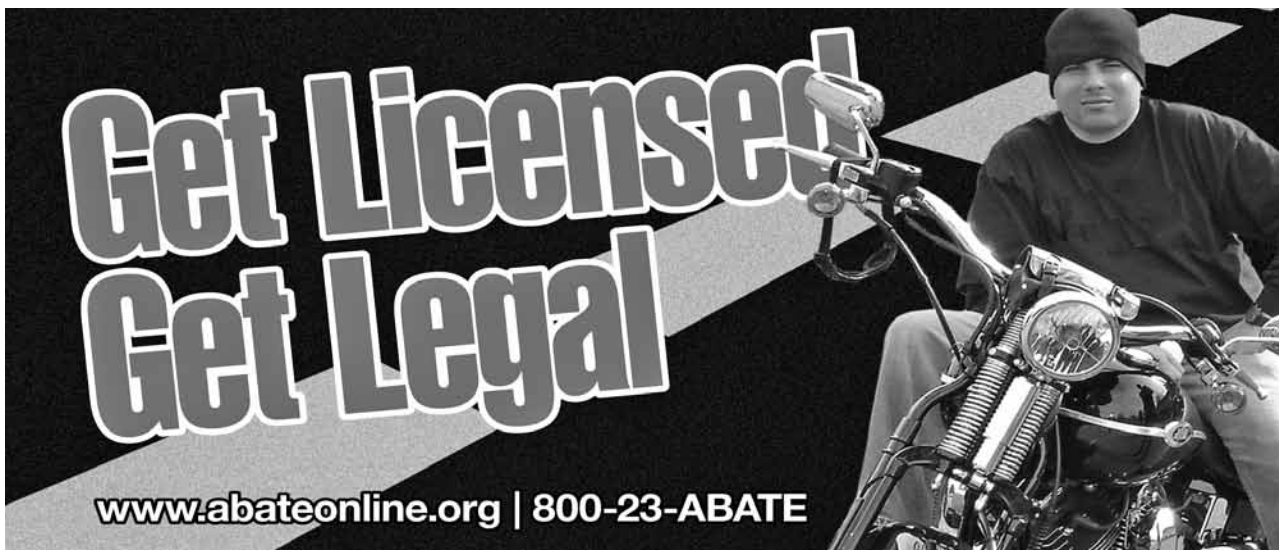
1. Positive attitude will create a successful event.
 - a) Workers and sponsors must believe in event.
2. Put your best foot forward.
 - a) Thank people for coming.
3. Please and thank you are your most important words.
 - a) No drill sergeants.

Give people their money's worth

1. Charge fair and reasonable admission.
 - a) Be reasonable on food and beverages.
 - b) Higher gate fees, that include freebies, tend to scare people away.
 - c) Freebies tend to cause extra cleanup work.

Remember the details

1. Use a check list.
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 Runs

Need list for runs

1. Change for event
2. Waiver forms (see page 56)
3. Maps and directions for route
4. Supplies for all stops
5. Plenty of pens
6. Extra paper
7. Tables and chairs
8. Gifts and prizes
9. Clipboards
10. Supplies for end of run
11. All supplies needed for any special events (cones, liners, etc.)

Special notes

Make sure you get all your supplies a week before the run. Do not expect to get the stuff the Saturday before the run. The merchants may be closed or out of what you need.

People for check points must have their own way to get to their stops. Make sure that they come early so that you know that they are there.

Let people who are assigned their jobs do them. You decide what you will do and assign others to any other problems that might arise. Don't be afraid to call on officers for help. We are all a team working together for the same cause.

You are handling money and want to show a professional image.

Never leave your start or your check points early, wait ten minutes. There are always a few who are late and we need their support also.

Flyer information

Please follow the "Who, What, Why, Where, and When" Rule. Remember to include:

1. Price
2. Date and Time
3. Location
4. Type of Event (Bike Run, Field Events, Music) anything special.
5. Prizes to be given away (cash, helmets, trophies, etc.)
6. Food or Drink availability

- Not recommended to supply alcohol at events.
- 7. Who's putting on the event (Region, County, etc.)
- 8. Any information pertaining to the event (2nd Annual, etc.)
- 9. Map/address of location (starting point and ending point)
- 10. Have a phone number for more information.

Flyers need to be ready 60 days before event. You must have a professional flyer, not a rush job. These flyers should not be hand written. When possible have the state office make the flyers. Mail the information into the office the first of the month. Remember this is the first impression of your run.

See more on flyers starting on page 31 and find the Flyer Request Form on page 48.

Hints on runs

Have your check points close at certain times and post these times on the maps. This will let the people working the check points know when they can leave and also the people on the run can't complain if they don't get there on time. Using a sweep vehicle for breakdowns may also control the last riders.

Have back-up people for the check points. Don't be afraid to ask for help. Try to stay a little past the times given to accommodate the few that are always late. (10-15 minutes)

Run your events rain or shine.
Be prepared for anything... If it can go wrong, it will.

Ideas

- New programs or concepts:
List: How to do it.
How it will pay for itself.
How it will serve the members.
- Encourage members to write to the magazine.
- Mention articles in the magazine and discuss them.
- Point out interesting articles to stimulate others to read the magazine.

- Officers should read other publications to keep up on the latest political movements.

- AMA's "American Motorcyclist" magazine and MRF's "Reports" are good sources for up to date information.

- Try to learn as much as you can about ABATE so you can discuss the organization.

Coordinating events: making a profit

1. What type of event: Swap Meet, Spring Break, Etc.
2. Secure Property, Building, etc.: How many people are going to attend?
3. Sanction Date
4. Merchandising:
 - a. Band
 - b. Donated Prizes (send thank you notes to donators.)
 - c. What type of give-aways
 - d. Door Prizes
 - e. Vendors
 - f. Tickets and Admission Price (How much do you need to make)
5. Advertising:
 - a. Minimum 60 days in advance
 - b. Magazine
 - c. Flyers
 - d. Tickets (Sponsors, Shops, etc. - Put their names on the tickets and let them help pay. Even the printer.)
 - e. Etc.: (Local newspapers, radio, etc.)
6. Committees:
 - a. Counties
 - b. Individuals
 1. Food and Beverages
 2. Entertainment
 3. Door & Gate People
 4. Advertisement
 5. Etc.
6. Who is in charge:
 - a. Region Director
 - b. County Representative
 - c. Events Coordinator
7. Treasurer:
Coordinate finances
 - a. Collect all money
 - b. Pay all bills promptly

Standard Event Budget Overview

By Ron Maudlin, Certified Public Accountant, revised by Gino Johnson, CPA, Peachin, Schwartz & Weingardt, November 2009

Purpose

The form (on page 45) is designed to be used in the planning stages of the event. This form should be completed by the event committee as soon as the committee is formed, generally at the first meeting. A copy of the form, together with any explanatory comments should be made available to the governing body (county, region, state office) as soon as it is completed.

Many of the items shown will require an estimate by planners who are not aware of the obligations and practical expectation of various items. That is why planning is so important.

If it is available, use a copy of the prior years financial report or budget for the event as a starting point for this years budget. Don't just use the same amounts as the prior year in your budget, prices change and event activities change as well.

The following is an expanded discussion of selected line items and is intended to assist event planners in the early stages.

Special commitments

Any allocation of event proceeds such as benefit event, charity events, split proceeds to combining counties and allocations to the state office should be clearly indicated and approved in the planning stages.

Location fees, rental

Facilities rental must be considered early in the planning stage. Rental can be in the form

of specific insurance requirements, direct fees and/or percent of gate receipts. Special requirements of the site must be included in this category.

Ticket printing/wrist bands

There are costs involved when printing is done and the cost can be excessive. Careful planning will avoid last minute rush printing.

Flyer costs, mailing

Flyers can be printed at the state office but you must plan ahead. Turn around time is 2 weeks, but the price is right. Special art work, mailing costs and the logistics of distribution should be considered. It is important to submit your flyer artwork to the state office as soon as you can.

Advertising

If advertising is to be considered, now is the time to estimate costs.

Insurance cost

The state office should be contacted to determine the cost of event insurance. The insurance cost will be a factor if alcohol will be served or vended at the event. Liability insurance is mandatory. Insurance certificates must be completed and transmitted to the state office for approval.

Security, outside services

If contract services are involved, the cost must be determined and provided for in advance. Many times payment in advance will be required and funds must be available.

Food, and/or guarantee

A facility that provides food may require a minimum guaran-

tee. When providing food, the committee must plan expenses carefully. Experienced people should be part of the committee or be easily accessible for consultation. This area is the most financially abused. Event committees routinely overspend in this area. Last minute items which blow a food budget are: eating utensils, condiments and paper products.

Refreshments, and/or guarantee

See above.

Entertainment

See page 22.

Door prizes

Merchandise given away may be costly. Do not omit this factor in your financial planning.

Event prizes

Trophies, plaques and merchandise awards will cost money. Orders must be placed in advance and sometimes require a deposit. Event fees should be designed to defray as much of the expenses as possible.

Clean-up

Trash removal may be required. When volunteers cannot handle the project or the facility requires that their personnel be paid this becomes a factor.

Supplies and etc.

Always plan for the expense of miscellaneous site materials that pop-up at the last minute. A roll of duct tape or posterboard may require funds unexpectedly.

Portable restroom facility

Fees required to rent such facilities may be required. Search around for donated equipment and best buys. Someone in the group may have access to equipment.

Other

Always allow for additional expenses!

Sponsor fees

If sponsors are involved determine their expectations in ad-

vance and be sure they are made aware of your method of achieving those expectations. A happy sponsor will tell his peers and your prospects increase. Always provide an event summary with information that supports your claim of exposure for his business. Always send a thank you note..

Food, refreshment sales

Determine fees well in advance when time is available to discuss them objectively. Changing prices at the event must be avoided. What is charged for and what comes with must be agreed upon. If tickets are involved provide for the cost.

Field event, bike show fees

Blend these fees with other income to defray event costs. Whether to charge or not decisions are made now, not at the event. Sign-up forms and registration timing will help make the fee structure reasonable to the participants.

Vendors commission

Vendors, whether food, merchandise or services, may be required to pay a percentage of their receipts to the organizers. If someone in your group has had experience ask for their assistance, otherwise contact the state office for guidance.

IMPORTANT NOTE:

As a nonprofit 501(c)(3) organization, we are tax-exempt. Whenever possible, please use this on your purchases. Additionally, contributions to ABATE are tax deductible. A copy of our tax exemption certificate can be requested from the state office.

We are required by law to issue a form 1099 to any individual or non-incorporated business that receives a payment from ABATE for \$600 or more. Make sure you have anyone that meets this requirement complete a form W-9, prior to paying them, so we will have all the information to file the 1099 at the end of the year. (See page 58 for W-9 form)



ABATE and Gaming Restrictions

The State of Indiana has very specific regulations regarding gaming, whether charitable or otherwise. As a 501(c)(3), charitable, not-for-profit organization, ABATE of Indiana has a gaming license and operates Coliseum Bingo at Freedom Hall in Fort Wayne three nights a week. The proceeds from this operation benefit numerous charities and help to supplement our designated purpose which is the education of motorcyclists and other road-way users.

Any activity that involves playing cards or dice is considered a game of chance and is defined as gaming which requires a specific license from the Indiana Gaming Commission. Raffles, 50/50s, and other similar and related activities are also controlled by the commission.

Any activity that involves playing cards or dice is considered a game of chance and is defined as gaming which requires a specific license from the Indiana Gaming Commission. Raffles, 50/50s, and other similar and related activities are also controlled by the commission.

ABATE of Indiana must comply explicitly with all gaming rules, regulations and laws. Therefore, no such activity may take place unless recognized and licensed by the Indiana Gaming Commission as coordinated directly through the ABATE of Indiana state office.

Standard Rules for ABATE Events

Neutral Ground

Leave your attitude outside. Anyone is welcome, provided they follow the rules.

General

1. The name ABATE shall not be used on any event that excludes any person for any reason other than immediate behavior problems.
2. Anyone violating the rules will be immediately evicted from the facilities without refund or re-entry for the duration of the event.
3. Anyone entering must stop and register.
4. Maintain safe speeds within the camping areas. Please observe traffic flow.
5. Any outside group with five or more in attendance shall provide the security team with a contact person for security purposes.
6. Children, when allowed, are to remain under adult supervision at all times.
7. No pets.
8. Fires in designated areas only.
9. Respect others. When entering or leaving please keep noise and vehicle use to a minimum.
10. Be sure to keep track of admission pass; it will be needed for re-entry.
11. Please keep and leave your site clean. All garbage in bags, more are available on request.
12. When dealing with property owners for events, consider allowing them to profit as a food/drink vendor in exchange for rent.
13. As a nonprofit 501(c)(3) organization, we are tax-exempt. Whenever possible, please use this on your purchases. Additionally, contributions to ABATE are tax deductible.

Alcohol at Events:

See page 23 for Rules and Regulations on Alcohol.

Obey All Laws

ABATE of Indiana, Inc. does not in any way condone or advocate violating any laws, ordinances or rules. We wish to be good citizens and neighbors in adhering to and, compliance with, community standards. ABATE of Indiana does not authorize any agents, officers or members to engage in inappropriate or unlawful activity in their capacity as a representative of the organization. Any one participating in such activity is acting as an individual and not under the auspices of ABATE of Indiana, Inc. and shall not enjoy protection as such.

Specifically, ABATE of Indiana encourages abiding by all traffic laws and prohibits disregarding of said laws unless expressly directed by law enforcement or the proper authorities. Any escorted ride is to be coordinated through the agency(ies) with jurisdiction in that area.

Basic Information about U.S. Copyrights

From *graphic-design.com*
By Thomas A. Gallagher, Esq.,
Registered Patent Attorney

What is a Copyright?

A copyright is really a number of rights, but is generally the right to make copies of a literary, musical, artistic or other work which involves creative effort. In addition to the right to make copies, copyright includes (as applicable) the rights to perform, display, sell, rent, or otherwise distribute the protected work. Moreover, copyright protects “derivative works”, that is another work directly based on the protected work, e.g. a film based on a novel.

It is important to distinguish between the copyright and the work protected by the copyright. I may buy an original painting and own it, but the artist

retains the copyright. My ownership of the painting does not give me the right to make photographs of it or to otherwise copy it. Another example often given is that the author of a letter owns the copyright to the letter, but the recipient of the letter owns the letter.

How is a Copyright Acquired?

According to U.S. law, a copyright attaches to all “original works of authorship” once they are “fixed in tangible form,” whether published or unpublished. The fixation does not need to be directly perceptible, so long as it may be communicated with the aid of a machine or device. Ideas, methods, or principles are not protected by copyright, but their tangible expression can be protected by copyright. Moreover, copyright protects the tangible expression only, not the idea or principle.

Works of authorship include

the following: literary, musical, and dramatic works; pantomimes and choreographic works; pictorial, graphic, and sculptural works; motion pictures and other audiovisual works; and sound recordings. Computer programs and their visual displays can be protected if they are “original works of authorship”.

Some works of authorship are generally not eligible for copyright protection. These include: works that have not been fixed in a tangible form of expression, e.g., choreographic works that have not been noted or recorded;

titles, names, short phrases, and slogans; familiar symbols or designs; mere variations of typographic ornamentation, lettering, or coloring; mere listings of ingredients or contents; ideas, procedures,

methods, systems, processes, concepts, principles, discoveries, or devices, as distinguished from a description, explanation, or illustration; works consisting entirely of information that is common property and containing no original authorship, e.g. standard calendars, height and weight charts, tape measures and lists or tables taken from public documents or other common sources.

Normally, the author retains the copyright. However, under certain circumstances called “works for hire”, the author’s employer owns the copyright.

How Long Does a Copyright Last?

The duration of the copyright is for the life of the author plus 50 years, for works created on or after Jan. 1, 1978. In the case of joint authors, the life of the last surviving author plus 50 years. In the case of works for hire, anonymous and pseudonymous works,

75 years from publication or 100 years from creation, whichever is longer. When a copyright expires, the work enters the public domain.

What is the Copyright Notice?

Until March 1, 1989, all publicly distributed copies of a work had to contain a copyright notice (e.g., © 1989 Thomas A. Gallagher) or the copyright could be lost to the public domain. Although the law has been amended with regard to this notice, it is still a good idea to use the notice on all published copies.

Publication

Publication is not necessary to obtain copyright protection, but once the work is published, it must be deposited in the Copyright Office within 3 months.

If deposited and registered within 5 years of publication, registration will establish prima facie evidence in court of the validity of the copyright and of the facts stated in the certificate; and if deposited and registered within 3 months after publication or prior to an infringement of the work, statutory damages and attorney’s fees will be available to the copyright owner in court actions. Otherwise, only an award of actual damages and profits is available to the copyright owner.

How is a Copyright Enforced?

In order to enforce a copyright in the U.S., the protected work must be deposited and registered with the Copyright Office. Moreover, since the right is essentially the right to make copies, to establish infringement of copyright, the copyright owner must prove that the substantial similarity between the protected work and that of the infringer is the result of a deliberate copying.

Registration

To register a work, send the following three elements in the same envelope or package to the Register of Copyrights, Copyright Office, Library of Congress, Washington, D.C. 20559: 1. A properly completed application form; 2. A non-refundable filing fee of \$10 for each application; 3. A non-returnable deposit of the work being registered.

ABATE of Indiana and copyrights
ABATE of Indiana’s logo is covered under current copyright laws and can only be used for official ABATE use. It cannot be used in personal, for-profit activities. You must respect all copyright laws when creating any promotions under the ABATE of Indiana name.

Booking entertainment for your event

Prepared by Frank J. Moyer, ABATE of Indiana state entertainment director, and president, A.M.E., Inc.

ABATE of Indiana has a state entertainment director whose primary responsibility is to manage entertainment for the Boogie®. This includes evaluating, contracting with and coordinating all aspects of ABATE's relationship with the talent and their agents. The entertainment director is also responsible for producing the show to make certain that the sound, light and back line providers know what is expected of them. Keeping the show on schedule and a lot of baby-sitting are a couple of the director's chief duties. A large venue such as the Boogie® has a substantial entertainment budget and presents a number of challenges. While your event probably won't have to address all of the issues that affect Boogie®, the following are some common sense guide-

lines for booking entertainment for any event and may prevent a lot of headaches.

1. Make sure you have seen the band. Not a friend of a friend that says they are great.
2. Always ask if the person in the band you are speaking with is the leader of the group. (The person who can make the decisions.)
3. Be specific with your offer.

For example:

- a. I will give you \$200 for a 4-hour show, 4-45 minute sets of music.
- b. I will give you free water and soda (no beer).
- c. I will give you 1 meal per person in the group.
- d. I will give you 5 free passes for the group and 5 free passes for a friend. Everyone else will be charged admission.
- e. I will supply adequate stage and electricity.
- f. You will supply sound and

lights.

- g. Show time is 9pm-1am
- h. You must be set up and sound checked by 7:00 p.m.

All of the above are just samples and can be adjusted by you to fit your needs. Make sure you send them a contract (page 52) specifying all of the above so there are no gray areas. Make sure they sign the contract and send it back. Make sure you stay in contact with the group. A call two weeks before your event is always smart. Remember, they work for you!

In addition to the Boogie®, the state entertainment director also works for you. Should you have questions or you don't understand the entertainment industry (who does?), don't hesitate to contact the director for advice or assistance.

Feel free to call Frank at his office if you have any questions, (816) 741-0210, or Email him at amemusic@sbcglobal.net.



Rules and regulations on alcohol

Provided by ABATE Legal Services, www.abatelegal.com, 800- 257-4337

ABATE does not promote drinking alcohol at events. The decision to drink alcohol is an individual one. If the membership wants to drink alcoholic beverages at an event, you should review the following considerations.

All ABATE functions should be scheduled wherein a vendor is encharged with the responsibility of serving alcohol, if alcohol is to be served at the particular ABATE function. For example, ABATE has been successful in the past holding its social functions at facilities with existing liquor licenses (i.e. American Legion, VFW and other restaurant and bar facilities). In connection with this, it is important that we receive a certificate of insurance that establishes that the vendor has liquor liability insurance that would cover the ABATE function.

As an alternative, the ABATE function could be served by a caterer with an approved liquor license and liquor liability insurance coverage. In that instance, a copy of the declaration page of the caterer's insurance policy should be tendered to the state office and/or ABATE attorney, so that a determination can be made as to the amount of insurance that is being provided by the caterer. We anticipate that the vendor could obtain at little or no cost, an endorsement on their policy which would cover ABATE of Indiana as well as the land owner on whose property the function is being conducted. Many of the county meetings, picnics, barbecues, hog roasts, etc., are held on property owned by ABATE members. They may or

may not have their own personal insurance coverage for this event. Recall that we have compromised one of our members conducting an event on their property who did not have insurance coverage. Fortunately, there was no basis for the claim involved, but with a change in the facts of this scenario, the end result could have been markedly different.

Finally, if the Region Director or County Representative has difficulty in finding a suitable caterer or establishment for their events, they should call ABATE state office and request the listing of institutions who have favorable comments about ABATE of Indiana and their experience with sponsoring ABATE functions (i.e. American Legion, VFW, Eagles Lodge and the numerous businesses who have welcomed us with open arms).

For those of you who have been successful in obtaining such a facility, we would appreciate your sending the name and telephone number of that facility together with the person that we have had contact with so that we can provide that person's name as a reference to other establishments.

As a final note, if the region or county is unsuccessful in obtaining either a caterer with a suitable liquor liability policy or a bar or club with a suitable policy, then the ABATE function is to be one without alcohol. Namely, ABATE cannot tolerate any of its representatives having anything to do with the supplying of alcohol. This does not mean that individual members could not bring their own alcohol. However, those members should be cautioned that they should bring alcohol for their own purpose and not for the

purpose of either resale or distribution to others during the course of an ABATE function. For example, no kegs should be divided up among members, nor should those members receive any kind of contributions for alcoholic beverages. Further, ABATE of Indiana should not have any role in supervising, allowing or disallowing of alcohol at an ABATE function other than that all members are admonished to be mindful of the laws of the State of Indiana and obey same. Certainly, no flyer or brochure of ABATE should advertise that the function is a "bring your own bottle" (B.Y.O.B.) or "bring your own alcohol" function. The ABATE flyer or advertisement should state only the social event, the nature of the activities and whether or not refreshments will be served. No comment should be made about alcohol in the brochure unless the vendor or bar or restaurant is providing alcohol for sale. In that event, a simple explanation that a cash bar will be provided by the serving entity (i.e. bar, restaurant or caterer).

It is proposed that any violations of these rules and regulations should be immediately reported to the state office and the Board of Directors for their further handling. We suggest that violations be dealt with severely with punishments ranging all the way from expelling the member involved to some form of probation, fine or other penalty. In any event, as we all know, this is serious business, posing hazards to ABATE of Indiana. For our mutual preservation, violations of these rules cannot be tolerated. Remember, ABATE of Indiana has a lot to lose!

Liability and risk management

Liability

Liability is a legal term for responsibility. It is 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

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 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 is 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 elimi-

nate 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 judgements can afford to assume the risk for their own negligence.

Managing risk: Reducing liability

There is no way to eliminate the possibility of being sued. There are ways, however, to reduce the likelihood of a suit, and there are ways to improve your defense if one comes. Your defense begins the moment you open registration. Please make sure everyone who participates, and/or works your event, signs a waiver form. Minors must have individuals waivers signed by their guardian.

Require discipline

As the organizer of an event, you, and specifically your referee, carry an enormous responsibility. You will have to exercise sound judgement and practice fairness. While your objective is to provide an enjoyable event, efficient administration will depend upon respect for your authority. The kind of participant or spectator who won't follow the rules, who questions your decisions unnecessarily, or who defies the authority of you and your authorized personnel is likely the type of person who will file a suit.

Under these circumstances, politely and immediately refund his admission or entry fee and ask that he leave the event and the property immediately. Legally, you have just changed his status from "invitee" to "trespasser," and you've significantly reduced your liability toward him.

See page 33 for the ABATE Event Insurance Premium Guide and Waiver Release on page 56.



photo from the American Motorcyclist Association

Recognized State Motorcyclists' Rights Organizations

The following organizations are recognized by the ABATE of Indiana Board of Directors as state motorcyclists' rights organizations:

- ABATE/Alabama Riders Assc.
- ABATE of Alaska
- ABATE of Arizona
- ABATE of Arkansas (Western, Southern & NW)
- ABATE of California
- ABATE of Colorado
- ABATE of Connecticut
- ABATE of Delaware
- ABATE of Florida
- ABATE of Georgia
- ABATE of Idaho
- ABATE of Illinois
- ABATE of Indiana
- ABATE of Iowa
- ABATE of Kansas
- ABATE of Kentucky
- ABATE of Louisiana
- ABATE of Maryland
- ABATE of Michigan
- ABATE of Minnesota
- ABATE of Mississippi
- ABATE of Missouri
- ABATE for Missouri
- ABATE of Montana
- ABATE of Nebraska
- ABATE of Nevada
- ABATE of New Jersey
- Jersey ABATE
- ABATE of New Mexico
- ABATE of New York
- ABATE of North Dakota
- ABATE of Ohio
- ABATE of Oklahoma
- ABATE of Ontario
- ABATE of Oregon
- ABATE of Pennsylvania
- ABATE of Rhode Island
- ABATE of South Carolina
- ABATE of South Dakota
- ABATE of Texas
- ABATE of Utah
- ABATE of Virginia
- ABATE of Washington
- ABATE of West Virginia
- ABATE of Wisconsin
- ABATE of Wyoming

Recognized Non-ABATE Organizations:

- Indiana AMA District 15 members
- Association Committee for Bikers, Hawaii
- Association For Motorcyclists, Oregon

- BIKEPAC of Minnesota
- BRO, Canada
- BRAG
- BCCOM
- CMRA
- CMT/ABATE of Tennessee
- Coast to Coast Bikers, NY
- Concerned Bikers Association, NC
- Concerned Motorcyclists Association, SC
- Confederation of Clubs
- Freedom of the Road Riders of Missouri
- Freedom of the Road, Vermont
- KMA\KBA of Kentucky
- MILES, North Carolina
- MMA of Arizona
- MMA of California
- MMA of Massachusetts
- MMRA of Minnesota
- MMA of Nevada
- NACM
- New Hampshire Motorcyclist Rights Organization
- Rhode Island Motorcyclist Association
- Street Bikers United, Hawaii
- TRAIN MRO, Inc.
- TMRA Texas Motorcyclist Rights Association
- United Bikers of Maine

NOTE: HOG membership is NOT accepted. MRF and AMA are not State Motorcyclists' Rights Organizations.

You must show a current membership card for validation.



photo from the American Motorcyclist Association

Event Suggestions

Portions reprinted from the American Motorcyclists Association

Displays and Exhibits

ABATE of Indiana has a program intended to provide positive exposure for the organization and increase interest in motorcycling for future generations. ABATE of Indiana's Childrens' Motorcycle Adventure - featuring the Tiny Tots Riding Experience - is a hands on activity that allows kids the chance to ride an actual motorcycle. This is not a training program, it is an opportunity to experience riding in a controlled environment. There are also other interactive components to this offering that give youngsters the ability to learn more about motorcycles and motorcycle safety. Should the family have an interest in rider education, anyone age 6 and older can enroll in the Dirt Bike School.

ABATE of Indiana has some unique equipment that is guaranteed to draw attention. One of the most visual tools is ABATE of Indiana's Awareness Motorcycle. This machine started its life as a sportbike. This one of a kind creation now serves as an ambassador for motorcycling and motorcycle safety, carrying pro-active messages on four on-board video screens and utilizing a state of the art sound system.

These, and other displays and banners, are available by contacting the ABATE state office.

Swap Meets

Bikers have been having swap meets since the origin of the first bike and the first breakdown. Originally, these events were truly a sharing of parts. Through the years, there has been some transformation. Hopefully, there is still the ability to buy, sell or trade obscure, hard to find, used parts, but swap meets have grown well beyond that. A large variety of motorcycle related products and services are often available. Leather, t-shirt and

other apparel vendors may be set up next to new and used motorcycle dealers, parts distributors and tattoo artists. Swap meets are also social events that frequently have entertainment such as music or contests. As a fundraising activity, the primary revenue is from charging an admission at the gate and collecting fees from vendors. The greatest expense is usually rental for a facility and advertising.

Bike Wash

A bike wash is a pretty simple, straight forward concept. You wash people's motorcycles and collect a fee or donation. This functions almost exactly like the car washes that you see at church and school parking lots every weekend, except you're washing bikes. You may be able to get a parking lot donated at no cost, just be sure there is access to water for a hose. You can often get those that volunteer to be the "washers" to bring their own supplies (sponges, buckets, soap, wax, etc...). Be sure to have plenty of towels for drying. Washing a motorcycle requires a little more attention to detail than washing a car, but they are also considerably smaller.

Battle Of The Bands

Entertainment events such as a "Battle of the Bands" have been popular since the 1960's. The concept is pretty simple and should not require a great deal of investment. Some establishments may allow you to use their facility and equipment at no charge since you will be providing entertainment that will bring customers into their business. Typically, the revenue is generated by charging admission for people to see the show. Some events also charge an entry fee to the bands that are competing, although this is rare since the bands are providing entertainment that you are not paying for. Winners may be determined by a panel of judges or audience response and

win some sort of prize or perhaps the opportunity to play a "paying gig" at an ABATE event in the future. The Entertainment Director can offer assistance as necessary.

Road Enduro

1) Road Enduro is a meet where speed is not the determining factor and a time schedule has to be maintained. The Enduro shall be conducted over little-used roads, regular highways or other types of terrain which may be negotiated by the power of the motorcycle and all of which are capable of being traversed by a conventional automobile. Written permission must be obtained from the owners or lessees of private property which the course may cross or be held upon.

a. No Road Enduro shall be more than 24 hours continuous riding. In any 24-hour meet, riders must be at least two scheduled stops of not less than 30 minutes each. A 24-hour meet shall be considered as a two-day run.

b. The course must be laid out in compliance with all local and state laws, ordinances, regulations and speed limitations. The course must be clearly and properly marked by the promoter. Two markers shall be placed at each turn and shall be identified by number or mileage to conform to the route card. Not less than one marker shall be placed for every two miles on straight stretches. A member of the promoting organization must proceed over the course ahead of the first entrants to see that all markers are posted. Any member who defaces, changes or destroys markers, or causes the same to be done, shall be permanently suspended from the organization. All markers shall have identification of the promoter and year upon them. All markers must be removed within two weeks after the meet.

c. Road courses marked with lime shall use the following standards 50 to 100 feet prior to any turn, a lime splash must appear on the extreme right side of the road. It should be placed to the right of auto wheel tracks so that cars do not wear away the lime mark prematurely. A second lime

splash must appear less than 50 feet from the proper turn, again on the extreme right side of the road. If the course is to go straight through an intersection, a lime splash must appear less than 50 feet after the intersection, again on the right side of the road. To minimize litter on the roadway, a second member of the layout crew should pick up the broken lime bags. An organization that frequently uses lime on courses may wish to consider making a liquid limer.

2) Program

a. General

I) The persons who actually lay out the course are prohibited from participation. No entrant may ride on the course previous to the day of the meet or he shall be disqualified.

II) Entrants must comply with all local and state laws, ordinances, regulations and speed limitations.

III) The course shall be covered by the power of the motorcycle or by the muscular energy of the entrant. Towing, as well as organized road repair and service (except at scheduled control and rest periods) is prohibited and violation shall result in disqualification. Entrants may assist each other on any part of the course, except that an entrant who ceases to be a contestant may not assist any other entrant.

IV) A route card shall be furnished to all entrants not less than one hour before the start. It shall give the Key Time for the Event Suggestions start and the Key Time for all Known Controls, as well as the exact mileage between turns and the direction of turn. It should also indicate by mileage an "official gas stop" as well as "gasoline available" location.

V) Starting positions may be determined whether by the order or receipt of entries or by drawing. Method of determination must appear on entry blank. At the starting time, which is one minute after the printed Key Time, the starter shall dispatch one rider every minute, unless there are more than 100 riders, in which case more than one entrant may be dispatched each minute.

VI) Entrants must remain on the marked course. An entrant leaving the course can continue in the meet only by returning to the point where he left the course.

VII) If motorcycles are to be sealed throughout the meet, such sealing shall be done by officials at the Starting Control and removed only by officials at the Finish Control.

VIII) If teams are to be recognized, they shall consist of three entrants (sidecar or buddy seat passengers not being considered as riders.) An Organization Team consists of three entrants who are members of a chartered motorcycle organization. Entrants may compete on only one team.

b. Checks (checking stations)

I) All checks will be conspicuously marked and readily visible. In case there are highway conditions contributing to the possibility that the check may not be seen in time, then the check will be marked in a manner to give reasonable advance warning that the entrant will be coming to a check. Checking stations or controls shall be placed so that contestants will not be needlessly delayed by traffic lights, speed limits, or congestion.

II) Flags displayed at check points must be as follows: Known Control... Yellow Flag Observation Check... White Flag Secret Check.. Red and White Emergency Check... Green and White — Diagonal Flag.

Flags must measure no less than 18" x 18". All flags must be conspicuously displayed and will designate the exact checking point. Checking time will be taken the instant the rider's front wheel arrives opposite the flag.

III) The finish may or may not be a Known Control, but if a rest stop or gas stop is scheduled, then that must be a Known Control. The checks need not be a Known Control, this being left to the discretion of the promoter.

IV) Checks shall not be more than 40 miles apart. Secret checks shall not be less than five miles from any Known or Secret Control or Check. If the meet is 100 miles or less, the minimum distance from

other checks shall be three miles.

V) At all checks there must be at least one member of the promotion organization or a duly authorized representative. This member shall insert the time on the checking sheets and sign the route cards or receipts for the entrants. The entrant must see that the checking sheet is signed by this official for him but no entrant is permitted to insert his times or signature upon the checking sheets.

VI) All checks shall be opened 30 minutes before the first entrant is due, and shall remain open until one hour, 59 seconds, after the last entrant shall have been due to arrive and depart. If more than 50% of the entrants still in contention at the previous checking station had reached a checking station which has been questioned, the questioned checking station will be declared official.

VII) The mileage at any check may be computed from the last Known Control and the time may be computed to an even minute. Any entrant arriving within 59 seconds after the even minute may be recorded as arriving on the even minute. Entrants may not stop within sight of a check or their time will be taken the instant they stop forward motion. Putting the foot down shall indicate the point of timing, but time will be taken if the entrant zig-zags or paddles the stall time.

VIII) Emergency Checks must be used for the purpose of breaking tied scores only. The time to an Emergency Check must be computed to an even minute. The time taken at an Emergency Check shall be taken in seconds, and in case of a tied score, the rider checking closest to 30 seconds within his minute due shall be the winner of the tied score, and if more than one Emergency Check is used the total emergency points lost shall be used to determine the winner of the tied score. In case a tie still exists, the Emergency Check closest to the end of a run shall be used to break the tie. The Emergency Check may serve a dual purpose and also be scored as a secret check. A diagonal green and white

flag must be displayed at Emergency Checks.

c. Scoring

I) Each rider shall be scored on points-lost system, the best score being zero.

II) An entrant failing to have his check card properly filled out shall have a penalty of 24 points deducted.

III) An entrant shall be penalized one point for every minute late in departing from Starting Control. Because of traffic or other conditions the final scoring may be completed at a Secret Check prior to the Finish Control and there shall be no scoring from that point to the Finish Control, but an entrant must reach Finish Control in order to complete the course.

IV) An entrant shall be penalized one point for every minute late in arriving at a Known Control. An entrant departing from a Known Control before his scheduled departure time shall be penalized two points for every minute ahead of scheduled time. There shall be no penalty for arriving early at any Known Control unless the entrant is over 15 minutes early.

V) An entrant shall be penalized one point for each second early or late at an Emergency Check.

VI) An entrant shall be penalized two points for each minute early and one point for each minute late upon arrival at a Secret Check.

VII) No penalty shall be recorded at an Observation check. However, at any checking station, if the entrant is more than 15 minutes ahead of his schedule at that point, or even one hour, 59 seconds late or has cut the course, he shall be disqualified at that point, but shall be credited with the mileage to the last timed section and shall be eligible for awards on that basis.

VIII) Results must be posted at least one half hour before they become official.

IX) Electronic or mechanical computers or two-way radios will not be allowed. Timing devices limited to mechanical or electric watches only.

Reliability Run

A Reliability Run is the same

as a Road Enduro except that it is conducted over highways, hard-top roads, backwoods dirt roads and other types of terrain, all of which are capable of being traversed by a conventional automobile. Prominent landmarks, such as a church, school, railroad crossing, etc., and official route numbers may be utilized as markers and indicated on a route card. Electronic or mechanical computers or two-way radios will not be allowed. Timing devices limited to mechanical or electric watches only.

Timed Road Run

A Timed Road Run is the same as a Road Enduro, except that no markers will be provided on the course. It is ridden by speedometer and route cards only. The route cards may contain turn-to-turn mileage and/or descriptive references such as road names, numbers, or descriptive landmarks. Electronic or mechanical computers or two-way radios will not be allowed. Timing devices limited to mechanical or electric watches only.

Economy Run

1) An Economy Run is a meet either based upon the distance traveled for any given amount of fuel or based upon the amount of fuel consumed to travel a specified distance.

a. The entry blank shall specify whether commercial gasoline or other type of fuel is to be used.

b. Gas tanks shall be filled by contest officials who shall seal tanks and carburetor unions.

2) A non-stop meet is one in which the motor is kept continuously running to determine the time or distance traveled before the motor stops. Motorcycles may be halted for fuel, making tire repairs, minor adjustments, or because of traffic, but the motor must remain running. Any stoppage of the motor, however caused, whether the motorcycle is halted or moving, shall mean elimination of the entrant.

Lime Run

1) A Lime Run can be conducted with a minimum amount of prepara-

tion and expense. A means of placing lime splotches on the shoulder of the road prior to every turn, and immediately following every turn, is all that is required. The winners are determined by how close they finish to the secret key time established by the layout crew.

2) Lime splotches will be deposited indiscriminately along the route (independent of turns). Winner will be the entrant whose count of lime splotches is closest to the actual number used to mark the route.

3) Lime splotches will be deposited before an intersection if a turn is desired. Within 1/4 mile after the turn, one splotch will be deposited as confirmation. Two splotches in close proximity will denote straight through an intersection or will denote confirmation at each 2-mile interval on a road that has no turns or changes. The winner is determined by arrival time at secret check points located on the route that has been keyed to the average speed established by the promoting organization.

Map Run

Maps of the run are provided each contestant just prior to departure. Map reading ability is essential for finding pleasure or success in this meet. Winners are determined by how close they finish to the secret key time established by the promoting organization.

Secret Mileage Run

All contestants follow the Road Captain of the promoting organization (or group of contestants follow a designated guide) on a scenic motorcycle ride. Odometers of the contestants' motorcycles and the Road Captain's and/or guide's motorcycles are taped over so that the mileage ridden cannot be seen. At the end of the ride all contestants submit written estimates to the mileage covered by the Road Captain. Winners are determined by the closest estimates of the course compared to the correct mileage as determined by the promoter.

Scavenger Hunt

Contestants are provided with a list of difficult-to-find items. None

of the items listed should be available for purchase. The point value of that item is shown. A predetermined time allowance for the hunt will be included with the instructions given to each contestant. Examples of objects to scavenge might be a flat rock, 10" ear of corn, gray feather, live minnow, cancelled postage stamp, etc. Winners are determined in each class by the total point value of the items found which are acceptable by the promoter.

Treasure Hunt

Contestants are provided with clues at each designated stop along a pre-arranged scenic motorcycle ride. Each clue is designed to bring out the detective in each entrant. At the end of the ride, the smartest (or luckiest) contestant will know where to look for the "treasure". Order of arrival at the site of the "treasure" (which shall be located out of plain view) will determine the finishing positions. Contestants helping other contestants or being helped must be disqualified by the Referee who will be on location watching for such practices.

Field Meet

A Field Meet is divided into many contests which test the skill of the entrant in handling his or her motorcycle. Contests which rely on speed alone are to be avoided by the promoter. Games for contests can be: ride the plank, bicycle tire toss, figure eight, backwards push, barrel push, balloon bust, etc. Games for couples on motorcycles can include: potato sack race and ride, apple dunk, nail drive and ride, blindfold find-the-motorcycle, etc. A person can drive in one event and be a passenger in another.

Egg Hunt

1) A suitable field or wooded area must be "salted" with colored eggs or similar objects. Point values for each of the colors are established and made available to the contestants.

2) Entrants are assigned numbers and divided into classes.

3) On the signal from the Referee all contestants begin looking for eggs, never losing physical contact with the motorcycle. Each egg must be singularly carried to the start/finish for deposit. At the termination of the allowed time for searching, all scores are tabulated and the winners posted.

4) Entrants will be disqualified by the Referee if they assist another competitor, or are assisted by another competitor or by a spectator. Entrants will also be disqualified by the Referee if they transport more than one egg per trip to the start/finish deposit area.

Trash Run

1) This is an event in which contestants depart from a designated spot and perform community service by gathering up litter within the area. There are no restrictions as to special bags or containers mounted on the motorcycle, as long as they are not detrimental to the safety of the road.

2) The organization must provide a scale on which trash is weighed. Winners are determined by the weight of litter or trash collected.

Observation Run

Objects or scenes of a fixed nature that are visible from the course will be designated to be observed. The winner is determined by the most accurate count as determined by the promoting organization. Method of marking course must be stated on flyer and/or explained at entrants meeting.

Heritage Run

Any type of event with proceeds above and beyond the organization's costs going the American Motorcycle Heritage Foundation.

Dual Sport Run

This event is conducted over highways, hard-top roads, backwoods dirt roads and other types of terrain not necessarily traversed by a conventional automobile. All entrants and their vehicles must be legally licensed for highway use. No speed competition or timing will be allowed. Routing may be accomplished by using descriptive

route sheets, arrows, maps, or trail guides.

Bike Show Guidelines

- 1) Motorcycle Categories
 - a. Stock Class:
 - I) paint and trim for the year of the machine,
 - II) four or less non-production accessory items.
 - b. Stock Class Vintage:
 - I) 10 years or older; all makes,
 - II) paint and trim for the year of the machine,
 - III) four or less non-production accessory items.
 - c. Semi-Custom Class:
 - I) stock paint and trim for the year of the machine,
 - II) five or more non-production accessory items.
 - d. Custom Class:
 - I) custom paint and/or altered equipment features,
 - II) four or more non-production accessory items.
 - e. Show Class:
 - I) unlimited alteration and modification of equipment,
 - II) machine need not be ridden to event.
- 2) Sidecar Category
 - a. Special unlimited category; all sidecars will be grouped into one category.
- 3) Trike Category
 - a. Special unlimited category; all three wheelers other than sidecars will be grouped into one category.
- 4) Entrant Appearance
 - a. Individuals
 - b. Couples
 - c. Organization Competition (a minimum of six members per organization)
- 5) Judging on appearance will be left to the sponsoring organization or promoting organization. A minimum of three judges will be required in all appearance contests. The scoring system will be a point scale of 0-10. Zero points will represent the minimum score and ten points will represent the maximum score. The judges may use any number between 0 and 10 to grade the appearance of the subjects. All scoring will be by secret ballot. Under no circumstances will there be any conversation between the judges.

6) Judging will be based on the following criteria:

a. Motorcycles - Stock or Semi-Custom classes

- I) Paint condition
- II) Chrome condition
- III) Seat condition
- IV) Overall appearance

b. Custom or Show classes

I) Overall appearance only

c. Entrant competition

- I) Suitability for riding
- II) Design and appearance
- III) Originality
- IV) Uniformity (for couples or organization competition)

V) Overall appearance

VI) Outfit must be worn riding to the event

d. Each category will be scored on the scale of 0-10. The judges' accumulated scores will be the entrant's total overall appearance score.

e. Supplementary regulations may be issued by the sponsoring organization. Each entrant in the appearance contest must be informed of these supplementary regulations in all advertising.

Bike Show Judging Tips

APPEAL Overall appearance, judgement made on a 10-second impression.

SAFETY Shocks, fork seals, brakes and adjustments, clutch and adjustment, mirror(s), lights, turn signals, grips, tire tread and condition.

DRIVELINE Belt, chain and adjustment, gear, sprocket, bearings, seals, overall mechanical condition.

ENGINE Chrome, paint, gadgets, seals, overall mechanical condition.

WHEELS Uniqueness, cleanliness, lustre, overall mechanical condition.

TRIM Uniqueness of mirrors, grips, wires, cables, hoses, neatness and overall mechanical condition.

SEAT Uniqueness, functionality, overall condition.

PAINT Uniqueness, condition, lustre, overall appearance.

CHROME Amount, condition, lustre, overall appearance.

DETAIL Cleanliness and overall sanity of entire vehicle.

Sanctioned events

How the System Works

Event dates are picked in November for the following year.

Sanctioning Rules

1) No county events held next to neighboring county events.

2) No region events held next to neighboring region events.

3) Only one sanctioned event per county.

4) No two events should be held on the same day within a fifty mile radius.

5) Exceptions to these will be charity events (state charity, toy runs, benefits, etc.) and others reviewed on a case by case basis.

Think about quality events and not large numbers. A lot of thought should be put into these dates, what you will do and do you need to do it? Do not just pick dates and hope something happens. Once a date is sanctioned, you are obligated to follow through with it. **DO NOT CANCEL.** This hurts your credibility as well as ours as an organization.

Once the schedule is set, your event advertising starts almost immediately. With all the dates set, the calendar will be printed in January magazine for distribution.

Then during the year, 60 - 90 days before your event, you send the information to the state office to create the flyer (if you do your own flyer, send the state office a copy). After the flyer is made (or after we receive your flyer), it is placed into two files. The first file will be for the magazine. Your event will be listed in a subsequent magazines (in the events section) until your event is held.

The region director will be mailed additional copies and the county representative hosting the event will receive extra copies. As you can see, sanctioning an event helps get the word out without you doing all the work. See *Sanction Event form on page 57*.

Other Benefits

Sanctioning keeps ABATE events from competing against others. This makes your events more successful.

Sanctioning also puts a limit on what happens in your area. This allows officers to plan their other activities. If it's not sanctioned, don't have it. Sanctioning also gives you time to go and enjoy other ABATE events.

Sanctioned events will allow you the support of our legal services in case of lawsuit. This is not so, for an unsanctioned event.

Exceptions can be made only when the region director feels it is absolutely necessary. Examples would be an inactive county just getting started. Region directors can submit to the state office the information to have the event sanctioned.

Using Flyers

Put flyers where non-members will see them - gas stations, laundromats, taverns, auto parts store, grocery, bike shops, etc.

Do the same with your meeting notices.

See page 34 (*Making Your Own Flyers*) and page 48 (*Flyer Request Form*)

Flyers and “Hoosier Motorcyclist” magazine

ABATE Event Flyer Production

Here are some guidelines on how to get professional looking flyers for your ABATE sanctioned events:

What flyers will we do? Flyers are made for sanctioned events only. Exceptions will be made on a case-by-case basis.

When can I request flyers? Flyers must be requested at least two (2) weeks before you want to start distributing them. NOT two weeks before your event!

When should I have flyers made? For the flyers to be effective, they need to be circulating for two (2) months prior to your event, and put in the Quarterly Guide of Events. (published in the magazine every three months: January, April, July, and October.

How should I go about requesting flyers? There is a flyer request form available (Page 48 of your guidebook). Please use this form to make copies for requesting flyers. This is an organized form to help us get your flyers done efficiently. Without this form it takes longer to get your flyers to you for distribution, and sometimes it isn't understood how you want your flyer done.

Who can request flyers? The flyers can only be requested by an officer and approved by the region director. It is part of their job to relay the information about an event to the state office.

Can the office mail flyers to the membership? The ABATE state office can't do mass mailings on flyers. We design your flyers for you, make copies and send an officer the copies with an original for additional copies. (Please include the name and address of the person who the flyers should be sent to.)

What should I include with my flyer request? Make sure to include; “For more information call...” Not only can the

party-goers contact someone for information on the event, but if we have a question about the flyer, we can call too. Also include, if it is an annual event, make sure you state whether it is 2nd or 10th or whatever.

Can I request flyers over the phone? We will NOT take flyer requests over the phone, they must be written down with all necessary information included to insure accuracy.

These are a few guidelines to follow to avoid problems and to make your job easier. If you would like us to take off the pressure and design your flyers for you, fill out a flyer request form and address it to the ABATE State Office, ATTN: Flyers.

“Hoosier Motorcyclist”

SUBMITTING MATERIAL:

1. Deadline is the first of the month prior to issue date. Must be postmarked, faxed, or e-mailed by the first.

2. Anyone can submit, Directors must!

WRITING:

1. Write clearly and neatly.
2. Make deadline or your letter will be held until next month.
3. Give times, dates, locations and names of events.
4. ALWAYS be positive.
5. Always read what you have written.
6. Recognize people who have helped.
7. Remember that your letter will be read one month later.
8. Try to keep it clean. No profanities.

UPCOMING EVENTS PAGES:

1. All flyers (requested or sent in) will be included.
2. If you don't have a flyer, send in request for information to be included.
3. Sanctioned events.

MEETING/EVENT LISTING:

1. Submit written request to have them listed, by mail or fax. (Include: Who, what, when, where, time and phone number only.)

2. Doesn't reflect “Upcoming Events” pages.

3. If meetings are the same every month, they will be carried over until notified of change.

4. Sanctioned events and approved charities only.

FAXING INFORMATION:

1. Same deadline applies. (First of the month.)

2. Write very clearly.

3. Leave one inch on all four sides of paper.

4. DO NOT use colored paper or pencil.

5. Include: who is sending, what it's for, and a phone number

6. Fax number 317-422 -8373

7. Call after faxing to make sure we received it and it is legible.

E-MAILING INFORMATION:

1. Same deadline applies. (First of the month.)

2. E-mail: hmc@abateonline.org

3. Save as text or type into e-mail.

4. When typing, always remember to: a) Single space between sentences. b) Return twice between paragraphs. c) Do not add formatting – We will format.

PHOTO SUBMISSIONS:

1. Color or black & white prints only. No slides or negatives.

2. We will print any ABATE event (with good photos). Good photos are clear, focused, and easy to see people or subjects.

3. Include with photos: Who, what, where and when.

4. Can also include: What happened, winners/events, etc.

5. Send photos of events no more than one month old.

6. Send all photos. We will send them back undamaged.

7. Include who took the photos.

8. Include address where photos should be returned to.

9. DO NOT E-MAIL PHOTOS, please send on disk if taken with digital camera, or prints from a film camera (unless sending 1 or 2).

10. DO NOT send prints of digital picture. Please send the digital files.

Public Service Announcements and Media Releases

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 a Public Service Announcement (PSA) last? Ten, 20, 30, 40 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" (VHS), 3/4" (U-Matic), 1", 2" (Reel)?

7) Can they use 35mm color slides, or 8x10 matte (dull) finish photographs? Should you restrict pictures to horizontal images?

Talk Show or Interview Guest (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?

Media Releases

THE WRONG WAY

ABATE will be holding a "meet 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 (answer the W's - Who, What, When, Where, Which, Why & 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 ques-

tions, can you still ask questions at the forum? Don't leave the reader guessing.

8) Run it on Sunday? It seems that everyone wants their release published on Sunday. Most people realize that 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 (on Sunday). Submit release well in advance and provide a time frame for running release. In addition to the "calendar" or events listing column, submit release to each different department or feature section. Media agency will not send copies to other departments.

Newspapers are divided into departments, be sure and gear the release to the appropriate department. If straight news of widespread interest send to Metro Desk. Weekend events should be sent to "Weekend Editor." If appropriate to special interest group it should be sent to the news feature department (business, travel, legal, legislative, social news, food, fashion, religion, etc.). When space is available (usually Sunday) feature material is a major consideration of newspapers. Some papers have columns devoted to recognizing local people along with their interests and activities.

Because the 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

ABATE of Indiana, Inc., Region XX will hold a Meet the Candidates Forum Tuesday, February 14, 2012, 7:30 p.m. at the Hall of 50 States, 1200 Main Street, Big City, Indiana. All candidates running for office in Right County have been invited.

If you have any questions you would like the candidates to answer, please address them to: Bob Smith, chair-person, 1102 Office Avenue, Small Town, Indiana

44936. 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. ABATE is a statewide, 501(c)(3) motorcyclists rights, safety, and advocacy organization.

(Please run in Sunday's UP COMING EVENTS and Tuesday's WHAT'S HAPPENING TODAY column. For additional information contact Bob Smith at 000-000-0000.)

Preparation Tips

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

PAPER Use plain white stock, 8.5 x 11 inch business size.

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.

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, 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.

ABATE Event Insurance Premium Guide

As mentioned on page 24, event insurance is required and must be requested on all sanctioned events two weeks prior to the event. Remittance is due within two weeks after the event.

The following information is to be provided to the state office:

1) Certificate Holder Name.

This is the name of the location of the event. Multiple locations are allowed, such as for each stop on bike runs.

2) Street Address. Street address of the location(s) of the event.

3) City, State and Zip of the location(s) of the event.

4) Event Name.

5) Event Date.

6) Expected attendance. See premium guide.

7) Field Events? Yes or no

8) Ride Mileage. Total number of miles, if applicable.

9) Requested by. This should be the event contact person.

10) Date of Request

Please have all of the above information available when requesting event insurance. All insurance requests are to be approved by the region director before submitting to the state office.

The certificate of insurance will be sent to the region director and/or forwarded to the designated person when it is received at the state office.

Payment per the premium guide is due to the state office within two weeks after the event. You will not receive a bill for insurance as costs are provided in the premium guide. You may use a copy of the certificate or insurance request form for your payment records.

Call the state office at 317-422-8040, or 800-232-2283 with any questions.

Insurance Premium Guide

Attendance	Class I	Class II	Class III
1-250	\$155	\$190	\$225
251-500	\$190	\$225	\$286
501-1500	\$253	\$424	\$475
1501-3000	\$530	\$582	\$689

Event Classifications:

Class I	Class II	Class III
Animal Shows	Concerts	All Field
Auctions	(No Rap)	Events
Motorcycle Sales	Horse Shows	Rodeos
Bike Wash	Parades	
Breakfast	Picnics	
Dinner	Dance/Shows	
Craft Show	Trade Shows	
Guided Tours	Tug-of-War	
Flea Markets	Belt Sanders	
Swap Meets	Campouts	
Meetings		
Plays/Movies		
Receptions		
Seminars		
Social Events		
Parties		
Speaking		
Engagements		
Blessing of Bikes		
Carnival (No Rides)		
Bike Run/Toy Run		

In order for any event to be covered on the master policy, it must be sanctioned as approved by the region director and you must notify the state office with the details, and remit the premium.

Making your own event promotional flyers

NOTE: The state office will create flyers for your sanctioned events (see "Forms" section), but if you prefer to do your own, here are some helpful suggestions.

1. WHAT exactly are you advertising? Get to the point, keep it short and simple.

2. WHO is putting this on? This doesn't have to be very large, but

make it large enough so people will know who is presenting this. Always identify ABATE of Indiana and always type ABATE in all capital letters!

3. WHEN is this happening? This should be secondary to WHAT. People don't want to have to search for dates.

4. WHERE & WHAT TIME? Tell

the people where this event will take place and at what time. This should also be large, but not as large as WHAT or WHEN. Directions should be placed at the bottom. See No. 7.

5. ACTIVITIES... This is where you give the people reasons to attend. What they will get for their money, or involvement? These items can be bold.

6. HOW MUCH? Admission price (members and/or non-members).. This doesn't have to be large or bold.

7. DIRECTIONS. This is where you put all the extra information people will need to know in order to attend.

8. FOR MORE INFORMATION... This is very IMPORTANT. If you do not sufficiently answer any questions about this event on the flyer, they need a telephone number and/or email address for information.

9. ARTWORK of some kind will get the attention of someone just glancing at the flyer (especially when it's next to others). You are trying to get attention and this is one of the best ways to do it. When using artwork on your flyer, please refer to page 21, "Basic Information on U.S. Copyright", to ensure that you are not breaking any copyright laws.

10. "An ABATE Foundation Event" MUST be present on all flyers.

Important Note: Remember that because of our gaming license, NO RAFFLES can be conducted. (See page 19.)

1 **WHAT**

2 Who is putting this on?

3 **When**

4 Where & What Time

5

EVENTS
PRIZES
ENTERTAINMENT
SPECIALS

6 How much?

7

- Directions
- Restrictions and/or Requirements
- Why (what for)

8 For more information contact:

9

10 An ABATE Foundation Event

ABATE of Indiana Legal Services Program



What is the ABATE of Indiana Legal Services Program?

The ABATE of Indiana Legal Services Program is a program which provides nation-wide legal services, accident investigation assistance, emergency medical information, professional motorcycling education, and legal education to members of ABATE of Indiana, Inc. and their families who are involved in personal injury accidents.

Who operates the ABATE of Indiana Legal Services Program?

The ABATE of Indiana Legal Services Plan is operated by ABATE of Indiana, Inc. (ABATE). ABATE maintains a "Program Service Center" in Indianapolis. The Program Service Center has a national toll-free (24 hour) emergency hotline, which members may use for assistance wherever they are. The ABATE of Indiana Legal Services Program is administered by the Program Administrative Committee.

Who may participate in the Program?

All ABATE of Indiana members, their spouses, and their dependents may participate in the ABATE of Indiana Legal Services Program. Services are also extended to prospective ABATE members.

What benefit does the program offer to members?

Legal Services At no additional cost to you, the ABATE of Indiana Legal Services Program will provide a referral to attorneys selected by ABATE who have agreed to provide legal services

While we hope that our members are not involved in a situation that results in a loss, it is a shame when insult is added to injury, literally. Victims are often taken advantage of by the legal process and insurers wanting to settle quickly.

It is imperative to be represented by quality legal counsel that understands you and best represents your interests. We are fortunate to have one of the nation's best litigators at our disposal in Rod Taylor. Rod is a rider and he supports ABATE and all motorcyclists.

As an attorney, he has been recognized and accredited by countless organizations.

If you need a lawyer, call one of our own, call Rod Taylor.

*Ride Safe,
Jay Jackson*

for personal injury accidents to members in the ABATE of Indiana Legal Services Program. It is up to the individual member and the ABATE attorney to negotiate the attorneys' fee. In no event will the attorney fees exceed 33 1/3% of the amount of any recovery received by the member as a result of the personal injury litigation.

Accident Investigation

If a member in the plan becomes involved in a personal injury accident, the member may immediately notify the ABATE Program Service Center and the plan will then provide the services of an accident investigator. The accident investigator will obtain copies of police reports, locate and interview witnesses, photograph the scene of the accident,

and provide other necessary investigative services.

Accident Notification

If a participant in the plan becomes involved in a personal injury accident, the member may utilize the national toll-free telephone number to contact the Program Service Center. If so requested, the Program Service Center will immediately notify the member's relatives concerning their personal injury accident.

Motorcycle Safety and Legal Education Programs

The program will also provide educational programs, seminars, and information concerning motorcycling safety and the legal rights of the motorcyclist. For motorcycle safety class information call 1-800-232-2283.

What should I do if I am involved in a motorcycle or personal injury accident?

#1 Immediately contact Rod Taylor at ABATE Legal Services and discuss with him the full facts of your case.

#2 Never give a statement to anyone other than as is required by the law, before you consult with your legal representative.

#3 Always (if you are physically able) obtain, or have someone obtain for you, the names, addresses and telephone numbers of witnesses to your accident.

How do I contact ABATE of Indiana Legal Services?

Call us 24 hours a day, nationwide at our toll-free number 800-25-RIDER (800-257-4337). For more information visit us at www.abatelegal.com.

ABATE Motorcycle Safety Division

Established in 1979, ABATE of Indiana's Motorcycle Rider Education Program has grown to be one of the most highly regarded programs in the United States. Since the inception of ABATE's Rider Education program, its instructors and sponsors have won hundreds National Awards. ABATE of Indiana was instrumental in getting legislation passed which required licensing for motorcycle operators in 1980. ABATE of Indiana's efforts were also key in implementing the State Legislated Rider Education Program which took effect in 1987.

ABATE of Indiana Motorcycle Safety Division Facts

ABATE of Indiana's Motorcycle Safety Division contracts through the state of Indiana to provide motorcycle rider education.

Funding for these courses comes from motorcyclists, through motorcycle registration fees. In simpler terms, motorcyclists pay for the availability of motorcycle rider education.

The State of Indiana sets program policy and monitors our rider courses and instructors. We have had these guidelines and been funded in this manner since 1987.

Individuals completing our motorcycle rider course are waived from taking the riding skills test to receive the motorcycle endorsement on their drivers licence.

The curriculum that we use is nationally recognized and certified. The core curriculum consists of 15 hours of instruction. Altogether with breaks, etc., our courses are generally scheduled for 18 to 20 hours.

The course takes the students, whether they're experienced or complete novices, through an intense learning process utilizing a building block system. Students learn and practice components of basic skills, and are required to put these components together to develop these skills and techniques.

Students eventually build basic skills into advanced skills, evasive maneuvers, and strategies, (both mental and physical) to use while riding on the street. In a controlled environment students are able to establish their capabilities and limitations, and also those of the motorcycle.

The students must pre-register for the rider course and pay a minimal tuition, which is determined by Bureau of Motor Vehicles policy. Students must be at least 15 years of age. ABATE of Indiana provides the classroom and classroom materials, the range area, motorcycles and the instructors. Students are required to provide their own helmet, eye protection, long sleeves, long pants, full fingered gloves, and sturdy footwear.

The course is a "pass or fail" course and students are required to successfully complete all sessions, pass a written evaluation and pass a riding skills evaluation to receive completion credentials.

Course completion may offer students a discount on their motorcycle insurance, as many insurance companies recognize the benefits of successful completion of the course. These courses have proven to reduce motorcycle accidents, injuries and fatalities.

Instructors must be nationally certified and recognized by the state of Indiana and ABATE of Indiana Motorcycle Safety Division to teach in the ABATE of Indiana Program.

The motorcycles provided are approved for training purposes. Motorcycle maintenance and fuel is provided by ABATE of Indiana.

In response to the increasing popularity of scooters, rider course students have the ability to utilize one while participating in a class.

These vehicles are step through motorcycles with an automatic transmission and will have an engine size similar to the rest of the motorcycles used in the training.

With the exception of shifting, the educational experience is the same using either unit. Further details are available on the website.

ABATE of Indiana also offers two other motorcycle courses. These two courses also meet criteria set by the State of Indiana.

One of these courses is for experienced riders. This is a 6 to 8 hour course for riders with over two years, or 5,000 miles experience riding.

The experienced course requires a student to pay a nominal tuition, provide all riding gear, provide their own motorcycle (must pass an inspection), present proof of insurance, and present their motorcycle driving endorsement, or motorcycle learners permit from the Bureau of Motor Vehicles. All necessary materials are provided by the sponsor (ABATE of Indiana). Students are required to provide their own helmet, eye protection, long sleeves, long pants, full fingered gloves, and sturdy footwear.

Successful completion waives the rider from the state riding and written exams for endorsement. The course stresses skills and riding strategies found to be lacking in accident involved motorcyclists from studies performed by independent and governmental agencies.

The other course ABATE of Indiana sponsors is an instructor course. This course certifies instructors, preparing them to conduct classes.

The instructor course is a very intense, 9 day, 100 hour (approximately) curriculum. Instructor candidates are taught about the curriculum, it's background and structure, basic teaching and presentation techniques, student evaluation, coaching and range management, and how to teach the course. Instructor candidates are evaluated on their riding and teaching ability, peer teaching, and student teaching. This is also a pass or fail course. Upon successful completion of the course, the new instructors must teach three courses over the next three years to be recognized by the State of Indiana, and three courses per year to stay current to teach for ABATE of Indiana. The state of Indiana also

requires instructors to go through an update every two years.

Facilities necessary to conduct these courses consist of a comfortable classroom with desks, chairs, TV and DVD player. There should be rest rooms and drinks available for student comfort also. It is also beneficial to have restaurants and motels fairly close to where the classes are conducted.

The area to conduct these courses (160'x260') is usually donated as a community service.

Annually, ABATE of Indiana contracts with the state of Indiana to train over 6,000 students at 16 sites through out the state. Training normally takes place from April to September (later in some areas).

Motorcycle License Examinations (BMV)

ABATE of Indiana is currently under contract with the Indiana Bureau of Motor Vehicles (BMV) to conduct motorcycle license examinations for persons holding a motorcycle learners permit wishing to obtain a motorcycle endorsement on their license. Locations, schedules and guidelines may be found at www.abateonline.org

Dirt Bike School

ABATE of Indiana's Motorcycle Safety Division is proud to offer off-road rider training.

The Dirt Bike School has been used to prepare law enforcement officers and military personnel in the safe operation of off-road motorcycles for years.

Riders start with the entire time spent performing hands-on training on the motorcycles. At the end of the school, students should have an understanding of the techniques necessary to stay safe, act responsibly and have fun while riding off-road motorcycles.

Some manufacturers may offer incentives including reimbursement for Dirt Bike School tuition. Since children as young as six years of age can enroll, the Dirt Bike School provides an opportunity for the entire family to participate in this exciting learning experience.

Most students prefer to use their own equipment, however loan motorcycles and gear may be available.

Lawrence County Recreational Park

Come down to the scenic hills of Lawrence County to experience off highway vehicle trails designed by riders for riders, featuring almost 400 acres of trails, rolling hills, meadows, wooded terrain and scenic ponds!

Lawrence County Recreational Park is located 12 miles south of Bloomington, IN, west of State Road 37 at the Judah stoplight (follow the signs). Take the first left behind the station. (GPS Coordinates: Latitude 38°59'19.59"N, Longitude 86°36'40.78"W)

Office Hours of Operation:

APRIL through OCTOBER:
Thursday-Sunday 9am to 5pm.

Call (812) 275-0186 for trail times
NOVEMBER through MARCH:
Saturday & Sunday 9am to 5pm.
Call (812) 275-0186 for trail times

LCRP will be closed on Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve and New Years Day, and the third full weekend in July for the Boogie®. The park will also be closed during special events/ races throughout the year. Please check the website for special events (www.abateonline.org).

Park Admission:

ABATE Members	\$10 per day
Non-Members	\$15 per day
Kids under 13	\$5 per day
RV camping	\$25 per night (with water and electric)
Camping	\$15 per night (primitive)

Everyone MUST sign-in and show photo ID before entering the park. If you are not signed-in, you will be considered trespassing and will be subject to arrest. No rain checks or breakdown refunds will be issued. Anyone under 18 MUST be accompanied by a parent or guardian.

Lawrence County Recreational Park Rules and Recommendations:

Waivers must be signed by all participants before admittance, OTHERWISE YOU ARE TRESPASSING.

Helmets and eye protection required.

Underage riders must be supervised.

Stay on trails.

Be considerate of younger or slower riders.

Pick up your trash. Pack it in, pack it out.

Riding permitted during daylight hours only.

5 mph idle zone in staging areas.

Impaired riding is prohibited.

Wristband must be worn and visible at all times.

We strongly advise the use of safety equipment: boots, gloves, long sleeve jersey, sturdy pants, and compliance with your state OHV laws.

Lawrence County Recreational Park, Inc. does not provide any medical insurance.



ABATE Products

All ABATE Products are shipped through the state office in Bargersville. The designs of these products are copywritten by ABATE of Indiana Inc. and are the exclusive property of ABATE of Indiana Inc.

Products can be purchased at the ABATE office during office hours, or:

1. **ONLINE:** Orders can be placed on www.abateonline.org with a credit card, 24 hours a day, seven days a week.

2. **MAIL ORDER:** By sending a request for items, along with credit card information, check, or money order to ABATE of Indiana Products, and appropriate shipping and handling for each order. ABATE Products, PO Box 665, Bargersville, IN 46106. 800-23-ABATE. Mon.-Fri. 8am-6pm

Ordering ABATE of Indiana Products to sell at your Region or County Events

Regions may order ABATE of Indiana Products to sell at their events.

Orders must be made at least two weeks before the event, and only by the region director.

To order ABATE of Indiana Products for your events you must

provide the following:

- Quantity of shirts
- Sizes of shirts
- Styles and colors of shirts
- Date needed by
- Address to send order to

Only directors may request an extension of time. Extensions will be granted on a case by case basis — for hardship reasons only.

Ordering Region and/or County ABATE Event Shirts

Regions and counties can order shirts for their ABATE Events through the state office. Because of our high volume of shirt orders you can benefit with high quality at low prices ordering your shirts through the state office. Please remember that not all events need T-shirts. If your attendance averages less than 100 people, consider the expense and that not everyone who attends an event buys a shirt.

To order event shirts, use the online order form at www.abateonline.org/officers/ShirtRequest.html, the form below, or send the following information to the state office:

1. IF COLOR FRONT DESIGN, please indicate color on copy of artwork. Please limit to 5 colors.
2. BACK DESIGN. One color

simple design such as name of event or region/county, etc. Consider selling sponsorship to cover shirt costs.

3. **QUANTITY OF SHIRTS**, minimum 100 shirts per order. Call for current prices.

4. **SIZES**, equaling total quantity.

5. **STYLE & COLOR** of shirts. (Example: black, short sleeve)

6. **DATE NEEDED BY**

7. **ADDRESS TO SEND SHIRTS.** Must be street address (not P.O. Box) because they will be shipped UPS.

Eight weeks is needed for new T-shirt orders.

Regarding Sales Tax

Even though ABATE of Indiana enjoys tax-exempt status, that does not mean that we are immune to all forms of tax. With specific regard to tangible items sold, we must collect, and pay, sales tax. If you sell T-shirts at your event, you must collect the appropriate amount of sales tax from the purchaser and we are required to report and pay that to the state. One of the advantages to purchasing your shirts through ABATE Products at the state office, is that this amount can be formulated into your acquisition so that the state office calculates and reports the tax.

— Please use for copies only — DO NOT REMOVE THIS FORM! — Please use for copies only —

Region/County ABATE Event T-Shirt Order Form

SHIPPING INFORMATION:

Region ____ County _____

Name of officer ordering:

Address to ship order to (no P.O. Boxes):

Date needed by (allow for shipping time):

Send order form to: ABATE of Indiana, Inc.
PO Box 665, Bargersville, IN 46106-0665

ORDER INFORMATION:

Name of Event: _____

Color of shirt: _____

Style of shirt: Call for current prices on different styles.

___ Short Sleeve ___ Long Sleeve ___ Tank ___ Sleeveless

Front Design Colors (maximum 5 colors): _____

Back Design Colors (maximum 5 colors): _____

QUANTITY (minimum 100, total sizes must equal qty.):

_____ Small _____ Medium _____ Large

_____ X-Lg _____ 2X-Lg _____ 3X-Lg.

_____ 4X-Lg

NOTE: T-shirts can also be ordered at www.abateonline.org

ABATE's position on motorcyclists' rights

ABATE of Indiana encourages the use of helmets, gloves, sturdy footwear, and protective garments in general, as a part of a comprehensive motorcycle safety program to help reduce injuries and fatalities in the event of a motorcycle accident.

While ABATE encourages voluntary helmet use by motorcyclists, it maintains a long-standing fundamental belief that adults should continue to have the right to decide when, or if, to wear a helmet.

ABATE of Indiana further believes that helmet use alone is insufficient to ensure a motorcyclist's safety. There is a broad range of other measures that can be implemented to improve the skill of motorcycle operators as well as reduce the frequency of situations where other vehicle operators are the cause of accidents involving motorcycles.

When speaking with a legislator, as an individual member, you are presenting your personal opinion and not serving as an official spokesperson.

Important Facts:

- The injuries, from which a helmet may protect a rider, do not occur until after a rider is involved in an accident. A mandatory helmet law does nothing to prevent an accident from occurring. ABATE has been a strong advocate of motorcycle rider education, improved licensing and testing and increased public awareness; all proven preventative measures that actually reduce accidents and improve safe operation.

- Helmets do not prevent accidents.

- Comparison of studies is complicated due to varying criteria, wherein one report references

riders, it is unclear if that includes passengers or specifically operators. Other papers may refer to the numbers of persons, crashes or vehicles intermittently. This can be quite confusing as the numbers are usually very close and are frequently compared in error.

- A Minnesota motorcyclist survived a crash only to be struck by a car while standing on the road attempting to flag down a motorist for assistance. This was subsequently counted as a motorcycle fatality.

- A Pennsylvania taxi driver, with multiple suspensions, was responsible for about two percent of the state's total motorcycle fatalities when he caused a crash with three motorcycles and killed five helmeted riders in a single incident.

- Motorcycle fatalities dropped by 10% in 2009 and preliminary reports indicate that 2010 numbers will be further reduced by at least 2%. The Motorcycle Industry Council advises that sales of replacement tires were up by 6.1% in 2010, suggesting an increase in motorcycle usage. A decrease in fatalities despite an increase in exposure would suggest that motorcycle safety and awareness programs, specifically rider education courses, have been successful.

- The National Transportation Safety Board has investigated over 120,000 airplane incidents, over 60,000 surface transportation incidents, and just 6 individual motorcycle incidents in their entire 44 year history — Apparently enough investigation to warrant adding mandatory helmet laws for motorcyclists on their "top ten most wanted list".

- According to preliminary data from the Governors Highway Safety Association, states that

have a mandatory adult helmet law had six fewer fatalities in 2010 than in 2009, while free choice states saw a reduction of 74. The state with the single largest decline in fatalities (Texas -60) is a choice state and a state which requires helmets on all riders tied for the greatest increase (New York +24).

- FARS continues to include "mopeds" in motorcycle crash statistics despite the fact that most states do not require registration of these vehicles. This practice skews the most respected method of measuring the effectiveness of motorcycle safety programs, which is the ratio of accidents, injuries and fatalities per 10,000 registrations.

Frequently Called Phone Numbers at Indiana Statehouse

House Telephone Center:
317-232-9600 and 9700

House Switchboard:
(R) 1-800-382-9841
(D) 1-800-382-9842

Senate Telephone Center:
317-232-9400:

Senate Switchboard:
800-382-9467

Deaf Line (Local):
317-232-0404

Deaf Line (Long Distance):
800-548-9517

Governors Office:
317-232-4567

For information on the status of a bill or the vote count on a certain bill, call either the Senate or the House Telephone Center and ask for Legislative information or visit www.accessindiana.com, a great reference tool on Indiana government.

The Legislative Process

Except for bills that raise revenue, which can only originate in the House of Representatives, the Indiana Constitution states that bills may originate in either House, but may be amended or rejected in the other. The following example begins with a bill originating in the House of Representatives.

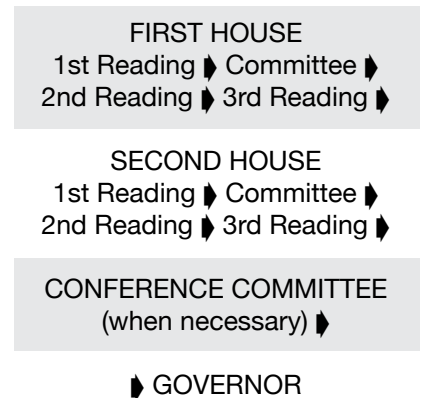
1. A Representative decides to introduce legislation, usually at the urging of a constituent.
2. Legal specialists (Legislative Services Agency) draft the bill.
3. Bills are introduced and assigned to committee by the Speaker of the House.
4. Committees hold hearings and they may approve, amend, or reject the bill.
5. Reports of committee action are submitted to the House for adoption or rejection of the recommendation.
6. Bills are printed for the first time after adoption of the committee report.
7. Bills are eligible for second reading in the House the second calendar day following distribu-

tion to the members.

8. Bills are handed down on second reading by the Speaker; amendments are made at this time, and the bill may be reprinted if deemed necessary.
9. Bills are handed down on third reading by the Speaker, and the merits of the bill are debated by the members at this time.
10. A roll call vote is taken. A constitutional majority is required for passage: 51 or more votes in favor of passage in the House, 26 or more in the Senate; a constitutional majority against passage defeats the bill.
11. After passage, a bill is transmitted to the Senate where a Senator has agreed to sponsor it.
12. All bills go through a similar process in the Senate. If amended, the House may accept or reject the amendments. If rejected, a House/Senate conference committee may be named, and the conferees may report any agreement reached for the consideration and adoption of both the House and Senate.

13. Bills are enrolled by printing the entire bill in the form in which it has passed both houses. Enrolled acts are signed by the Speaker of the House and the President of the Senate.

14. Each enrolled act is presented to the Governor who is required either;
 - a. to sign the act into law;
 - b. to allow it to become law without signature, or;
 - c. to veto it. The Attorney General reviews each enrolled act for constitutionality prior to the Governor's action.
15. After action by the Governor, the enrolled acts are printed and bound into volumes which become Acts of Indiana.
16. New laws take effect July 1 of the year of passage unless otherwise specified in the enrolled act.



ROADHAZARD.org

An ABATE Legal Services program

Motorcycle enthusiasts making our roadways safer

1.800.25.RIDER

info@abatelegal.com

The roadways throughout our great country have never been friendly to motorcyclists...

Whether it's those life-size potholes that appear from nowhere, the train tracks that have become so uneven they are more hazardous than traveling a gravel road, to construction areas that do not take motorcycles into consideration or the road signs that mysteriously disappear overnight. We are constantly on-guard against the challenges of manmade, as well as nature's elements.

Report problems today at www.RoadHazard.org

A Letter Writer's Guide to Legislators

Legislative Glossary

The following information is based on Congressional letter writing, but also applies to state legislators. Please keep in mind that only federal issues can be addressed by Congress and state issues by your state legislators.

Today's Congressional work schedule no longer permits the frequent and extended visits back home that used to keep members of Congress in close personal touch with their constituents. As a result, LETTERS from home have become the main form of voter contact and the prime source of constituency views. Your Senators and Representatives NEED to hear from you.

Writing an effective letter to your Senators and Representative is not a difficult task. Here are a few guidelines to ease you along.

1. Write on your personal or business letterhead, if possible, and sign your name over your typed signature at the end of your message.

2. Be sure your exact return address is on the letter, not just the envelope. Envelopes sometimes get thrown away before the letter is answered.

3. Identify your subject clearly. State the name of the legislation you are writing about. Give the House or Senate bill number, if you know it.

4. State your reason for writing. Your own personal experience is your best supporting evidence. Explain how the issue would affect you, or your family, business or profession or what affect it would have on your state or community.

5. Avoid stereotyped phrases and sentences that give the appearance of "form" letters. They tend to identify your message as part of an organized pressure campaign and produce little or no impact.

6. Be reasonable. Don't ask for the impossible. Don't threaten. Don't say, "I'll never vote for you unless you do such and such." That will not help your cause; it may even harm it.

7. Ask your legislator to state his/her position on the issue in their reply. As a constituent, you're entitled to know.

8. Consider the factor of timing. Try to write your position on a bill while it is in committee. Your Senators and Representative can usually be more responsive to your appeal at that time rather than later on when the bill has already been approved by a committee. Of course, this is not always the case. Sometimes your legislator may reserve judgment and his/her vote-until the sentiments of his/her constituency has been established.

9. Thank your legislator if he/she pleases you with his/her vote on an issue. Everybody appreciates a complimentary letter, and remembers it. On the other hand, if his/her vote is contrary to your position, don't hesitate to let him/her know. He/she will remember that, too.

Suggested Addresses and Salutations:

*Honorable John Doe
United States Senate
Washington, D.C. 20510*

Dear Senator Doe:

Or...

*Honorable John Doe
House of Representatives
Washington, D.C. 20515*

Dear Mr. Doe

See page 43 for state addresses.

adjournment Termination or closing of a session of the Legislature or committee until another set time for meeting.

adjournment sine die Final adjournment of legislative body adjournment "without day" being set for reconvening.

adopt To accept or approve.

agenda List of action or bills to be considered by standing committees issued prior to scheduled meeting.

amendment Changes in pending legislation by adding, deleting or modifying material.

apportionment Establishment of legislative districts after every 10th year federal census based on population with boundaries established by Legislature.

appropriation Money allocated by the Legislature to various departments or agencies for their operation.

attache Employee of the Legislature.

bicameral A legislature composed of two houses (i.e. Senate and House of Representatives). Only the State of Nebraska has a unicameral, or one house, legislature.

bill A proposal for the enactment of a new law, the amendment or repeal of an existing one, or appropriation of public money. The only vehicle for enactment of a law by the legislature. It may originate in House or Senate but must be passed on roll call vote by both bodies to become law.

calendar Listing of bills reported out of committees and ready for floor action.

caucus An informal meeting of a group of members-usually of same political party-to discuss policy or legislation.

chair Presiding officer of Legislature may be member, Speaker,

President or committee chairman.
chamber The area reserved for members and staff for conducting legislative sessions-also called "the floor".

chief clerk Chief administrative officer of the House of Representatives elected by House membership.

concurrence Action of one house agreeing to or approving proposal or action by the other body.

constituent A citizen residing within the district of a legislator.

convene To assemble; the meeting of the Legislature daily or at beginning of session as provided by Constitution or law.

debate Discussion of a matter according to parliamentary rules. decorum Proper conduct of legislator as set forth in House and Senate Rules.

digest, legislative Weekly publication of House listing bills introduced in legislature by number, short title, sponsors and committees to which assigned.

emergency clause Statement added to legislation which declares necessity of immediate enactment requires 2/3's vote by each house and becomes law immediately upon Governor's signature.

engrossed bill Version of bill which includes all amendments attached to original measure.
enrolled bill Final official version containing all necessary signatures.

gallery Balcony of House or Senate chamber from which visitors may view proceedings of legislature.

hopper Desk which assigns numbers to legislative measures and processes for introduction.

initiative A method of initiating legislation by the people.

interim Period between legislative sessions.

journal Official chronological record of each house-contains roll call votes, attendance records, committee assignments daily record of events, but not a verbatim transcript.

laid over A postponement of

consideration of legislative measure for a day-usually in connection with introduction and committee assignments in Senate.

Legislature The Senate and the House of Representatives make up the Indiana General Assembly.

lobbyist Person who seeks directly or indirectly to encourage the passage, defeat or modification of any legislation.

majority Group of legislators usually of same political party who have greatest number of elected members and who control top leadership positions, also the number of members necessary to pass legislation.

minority Group of legislators usually of same political party which numbers fewest members.

President (of the Senate) Position held by the Lieutenant Governor.

Pro tempore Designated officer of House or Senate to act in absence of Speaker or President.
quorum A majority of the membership necessary to conduct business.

recall Constitutional process by which elected officials may be removed from office.

recess Intermission in daily session or committee meeting.

referendum Constitutional process by which legislature or qualified voters may refer certain legislative measures to a vote of the electorate.

rules The set of regulations and parliamentary procedures adopted separately by House and Senate.

Secretary of Senate Chief administrative officer of the Senate elected by Senate membership.

Speaker Presiding officer of House of Representatives elected by House members.

veto The action of the Governor in disapproving a legislative measure.

Glossary of Committees:

committee of the whole Informal session of entire membership of House or Senate acting as one committee presided over by

chairman appointed by Speaker or President.

conference committee A joint committee made up of Representatives appointed by Speaker and Senators appointed by President to try to resolve differences in legislative measures. A majority of conferees of each house required to approve compromise before submitting to entire membership of each house for final approval.

select committee Created by Speaker or President to handle specific matters and usually dissolved when purpose accomplished.

standing committee Members appointed by Speaker and President at beginning of legislature-has continuing responsibility in a general field of legislative activity name reflects area of jurisdiction, i.e. transportation.

statutory committee Created by passage of legislation for specific purpose and with composition of membership defined.

subcommittee Small committee appointed by standing committee chairman to research and study bill or problem and to report findings to entire committee.

Bills Passed by Legislature and Signed by Governor Become Law as Follows:

with emergency clause Date Governor signs

with effective date Date given in measure providing it is at least 90 days after adjournment of Legislature.

without emergency clause or effective date Automatically 90 days after adjournment of Legislature.

When you write your legislators...

Because legislators at all levels of government make voting decisions that affect you and your families, it is important that you explain your position before they vote. The best way to defend yourself against interest groups who lobby with their own objectives, rather than yours, is by writing your representatives. The sample letter and hints for effective writing may help you express your opinion to elected officials.

REMEMBER: You must be a registered voter in order for your opinion to count. They will check.

Suggestions on how to write a better letter

1. Address it Properly

For Congress:
 Representative _____
 Senator _____
 U.S. House of Representatives
 United States Senate
 Washington, DC 20515
 Washington, DC 20510
 For State Senate, Delegate or Assembly members, write them care of your State Capitol.
 Indiana House
 200 W. Washington Street
 Indianapolis, IN 46204-2786
 (317) 232-9600
 (800) 382-9842
 Indiana State Senate
 200 W. Washington Street
 Indianapolis, IN 46204-2785
 (317) 232-9400
 (800) 382-9467
 For Local Officials: Write them care of their city, town or county government addresses which can be found in your telephone book.

2. Identify Yourself

Be sure to mention the state, congressional or legislative district, city or county in which you are a voter. Mention your ABATE affiliation as well.

3. Be Specific

When writing about legislation,

use the bill number (H.R.10, S. 100) or the title (the Labor Law Reform bill; the White tax reform measure) if you know them. If not, briefly describe the issue that concerns you.

4. Be Timely

Write when the issue is current, not after a key vote has been taken.

5. Explain Your Position

It doesn't take an expert to predict the impact of legislation. As a worker, a taxpayer, or a consumer, say in your own words, how the bill or amendment will affect you. Don't forget that a bill can change as it moves through the legislative process. So urge your legislator to oppose crippling amendments or support strengthening ones.

6. Ask for a Response

Urge your legislator to take action to support or oppose a bill, co-sponsor an amendment or whatever action you would like taken. Request (don't demand) a reply to your letter. This information will be helpful to lobbying efforts at home.

Other Tips to Keep in Mind

Be Brief. Write about one bill or issue at a time. Stick to motor-cycling issues only. Don't drag on or write a laundry list of legislative problems. A one-page letter will surely be read and is always the most effective.

Be Legible. If it is a handwritten letter, you might write a draft first and then make a second copy that is neater and shorter. Make it easy

to read, handwritten or typed.

Be Polite. Don't be threatening, demanding or abusive. That's an immediate turnoff.

Don't be a Pen Pal. Write on selected issues. Quality, not quantity, is what counts. Don't wear out your welcome.

Write it and Mail it

Once you've taken the time to write a letter - using these helpful suggestions or adopting a style of your own, don't forget to MAIL IT RIGHT AWAY. Remember, the time-

111 First Street
 Smithtown, IN 22222
 July 10, 2026

(1) Rep. Michael Jones
 Indiana House
 200 W. Washington St
 Indianapolis, IN 46204-2786

Dear Representative Jones:

(2) I am a registered voter in the city of Smithtown, in your district, and a member of International Brotherhood of Boilermakers Local 14. I am writing about (3) H.B. 10, the tax reform bill, sponsored by Representative White. The House of Representatives is supposed to vote on H.B. 10 next week. (4)

(5) As a taxpayer, I get upset by the many loopholes in the tax system which allow big business to escape paying its fair share of taxes. Because of that, working taxpayers like me are forced to pay higher taxes. The White bill will close many of these inequitable loopholes, if it is passed without crippling amendments, particularly the damaging one proposed by Rep. Blight.

(6) I hope you will support the White tax bill in its current form and oppose all crippling amendments. I would appreciate knowing your position on this much-needed reform legislation.

Sincerely,
 John Doe

ness of your communication is as important as what you've written.

Like the "right to vote," you have the "right to write." Legislators speak for you. You elected them, so you should tell them what you think. Send them a message. Then the next time they vote, they can't say they didn't hear from the members.



Membership Booth Public Relations Checklist

- Tables
- Table skirting
- Folding chairs
- Join ABATE today banner
- Canopy

- Pens
- Note pad for misc. notes and requests to follow up on
- Trash can
- Clear packing tape
- Scotch tape
- Zip ties

- Membership applications
- ABATE Brochures
- Bumper stickers
- Tour info
- Safety Info
- "Hoosier Motorcyclist" magazines to pass out and to show prospective members
- Region event / meeting info

- Cash box or bank bag for money
- Change (mostly ones, fives, and tens)

Knowledgeable people to staff the booth! Just because someone volunteers doesn't mean they will know enough about the organization to effectively communicate with prospective members.

Revised October 2012

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ABATE of Indiana, Inc. Event Budget Form

Region/County: _____ Event Name: _____

Event Date: _____ Rain Date: _____

Event Type: _____ Sanctioned: _____

Revenue:	Estimate	Actual
Gate Receipts (# attendees _____) (Admission fees _____)	_____	_____
Sponsorships	_____	_____
Food, Refreshment Sales	_____	_____
Field Event, Bike Show Fees	_____	_____
Vendor Fees	_____	_____
T-shirts, patches, etc.	_____	_____
Other (silent auction, contributions, etc.)	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
TOTAL REVENUE	(A) _____	_____

Expenses:	Estimate	Actual
Location Fees, Rental	_____	_____
Printing & Postage	_____	_____
Advertising	_____	_____
Food/Refreshments	_____	_____
Event Prizes	_____	_____
Entertainment, Band	_____	_____
Supplies	_____	_____
Portable Restroom Facility Rent	_____	_____
T-shirts, patches, etc.	_____	_____
*Insurance	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
TOTAL EXPENSES	(B) _____	_____

PROFIT (A minus B) _____

**Proceeds to: _____

*Insurance payment is to be made payable to ABATE of Indiana, Inc.
 **List name, address, federal id#, and amount of proceeds if benefiting a charity; Proceeds check must be made payable to ABATE Foundation; ABATE will forward proceeds where specified. NOTE: It is not necessary that any proceeds go to an outside organization.

Revised October 2012

Chairman's Checklist

Site & Facilities:

- Location _____
- Rental Fee _____
- Indoors _____
- Outdoors _____
- Rest rooms _____
- Large group meeting area _____
- Activity/games area _____
- Cooking area _____
- Concession area _____
- Camping area _____
- Electricity/power source _____
- Water _____
- Signs _____
- Gate access/security control _____
- Lighting _____
- Telephones _____
- Parking _____

Regulations:

- Insurance _____
- Fire _____
- Police (city/county/state) _____
- Permits _____
- License _____
- Legal _____
- Tax _____
- Contracts _____
- Safety _____

Equipment:

- Tables _____
- Chairs _____
- Shelters/tarps/tents _____
- Signs _____
- Lighting equipment _____
- Sound equipment _____
- Stage _____
- Power equipment/generators and gas cans _____
- Refrigeration _____
- Flashlights _____
- Masking/elec./duct tapes _____

Finance:

- Establish Budget _____
- Sponsors _____
- Donations _____
- Paying Bills _____
- Receipts _____
- Accountability _____

Sanitation:

- Portable toilets _____
- Dumpsters _____
- Trash cans and bags _____
- Showers _____
- Drainage _____
- Firewood _____

Security:

- Command post _____
- ID/T-shirts/vests _____
- Walkie-talkies and bull horn _____
- First aid kit _____
- Fire extinguishers _____
- Batteries and recharger _____
- Rolls of safety ribbon _____

Placement and Operation of Equipment and Attractions

Food & Beverages:

- Menu _____
- Purchase _____
- Storage _____
- Dispersment _____
- Cost _____
- Cooking supplies _____
- Serving supplies _____
- Leftovers _____
- Manpower schedule _____

Money:

- Cash boxes _____
- Change _____
- Receipt cash book (duplicate) _____
- Petty cash book (duplicate) _____
- Money bags, coin rolls & bands _____
- Safe _____
- Security/handling procedures _____
- Accountability _____

Tickets:

- Gate passes (color code) _____
- Registration forms _____
- Copy to printer _____
- Rolls of tickets (food, beverages, door prizes) _____

Entertainment:

- Type _____
- Budget _____
- Contracts/payment schedule _____
- Equipment needed _____
- Establish post event schedule _____

Awards:

- Prizes _____
- Trophies _____
- Display of awards _____
- Presentation time and people _____

Thank You:

- Keep track/sign in sheets _____
- Verbal _____
- Written letters and magazine _____

Gate:

- Waiver Forms _____
- Membership forms and sign-in book _____
- Pens and pencils _____
- Notebooks and post-it notes _____
- Poster board and markers _____
- Stapler and staples _____
- Scissors, rubberbands, safety pins _____
- String, rope, Ziploc bags _____
- Necessary contacts and phone numbers _____
- Extra extension cords and light bulbs _____

Publicity:

- Press releases / PSAs _____
- Advertising posters and flyers _____
- Copy to printer _____
- Media coverage at event _____
- Program of events _____
- Photos _____

Games/Activities:

- Secure area _____
- Type, rules, management _____
- Equipment needed _____
- Prizes _____

Clean Up:

- Dumpster/garbage bag pick up _____
- Return borrowed items _____
- Lost and found items _____

Report To Organization:

- Treasurer _____
- Board and members _____

See event budget report on page 45

Revised October 2012

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Tattooist Agreement

IMPORTANT INFORMATION FOR TATTOOISTS

All tattooists must read and sign this form.

In order to prevent the spread of blood-borne infections during ABATE of Indiana events, we have listed below the sanitary requirements to be followed by all tattoo artists. Inspectors from the Health Department will be checking each booth to ensure that tattooists are complying with these regulations:

1. Only single use disposable needles shall be used.
2. Needle tubes must be cleaned and autoclaved after each use.
3. Each tattooist must wash their hands using the lavatory sink at the beginning of each day, and use germicidal foam hand cleaner between each customer.
4. A new pair of plastic disposable gloves must be used for each customer.
5. Tattooists who are ill or who have skin infections on their hands (such as boils) must not perform tattooing.
6. Consent forms must be signed by each customer.
7. All used needles and gloves must be disposed of properly.
8. All skin cleaning and preparation materials, such as petroleum jelly and bacitracin ointments, must be dispensed in a sanitary manner using single use, disposable containers for each customer.
9. All dyes and pigments must be obtained from U.S. Government certified batches and must be dispensed from single service or individually portioned, sterilized containers.
10. When it is necessary to shave the area to be tattooed, only disposable safety razors shall be used.
11. The completed tattoo shall be washed with a piece of sterile gauze saturated with a germicidal solution from a single use container. After drying, antibacterial ointment shall be applied with sterile gauze.

This form must be signed and returned to ABATE of Indiana before any business takes place.

I HEREBY UNDERSTAND AND WILL CONFORM TO THE ABOVE REQUIREMENTS AS LISTED.

Signed: _____ Date _____

Printed Name _____

IMPORTANT: The local Board of Health may have additional requirements. ABATE of Indiana does not accept responsibility for tattooist compliance.

Flyer Request Form

Before you fill out this form, remember...

Requested by:
Name _____
Address _____
City, State, Zip _____
Phone _____
Email _____

- 1) Flyers will be created for sanctioned events only. (Some exceptions will be made for charity fundraisers approved by Region Director)
- 2) Flyers must be requested at least 2 weeks before you want the flyer, NOT 2 weeks before the event. (The sooner the better!)
- 3) Flyers should be sent out 60 days before the event, or listed in the "Upcoming ABATE Events" section of at least 2 magazines, to be effective.
- 4) To include who the copies are to be sent to. The state office cannot do mailings to your members but can provide labels.
- 5) If received early enough, this information will be included in the magazine's "Upcoming ABATE Events" section and quarterly event guide.
- 6) Only 50 copies can be sent for county events and 100 copies for region events.
- 7) Flyer requests can also be submitted through an online form at www.abateonline.org/officers/FlyerRequest.html
- 8) All flyers MUST include "An ABATE Foundation event" somewhere on the layout.
- 9) Raffles, 50/50s, and similar are considered gaming and cannot be held/promoted without proper license.

Event (Type of event): _____

Who is putting it on? (County and/or Region): _____

Date: _____

Time: _____

Location (Include starting & stopping for Runs): _____

Directions or maps: _____

Price (member & non-member?): _____

What is included in the price?: _____

Food?: _____

Contests?: _____

Entertainment?: _____

Events and/or Activities?: _____

Camping?: _____

Minimum Age?: _____

Vendor information?: _____

Membership required?: _____

For more information contact (Day & night phone): _____

Any ideas you have on how you would like it to look (including artwork):

Miscellaneous information:

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ABATE Property Use Agreement

I/We the undersigned agree to allow ABATE of Indiana, Inc. to use the property owned or controlled by me located at _____, for the purpose of _____, for a fee of _____. The event will take place on _____ with a rain date of _____.

I also agree to provide the following: _____

I/We agree that any problems that may arise which are not covered by this agreement will be settled by mutual agreement using good common sense in fairness to all parties involved.

Signed _____

Date _____

ABATE of Indiana Representative _____

Date _____

Additional Terms: _____

Region Monthly Report

Revised October 2012

Monthly Treasurer's Report (Page 1 of 2)

Region/County _____ for the month of _____ 20____

BEGINNING BALANCE (Including counties from page 2) \$ _____

INCOME

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Other income from page 2 (if any) \$ _____

SUBTOTAL \$ _____

PLUS BEGINNING BALANCE \$ _____

TOTAL INCOME **\$ _____**

EXPENSES

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Other expenses from page 2 (if any) \$ _____

TOTAL EXPENSE \$ _____

TOTAL INCOME LESS TOTAL EXPENSE \$ _____

ENDING BALANCE **\$ _____**

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Region Monthly Report

Revised October 2012

Monthly Treasurer's Report (Page 2 of 2)

County Balances

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total County Balances \$ _____

Additional Income

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Additional Income \$ _____

Additional Expenses

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Additional Expenses \$ _____

ABATE FORMS

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ABATE of Indiana Inc. Entertainment Contract

Address all correspondence and return signed contracts to: ABATE of Indiana, Inc., P O Box 665, Bargersville, IN 46106 Phone: 317-422 -8040, Fax: 317-422 -8373, Email abate@abateonline.org.

THIS CONTRACT is for personal services of musicians on the engagement described below, made this _____ day of _____, 20____, between the undersigned purchaser of music (herein called PURCHASER) and ARTIST(S), including the Leader. The ARTIST is engaged severally on the terms and musicians already designated have agreed to be bound by said terms and conditions.

1. ARTIST: _____
2. TYPE OF ENGAGEMENT: _____
3. PLACE OF ENGAGEMENT: _____
4. DATE(S) OF ENGAGEMENT: _____
5. HOURS OF ENGAGEMENT: _____
6. FULL FEES ENTERED UPON: _____

PAYMENT TO BE MADE AS FOLLOWS:

- A) \$_____ shall be paid by PURCHASER to and in the name of ARTIST'S Agent, security deposit, no later than _____.
- B) \$_____ shall be paid by PURCHASER to ARTIST, following the conclusion of the engagement in Cash or by Certified Check made payable to _____.
- C) \$_____ shall be paid by PURCHASER to Agent.

7. ARTIST agrees to pay _____% of the FULL FEES ENTERED within five (5) days of the engagement, if that percentage has not been paid directly by ABATE of Indiana Inc. as part of Item 6A (Deposit) or Item 6C (Direct Payment from PURCHASER).
8. If any members of said group are changed or replaced or if the ARTIST changes the group name, ARTIST is required to notify ABATE of Indiana Inc.
9. The agreement of the ARTIST to perform is subject to proven detention by sickness, accidents, riots, strikes, epidemics, Act of God, or any legitimate condition beyond their control.
10. The agreement of the PURCHASER to employ the ARTIST is subject to proven detention by sickness, accidents, riots, strikes, epidemics, Act of God, or any legitimate condition beyond their control.
11. This contract, and the terms and conditions herein, may be enforced by the PURCHASER and by each ARTIST who is a party to this contract or whose name appears on the contract or who has, in fact, performed the engagement contracted for and by the Agent(s) of each ARTIST.
12. All claims and disputes which may arise between PURCHASER and ARTIST(S) regarding the application or interpretation of any of the terms or conditions of this contract, including any disputes between the parties as to their respective obligations and responsibilities hereunder, shall be referred exclusively to binding arbitration.

WITNESS WHEREOF, the parties hereunder have hereto set their names and seals on the day and year above written.

 Print PURCHASER'S Name
 X _____
 Signature of PURCHASER

 Print ARTIST'S Name
 X _____
 Signature of ARTIST

 PURCHASER'S Address

 ARTIST'S Address

 PURCHASER'S City, State, Zip

 ARTIST'S City, State, Zip

 PURCHASER'S Telephone

 ARTIST'S Telephone

Any return engagement between ARTIST and PURCHASER up to one(1) year from date of this contract will be conducted through ABATE of Indiana Inc. and commission due thereof. Commencement of engagement together with physical deliver of this contract is deemed to be in acceptance of all terms by the PURCHASER and ARTIST(S).

Revised November 2009

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Request for Certificate of Insurance

Name of Event Location _____

Street Address _____

City , State and Zip Code _____

Event Name _____

Event Date _____

Attendance _____

Field Events? Yes No

Ride Mileage _____

Requested by _____

Date of Request _____

Revised November 2009

Request for Certificate of Insurance

Name of Event Location _____

Street Address _____

City , State and Zip Code _____

Event Name _____

Event Date _____

Attendance _____

Field Events? Yes No

Ride Mileage _____

Requested by _____

Date of Request _____

Revised November 2009

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Officer Acceptance Form

ABATE of Indiana Officer Acceptance Form

1 I, _____ (legal, full name), agree to hold the office of (check one)

- Region Director
 Assistant Region Director
 Region Secretary
 Region Treasurer
 Region LINC Rep
 County Representative
 Assistant County Rep
 County Secretary
 County Treasurer
 County LINC Rep

In the Region or County of _____

From (date) _____ to (date) _____.

2 I Was: Elected Appointed

I was appointed by _____

Date _____

3 If, at any time, for any reason, I cannot complete this term of office, I agree to surrender all ABATE paper-work, materials and property to another officer immediately.

4 I have read the by-laws of ABATE of Indiana, Inc. I understand them, and agree to uphold and abide by them.

5 If I do not abide by the by-laws of ABATE of Indiana, Inc., I understand I may be removed from office with proper notification, and I understand I may appeal such action taken against me.

6 I agree to maintain active membership in good standing with ABATE of Indiana.

7 I understand that although I am an officer in the organization, I do not have the authority to represent any official position or opinion for ABATE of Indiana without first receiving direct approval from my region director as specified in the protocol for “spokesperson” as determined by the board of directors.

Signed _____

Date _____

Voter's Registration # _____
(or copy of card/form)

Witness _____

Date _____

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Revised October 2012

Officer Resignation Form

ABATE of Indiana Officer Resignation Form

1 I, _____, presently holding the office of (check one)

- Region Director
 Assistant Region Director
 Region Secretary
 Region Treasurer
 Region LINC Rep
 County Representative
 Assistant County Rep
 County Secretary
 County Treasurer
 County LINC Rep

In the Region or County of _____

Resign from that office, effective (date): _____.

2 I am leaving this office (Choose either "A" or "B"):

A) Of my own free will.

I am not taking appointment to another ABATE of Indiana office. I understand I will not be eligible to hold another office until the next regular elections are held.

B) Because I am taking another office.

I was appointed to the office of (check one):

- Region Director
 Assistant Region Director
 Region Secretary
 Region Treasurer
 Region LINC Rep
 County Representative
 Assistant County Rep
 County Secretary
 County Treasurer
 County LINC Rep

By: _____, as of (date) _____.

3 I agree to surrender all ABATE paperwork, materials and property to

_____, as of (date) _____.*

Signed _____

Date _____

Witness _____

Date _____

* Items turned in should be itemized and initialed by officer taking possession. Attach list to this form.

Revised October 2012

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ABATE of Indiana Waiver, Release of Liability, Indemnification and Consent to Photo and Videotape Agreement

In exchange for my being allowed to participate in an "Event/Activity", conducted by ABATE of Indiana, Inc., ABATE Foundation, I, an adult 18 years of age or older and the individual identified below and signing this document, and on behalf of any minor(s) of whom I am the parent or legal guardian, agree to be bound by each of the following:

- Description of the Event/Activity.** During the Event/Activity, motorcyclists may participate in the Event/Activity which may include bike shows, contests, entertainment, and other related activities, all of which may involve some element of danger or hazard to spectators and/or participants.
- Voluntary Involvement.** I understand and confirm that my involvement in the Event/Activity as a "Volunteer" and/or my participation in the Event/Activity as a "Participant" and/or my presence as an "Attendee" (hereinafter "Releaser(s)") is voluntary.
- Identification and Assumption of Risks.** I understand that serious accidents may occur during the Event/Activity (which includes all related travel) and that Releaser(s) occasionally may sustain death or serious personal injuries, as well as property damage, as a consequence thereof. I understand these risks and know that my actions in the Event/Activity as Releaser(s), may involve such risks. I understand that this document is intended to address all of the risks of any kind associated with my actions as Releaser(s) in any aspect of the Event/Activity, whether named herein or not, including, particularly, such risks created by actions, inactions, carelessness or negligence on the part of ABATE of Indiana, Inc., ABATE Foundation, or its directors, officers, employees, agents, volunteers, successors, assigns, or persons acting under its permission or authority. I assume all risks in any way connected with my actions as Releaser(s) in the Event/Activity.
- Release and Waiver.** I, on behalf of myself and my estate, release ABATE of Indiana, Inc., ABATE Foundation, and their directors, trustees, officers, employees, agents, volunteers, successors, assigns, the owner/lessee of the properties upon which the Event/Activity is conducted, and all persons acting under their permission or authority (collectively "Releasee(s)"), from any and all liability for, and waive any and all claim(s) for death, injury, loss, damage, or expense, including attorneys' fees, in any way connected with my actions in the Event/Activity as Releaser(s) whether or not caused in whole or in part by the negligence or misconduct of any of the individuals or entities, or Releasee(s) mentioned above, or any other Releaser(s) in the Event/Activity.
- Indemnification.** I, on behalf of myself and my estate, agree to indemnify and to hold harmless including attorney fees and costs (in other words, to reimburse and/or to be responsible for Releasee(s) and all persons acting under its/their permission or authority from any and all claim(s) (including the costs of defending any claim(s) I or my estate might make, or that might be made on my or my estate's behalf, that is released or waived by this instrument) in any way connected with or arising out of my actions as Releaser(s) in the Event/Activity (including claim(s) relating to my actions while under the influence of alcohol or any other substance served or made available in connection with the Event/Activity, whether or not caused in whole or in part by the negligence or other misconduct of any Releasee(s), individual(s) mentioned above, or any other Releaser(s) in the Event/Activity.
- Binding Effect.** This instrument shall be binding upon me, my relatives, estate, personal representatives, heirs, beneficiaries, next of kin, or assigns and shall inure to the benefit of Releasee(s), any of the individuals or entities mentioned above, and its/their successors and assigns.
- Applicable Law.** This instrument shall be governed, construed, and enforced in accordance with the laws of the State of Indiana and that the Circuit Court of Hendricks County, Indiana shall have jurisdiction of any disputes for claim(s) among/between the parties to this Agreement.
- Consent to Photographs and Videotape.** Additionally, I further understand that while I am participating in the Event/Activity, my photograph may be taken or an image of me may be recorded on videotape, film, digital media or other media. I agree that I do not have an expectation of privacy while participating in the Event/Activity. I agree to allow Releasee(s) or its/their affiliate(s), or licensee(s) to use my name and/or image in activities, performances, portrait or photographic likenesses, or reproductions thereof, in whole or in part, in composite or distorted form, in conjunction with my own or a fictitious name and/or image, in color or otherwise, made through any medium, including but not limited to display and distribution in magazines, Internet web sites, or promotional videos. I release Releasee(s), all of those affiliated with it/them, and/or any licensee(s) from any and all claim(s) for damages, for liable, slander, invasion of privacy, violation of public rights, or any other claim(s) based on the use of the above-described materials.
- Minor Participant.** If the person(s) involved in the Event/Activity as Releaser(s) is not yet 18 years old, the undersigned agrees that as the parent or legal guardian of said minor individual(s), I, and my spouse or co-legal guardian, verify that I, and my spouse or co-legal guardian, fully understand, agree to, and accept all provisions of this Agreement on behalf of said minor(s). If I am not the legal guardian, I agree to indemnify Releasee(s) for any and all claim(s) brought by or behalf of said minor(s).

I HAVE READ THIS WAIVER, RELEASE OF LIABILITY, INDEMNIFICATION, AND CONSENT TO PHOTO AND VIDEOTAPE AGREEMENT. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS AGREEMENT. I AM SIGNING THIS WAIVER, RELEASE OF LIABILITY, INDEMNIFICATION AND CONSENT TO PHOTO AND VIDEOTAPE AGREEMENT, VOLUNTARILY.

Printed Name

Signature

Date

Name(s) of minor(s) (if applicable)

Event Sanctioning Form

Sanctioning Rules :

- 1** No conflicting county events held next to neighboring counties.
- 2** No conflicting region events held next to neighboring regions.
- 3** Only one sanctioned event per county annually.
- 4** Exceptions to these will be charity events (state charity, toy runs, etc.) and others reviewed on a case by case basis.

Please use one sanctioning form per event.

Name of event _____

Sponsor (county or region) _____

Date: 1st choice _____ 2nd choice _____

*Time _____

Location _____

*Price (members and/or non-members) _____

*Entertainment (music, etc.) _____

*Activities (field events, etc.) _____

*Camping/motels _____

*Minimum age? _____

*Vendors? _____

Phone numbers for info. (____) _____

 (____) _____

 (____) _____

Submitted by : Name _____

*Optional – if available. Phone (____) _____

Revised, October 2012

Event Sanctioning Form

Sanctioning Rules :

- 1** No conflicting county events held next to neighboring counties.
- 2** No conflicting region events held next to neighboring regions.
- 3** Only one sanctioned event per county annually.
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Please use one sanctioning form per event.

Name of event _____

Sponsor (county or region) _____

Date: 1st choice _____ 2nd choice _____

*Time _____

Location _____

*Price (members and/or non-members) _____

*Entertainment (music, etc.) _____

*Activities (field events, etc.) _____

*Camping/motels _____

*Minimum age? _____

*Vendors? _____

Phone numbers for info. (____) _____

 (____) _____

 (____) _____

Submitted by : Name _____

*Optional – if available. Phone (____) _____

Revised, October 2012

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Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶ _____	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Questions most often asked of the State Office

Q. Why do the northern regions seem to be more successful with their events?

A. One reason for the successful events in the northern regions, is the large membership they have. A lot of this has to do with population base. Along with that, these regions have been well established longer than other regions. The key to success in any region, is a core of dedicated and hard working members who believe in the causes of ABATE of Indiana.

Q. When is Sturgis and Bike Week?

A. Sturgis is the first full week in August and Bike Week, in Daytona, is the first full week in March.

Q. When is the Boogie® held?

A. The Boogie® is always the third full weekend in July. If the first falls on a Saturday, it is not considered a full weekend.

Q. Why didn't I get my magazine?

A. We may have a bad address. Your membership may have expired. If it's none of these, then you need to contact your local post office and let them know you aren't receiving your magazine. Please note that the magazine goes in the mail around the last week of the month prior to issue date.

Q. Why do I only receive 11 months of membership in ABATE?

A. You do get 12 months. If you join in August, your membership expires on the last day of July. Our membership is set up on a month to month basis. All members receive one extra "Hoosier Motorcyclist" after they expire.

This actually gives you more than 12 months of membership.

Q. Why haven't I received my membership card?

A. It normally takes two weeks to process your membership after we receive it at the office. Keep in mind that your friend, who signed you up, may not turn in your membership for a week or so. To avoid this, we encourage joining or renewing on our website. Exceptions to this occur after the Boogie®. We are swamped with over 4,000 new and renew memberships. It takes approximately six weeks to process memberships received at the Boogie®. Be patient.

Q. Is the Executive Director in?

A. Maybe, but please tell the person on the phone who you are and what you need. He or she may be able to help you with your problem. We receive hundreds of calls a day at the office, and it's not possible for the Director to talk to everyone that calls.

Q. What exactly goes on at the state office? Are they partying?

A. Our office is the same as any other corporate office. Thousands of pieces of mail are received and processed every year. Memberships are entered and updated, the magazine is prepared, flyers are created, letters are written to legislators, businesses, etc., helping solve problems over the phone and the list goes on — you get the picture.

Q. Where is Bargersville?

A. The location of the state office, Bargersville, is 15 miles south of Indianapolis on US 135.

Q. Do you have any information for the next event in my area?

A. Maybe, but please look in your magazine and the wenbite first. Most event information can be found in the event section, in your regional news or the quarterly Event Guide (included four times a year with the magazine).

Q. When do the motorcycle safety courses start?

A. Classes generally begin in April and run through September (later in some areas). The schedule is typically posted on our website in February (www.abateonline.org).

Q. What Congressional District am I located in?

A. The best way to find this information is to call your local court house. Also, much of this information is available on the Internet. A great website for this is AccessIndiana (www.in.gov/apps/sos/legislator/search)

Q. Why isn't my event listed in the ABATE events section?

A. The only events listed are those for which we have flyers. Even though you have a sanctioned date, the only way we can be sure of correct information is having a flyer on hand. If we make your flyer, it will automatically go in the ABATE events section. If you make your own, all you have to do is send it in before the first of the month. The information will then be listed in the following magazine. And yes, sometimes we do make mistakes!

Q. Why is our meeting left out of the meeting notice section every month?

A. The region director or secretary is requested to send an update of meeting dates and events each month for the magazine. Ask them if they have sent in the information.

Q. How do I get a free classified ad in the magazine?

A. Simply write down the information along with your name, address, and phone number and mail, fax or e-mail before the 1st of the month. We do not accept business ads for classifieds. Please keep to a maximum 100 words.

Q. Why was my letter not in this month's magazine?

A. You may have sent it in too late. The deadline for magazine articles is the first of each month. Sometimes, there simply may not be enough room. Once in a while, we even screw up and lose one.

Q. Why isn't someone at the office when I call during business hours?

A. Our business hours are 8:00 a.m. to 6:00 p.m., Monday through Friday. Make sure you are on the same time we are. Also, when the state events and seminars are taking place, the staff will be there taking care of business. Some days training or meetings may also be taking place. Due to the number of calls during certain busy periods, the answering system may pick up calls when all lines are busy.

If you have any questions about ABATE and its programs call the state office, it's the only way to get the right answers. It's always better to ask.

Addresses and Phone Numbers

ABATE of Indiana State Office

Mailing address:
P.O. Box 665, Bargerville, IN 46106
Street Address:
51 North Baldwin Street,
Bargerville, IN 46106
Toll-Free: 800-23-ABATE (2-2283)
Local: 317-422 -8040
Fax: 317-422 -8373
E-mail address:
abate@abateonline.org

Web site: www.abateonline.org
Hours: Monday though Friday,
8:00am-6:00pm

Motorcycle Safety Division

Mailing address:
P.O. Box 665, Bargerville, IN 46106
Street Address:
51 North Baldwin Street,
Bargerville, IN 46106
Toll-Free: 800-23-ABATE (2-2283)
Local: 317-422 -8040
Fax: 317-422 -8373
Web site: www.abateonline.org
Hours: Monday though Friday,
8:00am-6:00pm

ABATE of Indiana Corporate Office

Mailing address:
911 West Washington Center Rd.,
Fort Wayne, Indiana 46825

ABATE Products

Mailing address:
P.O. Box 665, Bargerville, IN 46106
Street Address:
51 North Baldwin Street,
Bargerville, IN 46106
Toll-Free: 800-23-ABATE (2-2283)
Local: 317-422 -8040
Fax: 317-422 -8373
E-mail address:
products@abateonline.org
Web site: www.abateonline.org
Hours: Monday though Friday,
8:00am-6:00pm

ABATE Legal Services

Mailing address:
P.O. Box 2850, Indianapolis, IN 46206-2850
Toll-Free: (24 hrs. Nationwide)
800-25-RIDER (74337)

ISU-Underwood Insurance Agency

Mailing address:
P.O. Box 118
Lafayette, IN 47902-0118
Toll Free: 800-852-5447
Phone: 765-742-7320
Fax: 765-742-7212
Web: www.underwoodagency.com
E-mail address:
cgraham@underwoodagency.com
Hours: Monday through Thursday
7:30am-12:00pm & 1:00pm-
5:30pm, Friday 8:00 am-12:00pm

Hoosier Motorcyclist Advertising Information

Issue deadline: First of every month prior to issue date. If a proof for approval is requested we need at least one week prior to deadline. Proofs are granted on request only.

Printing Specifications:
Printing Method Web Offset
Binding Saddle Stitch
Screens 110 line max.
Paper ... 50lb. Smooth White Offset
The following are acceptable for reproduction: Black & White or Color print photographs only (no negs); Black & White line art and some color line art; Black & White film negatives (to size).

Distribution: Over 22,000 copies of the "Hoosier Motorcyclist" are distributed, 3rd Class Bulk Rate, to over 28,000 Indiana motorcyclists, 3,000 motorcyclists across the country and overseas, in addition to approximately 900 through dealerships across the state. Monthly readership is approximately 35,000-45,000.

Advertising Rates:

Full Page, 7-1/2" h x 10" w,\$550
2/3 Page (vert.), 4-7/8" w, 10" h,\$400
2/3 Page (horiz.), 7-1/2" w, 6-3/5" h, ...\$400
1/2 Page (vert.), 4-7/8" w, 7-1/2" h,\$300
1/2 Page (horiz.), 7-1/2" w, 5" h,\$300
1/3 Page (vert.), 2-1/4" w, 10" h,\$200
1/3 Page (vert.), 4-7/8" w, 5" h,\$200
1/3 Page (horiz.), 7-1/2" w, 3-1/3" h, ...\$200
1/4 Page (vert.), 2-1/4" w, 7-1/2" h,\$150
1/4 Page (vert.), 4-7/8" w, 3-1/2" h,\$150
1/4 Page (horiz.), 7-1/2" w, 2-1/2" h, ...\$150
1/8 Page (vert.), 2-1/4" w, 4" h,\$80
1/8 Page (horiz.), 4-7/8" w, 2" h,\$80
Business Card (v), 2-1/4" w, 3" h,\$60*
Business Card (h), 4-7/8" w, 1-1/2" h, ..\$60*

Discounted Ad Rates:

Yearly advertisers will receive 10% off their monthly rates with a commitment to twelve (12) issues per year. Semi-annual advertisers will receive 5% off their monthly rates with a commitment to six (6) issues per year (they do not have to be consecutive months). *Business card advertisements are not eligible for discounts

ABATE of Indiana By-Laws

Article 1

A) This organization shall be known as ABATE (ABATE is not a club). A Brotherhood Against Totalitarian Enactments / American Bikers Aimed Toward Education

B) Will not discriminate against any race, religion, creed, nationality, or other basis, and will not violate laws emulating public policy.

Article 2

The officers of ABATE shall be: Executive Director, Operations Director, State Secretary/Treasurer, Region Director and County Representatives.

Article 3A

Duties of the Executive Director:

A) To preside at all State meetings.

B) To have general supervision of the affairs of ABATE, and run the organization under the guidelines set down by the Executive Board.

C) To appoint any person or committees to special tasks.

D) To personally represent the organization on proper occasions, lobbying and business contracts.

E) To assist all other officers of the organization and handle problems in general, that may arise.

F) To promote interest in the part of each member in ABATE life and ABATE activities.

G) To vote only when necessary to break a tie.

H) Required to own and/or operate a motorcycle and ride to at least one event per year (exception: medical reasons).

Article 3B

Duties of the Operations Director:

A) To assist the Executive Director in the day to day operations of the organization.

B) To oversee satellite operations of the organization. LCRP and Freedom Hall

C) To have general supervision of the affairs of ABATE, and run the organization under the guidelines set down by the Executive Board.

D) To personally represent the organization on proper occasions, lobbying and business contracts as directed.

E) To assist all other officers of the organization and handle problems in general, that may arise.

F) To promote interest in the part of each member in ABATE life and ABATE activities.

G) Required to own and/or operate a motorcycle and ride to at least one event per year (exception: medical reasons).

H) The Operations Director will perform the duties of the Executive Director in the absence of the Executive Director and at the direction of the Executive Director and/or the Executive Board.

Article 4

Duties of the State Secretary/Treasurer:

A) To keep and review all organization records.

B) To perform all duties pertaining to this office under the supervision and direction of the Executive Director.

C) To be responsible for Accounts Payable and Receivable.

D) To be responsible for the transfer of monies between accounts.

1) Any major transfer of monies, which does not include the day-to-day expenses of the State office, are subject to approval by the Board.

E) To be responsible for any investments made in with ABATE funds.

1) Changes to investments must have full Board approval.

F) To be responsible for all

insurance policies regarding ABATE employees or events.

Article 5

Duties of the Region Director:

A) To have general control over Regional activities including events, County Representatives, and Regional financial reports.

B) To sit on the Executive Board of ABATE of Indiana.

C) Required to own and/or operate a motorcycle and ride to at least one event per year (exception: medical reasons).

Duties of the Assistant Region Directors:

A) May be elected or appointed as decided by each region. Required to own and/or operate a motorcycle and ride to at least one event per year (exception: medical reasons).

B) Assistant Directors work under the supervision and direction of the Region Director.

Duties of the Region Secretary:

A) The Secretary performs all duties pertaining to this office under the supervision and direction of the Region Director.

B) Write a brief summary of the minutes and send one copy to the State office. (The county secretaries send their minutes to the region secretary, who sends all meeting minutes to the state office every month.)

1) Keep track of all the information which will be needed to fill out the year-end list of accomplishments.

Duties of the Region Treasurer:

A) The Treasurer performs all duties pertaining to this office under the supervision and direction of the Region Director.

Article 6

Duties of the County

Representatives:

A) To organize and administer their respective county organization within the state.

B) To answer to their respective Region Director.

C) If there is no assistant available to take over as County Representative, the Region Director will appoint an acting County Representative.

The duties of the Assistant County Representatives:

A) May be elected or appointed as decided by each region.

B) Assistant County Reps work under the supervision and direction of the County Representative.

Duties of the County Secretary:

A) May be elected or appointed as decided by each region.

B) The Secretary performs all the duties pertaining to this office under the supervision and direction of the County Representative.

Duties of the County Treasurer:

A) May be elected or appointed as decided by each region.

B) The Treasurer performs all the duties pertaining to this office under the supervision and direction of the County Representative.

Article 7

Duties of the Executive Board:

A) The Executive Board is comprised of the Executive Director and the Region Directors.

B) To set guidelines and have general control over ABATE affairs.

C) To investigate any written complaint registered against a member or officer.

D) To make final decisions concerning conduct problems.

E) The Executive Board will meet a minimum of 6 times per year.

The Advisory Committee

A) The Committee shall consist of four members and the Execu-

tive Director.

B) Three members will be elected by the Executive Board, and one appointed by the Executive Director.

C) If one member resigns or is suspended, the Executive Director will appoint a temporary replacement until the next Board meeting. The Executive Director cannot appoint more than one temporary committee member.

D) Terms will consist of two years, although a member can be voted in again after his first term.

E) The Executive Board must be advised of any decisions made by the Committee within ten working days.

F) The Executive Director will vote only in the event of a tie.

G) The Committee will meet once every month.

H) Non-Director members of the Committee will be reimbursed for travel expenses under the same guidelines as used for Directors.

Duties of the Advisory Committee:

A) Review the financial statements monthly and report on these to the Board.

B) Review the projected budget for the year, and report on this to the Board.

C) Review and recommend changes to the Board concerning ABATE properties, goals, and programs; research new programs.

D) Review and recommend salary and benefits for: Executive Director, Safety Director, Operations Director, and Editor.

E) Review and recommend applicants for positions of Executive Director, Safety Director and Editor.

Article 8

Election Procedures

A) General Guidelines:

1) All Regional and County elections to be completed by October 31st.

2) Each region is to have their election procedures on file at the state office and is to follow

said procedures in accordance with ABATE of Indiana state policy.

3) No voting by absentee ballot will be allowed.

4) Terms of all offices are January 1 through December 31.

b) Individuals signing up as members at the election meeting, or holding "guest" cards cannot accept nomination, nor do they have voting or nominating privileges.

c) There will be no "walk-in" memberships processed at the state office between September 1 – October 30.

B) Terms of Office:

1) All ABATE property and membership material will be turned over to new officers by Jan 15; this includes treasurer reports and necessary documents for transfer of checking account.

C) Eligibility for Nomination and Voting:

1) An individual may vote, or accept an officer candidate nomination, only in the region and/or county listed on their membership.

D) Officer Candidate Requirements:

1) Must be present at election meeting

2) Must be a registered voter, and show appropriate proof at time of nomination.

3) Before a candidate for Region Director can assume the office, he/she must have a minimum of one (1) year's experience as an ABATE of Indiana officer.

E) Officer Requirements:

1) All officers are required to attend their scheduled "county officer training" – attendance at the Fall Seminar is optional – with the understanding that they can make up missed training at another session.

2) All elected or appointed officers must sign an agreement form; failure to do so restricts them from holding the office regardless of voting.

3) All newly elected officers are expected to read and understand the ABATE of Indiana Constitution and Bylaws (you will

be provided with a copy), before signing agreement and taking office.

Article 9

This constitution is subject to change if thoroughly discussed by the Executive Board at a meeting where a quorum is present and after its third reading. Must be done by a majority vote. Policies can be changed by one reading and majority vote by the Executive Board.

Article 10

A) All event income goes to Region and then to state for operating costs. Income will be forwarded from the County Treasurer to the Region Treasurer then to the state office or charity if for a charity event.

B) In the event that ABATE of Indiana, Inc. fails to function, upon all operations being halted by the Board. All assets and properties will be donated to non profit or 501(c)(3) organization. A majority vote will be taken by those directors present as to what organization will receive all assets and properties.

Club Identification

A) ABATE is not a club. No ABATE back patches will be tolerated at any time.

B) Membership cards, T-shirts, stickers, ABATE state patch and other ABATE products are encouraged as ABATE Identification.

C) We encourage club membership in ABATE, but ABATE will remain as an independent organization fighting for bikers' rights.

Resignation or Suspension of an Officer

A) If an officer resigns for any reason he or she must sign resignation form and immediately turn over all ABATE of Indiana property and paperwork.

B) To replace Region Director leaving before term is over.

C) All other officers on regional level. Paperwork procedures are the same. Director makes ap-

pointments with majority approval of current officers at a regularly scheduled meeting.

D) County officer level procedure same as regional level only difference is members attending the meeting are involved and eligible with majority approval of attending members.

E) Any Officer not performing their job, after assuming office, may be removed from office by the Region Director or the state Executive Director.

Rules for Suspending Officers from their Position

A) After a thorough investigation of Officer, the Executive Director or the Administrative Director can suspend an officer and any events or activities of concern for thirty (30) days.

B) If suspension is needed to be permanent, a letter must be submitted to the Executive Board requesting suspension within five (5) working days from date of suspension.

C) The officer under suspension must request an appeal in writing within five (5) days to the Executive Board from date of notification by registered letter.

1) If no appeal is requested the suspension becomes permanent.

2) If an appeal is requested, a hearing will be scheduled within ten (10) days from date he received registered letter to investigate and make a ruling on the matter.

a) Committee may take up to ten (10) days to make a ruling.

3) ABATE Attorney should be present to act as an advisor to the Board.

4) The Committee will consist of an odd number of officers consisting of at least five.

a) Executive Director will preside over the hearing. (Vote only in a tie).

Rules for Suspending or Expelling members

A) Any member may be expelled, or have their membership suspended, for conduct unbecom-

ing a member of ABATE; a warning letter must be sent to the member by the Region Director before any suspension or expulsion proceeding occur.

B) Next, charges must be made in writing, and sent to the Executive Director.

C) The Advisory Committee will act as mediator and/or investigator and report back to the board for a vote.



As a member of ABATE, you support the right to have access to both off-road and street riding.

Find out what's in it for you at www.abateonline.org

ABATE Policy

- 1) ABATE annual membership fee: single-new \$25.00; single-renewal \$25.00; couple-new with same address \$45.00; couple-renewal with same address \$45.00
- 2) All reasonable expenses (phone, travel, etc) may be reimbursed to ABATE representatives if money is available and receipts are turned in. These expenses must be approved by the region director before incurred.

ABATE Functions

- 1) All ABATE events must be sanctioned in order to use the ABATE name in advertising.
- 2) Functions must be sanctioned to use ABATE money in promoting and hosting the event, and to be covered by the ABATE liability insurance policy.
- 3) Charity events must be sanctioned and must be approved by the region director and the executive director. One charity event per county and region per year unless approved by the board of directors.
- 4) Sanctioning will be approved at the November sanctioning meeting.
- 5) Additional events may be sanctioned with approval from the region director and the executive director.
- 6) No conflicting county events held next to neighboring counties.
- 7) No conflicting region events held next to neighboring regions.
- 8) Exceptions to these may be addressed on a case by case basis and will include the state charity event.
- 9) No alcohol or alcohol beverages will be sold or provided by ABATE of Indiana or its members.

State Charity Policies

- 1) Each region is expected to conduct an event for the ABATE Bikers Care State Charity each August.
- 2) ABATE of Indiana will retain 10% of gross revenue from the state charity donations.
- 3) Each region may decide whether to mail flyers to their members.
- 4) T-shirt sponsor monies will count toward prize awards, but not entry fee.
- 5) Regions are responsible for the costs for printing, mailing, patches, rockers, insurance, and all other expenses incurred for their event; the state office will deduct these costs from the event proceeds.

Elections policy

- 1) Membership to be notified of the nomination and election meetings thirty (30) days prior.
- 2) Nominations and elections for each office will be conducted separately, so that an individual, who is not elected for one office, can be eligible as a candidate for any remaining offices.
- 3) Individuals can be nominated for more than one office, but can only hold one office.
- 4) Unopposed nominees will be considered unanimously elected, without necessity of voting by ballot.
- 5) The offices of region treasurer and secretary may be elected or appointed as decided by each region.
- 6) To be eligible for accepting nomination, nominating another person, and/or voting, an individual must be a current member in that county/region, and show his/her membership card or be on the current active printout for that county or region.
- 7) Officer candidates may be nominated by another member or can nominate self.
- 8) If more than one assistant is elected, the person with the highest number of votes is named 1st assistant; 2nd highest number of votes is 2nd assistant, and so on.
- 9) If assistants are appointed by the region director, he/she determines the order of ascendancy.
- 10) In the event a region director cannot fulfill his/her term, the 1st assistant becomes the acting region director until the next scheduled election; if he is unable to do so, the next assistant in line becomes director.
- 11) If there is no assistant available, the executive director will appoint an acting director, after consulting with the county representatives for that region.
- 12) If assistants are appointed by the county representative, he/she determines the order of ascendancy.
- 13) In the event a county representative cannot fulfill his/her term, the 1st assistant becomes the acting county representative until the next election; if he/she is unable to do so, the next assistant in line becomes county representative.
- 14) Any member withdrawing from his or her office for any reason cannot resume said office until re-elected at regular election time the year after.
- 15) Upon any member giving up his or her office another member may be appointed by a majority vote to fill said office for current term.
- 16) Election policy will be filed at the state office for all regions and counties.
- 17) Revisions to election procedures must be performed at the region level, and filed at the state office.
- 18) Notification of elections shall be published in the Hoosier Motorcyclist in the region's section 30 days prior to the election.

State Secretary/Treasurer

- 1) Responsible for deducting 10% from all region monies collected for state charity, and using this money for state charity expenses.
- 2) Responsible for writing a check yearly to the MRF, not to exceed \$1 per active ABATE of Indiana member; that sum to be decided by the executive director.
- 3) Expense checks should be sent out no later than 15 days from receipt of report.
- 4) If expense report is incorrect or there are questions the treasurer is responsible for contacting the director to clarify.
- 5) Receipts are required for reimbursement.
- 6) Charity event checks are to be exchanged in a timely manner between region and state treasurer.

Region Director

- 1) To arouse interest in ABATE on a regional level.
- 2) To appoint special committees to handle tasks within respective regions.
- 3) To answer to the executive director in regards to any problems that may arise.
- 4) To keep the line of communication open to the state office.
- 5) Attend state functions and help where needed.
- 6) Must be a signatory on region checking account with region treasurer and state treasurer.
- 7) Should approve all county & region reports and minutes before forwarding to state office.
- 8) Must select someone to attend meetings in their absence.
- 9) Region director should submit expenses by the 5th of the month and state treasurer may send check within 15 days of receipt.
- 10) Must submit a letter in Hoosier Motorcyclist magazine each month.

Assistant Region Director

- 1) In the event a region director cannot fulfill his/her term, the 1st assistant becomes the acting region director until the next scheduled election; if he is unable to do so, the next assistant in line becomes director.
- 2) If there is no assistant available, the executive director will appoint an acting director, after consulting with the county representatives for that region.
- 3) If the region director cannot attend a state, region, or county meeting, it is the assistant's responsibility to attend.
- 4) The assistant is responsible for the safety report.

Region Secretary

- 1) Must notify region director of any counties not submitting required reports.
- 2) Make sure region director approves all county minutes before sending to state office.
- 3) Keep minutes of meetings.
- 4) Write a brief summary of the minutes and send one copy to the state office. (The county secretaries send their minutes to the region secretary, who sends all meeting minutes to the state office monthly.)
- 5) Record all region and county motions made, and forward to the state office separately from minutes.
- 6) Keep track of all the information which will be needed to fill out the year-end list of accomplishments. This information is due in no later than the Fall Seminar (November).
- 7) Make sure minutes only have ABATE related information.

Region Treasurer

- 1) All event income goes to region and then to state for operating costs. Income will be forwarded from the county treasurer to the region treasurer then to the state office within 10 days of event.
- 2) Region director and state treasurer must also be signatories on any region checking accounts.
- 3) The region treasurer forwards a report of balance in the region account at December 31 each year to the state office.
- 4) There can be NO political contributions made from ABATE of Indiana funds.
- 5) There can be NO gifts of money, loans or other forms of assistance from ABATE of Indiana funds directly to one of our members.
- 6) Region treasurer is responsible for notifying region director of any reports not received in a timely manner.
- 7) Receipts must be turned in with all event reports.
- 8) Monthly treasurer reports are to be sent to the state office.
- 9) No county checking accounts.
- 10) No region or county representative should be in the same immediate family.

County Representative

- 1) To keep the state office informed of membership problems, address changes, etc.
- 2) To keep the region director informed regarding local ordinances and issues on a county level.
- 3) To select someone to attend meetings and events in their absence.
- 4) To help recruit new and maintain current members.
- 5) To represent their county by attending region meetings.
- 6) To participate in all county and region events.
- 7) To submit a monthly letter to the Hoosier Motorcyclist magazine.

Assistant County Representative

- 1) In the event a county representative cannot fulfill his/her term, the 1st assistant becomes the acting county representative until the next election; if he/she is unable to do so, the next assistant in line becomes county representative.
- 2) If the county has no LINC representative, it is the responsibility of the assistant to fulfill the position.
- 3) If the county representative cannot attend a state, region, or county meeting it is the responsibility of the assistant to attend.

County Secretaries

- 1) Write a brief summary of the minutes and send one copy to the state office. (The county secretaries send their minutes to the region secretary, who sends all meeting minutes to the state office monthly.)
- 2) To record all county motions made and forward to the region separately from minutes.
- 3) Keep track of all the information which will be needed to fill out the year-end list of accomplishments. This information is due in no later than the Fall Seminar (November).
- 4) Make sure minutes only have ABATE related information.

County Treasurer

- 1) All event income goes to region and then to state for operating costs. Income will be forwarded from the county treasurer to the region treasurer, then to the state office within 10 days of an event.
- 2) There can be NO political contributions made from ABATE of Indiana funds.
- 3) There can be NO gifts of money, loans or other forms of assistance from ABATE of Indiana funds directly to one of our members.
- 4) Receipts must be turned in with all event reports, no exceptions.
- 5) Monthly treasurer reports are to be sent monthly to the state office.
- 6) No county checking accounts.
- 7) No region or county representative should be in the same immediate family.

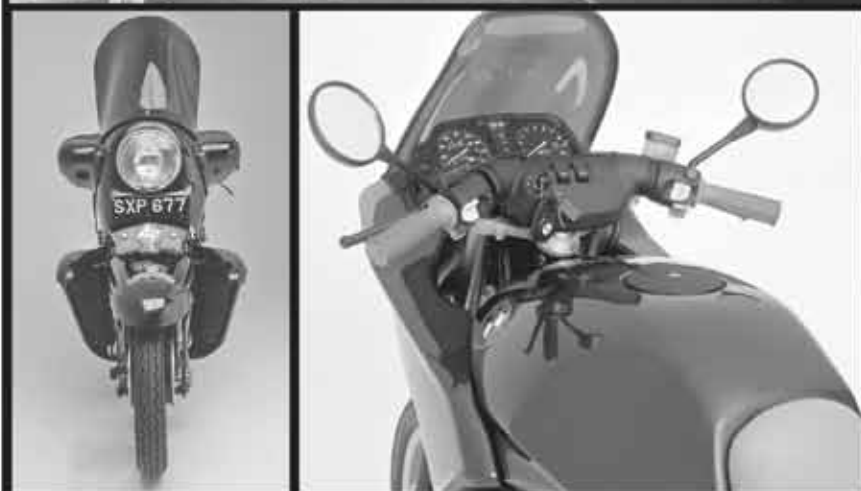


Website/Facebook Guidelines

- 1) No nudity.
- 2) Minimal profanity.
- 3) No political endorsements or links to campaign websites. Being a 501c3 not-for-profit organization, we cannot endorse candidates or have links to their campaign websites.
- 4) No references to poker runs, 50/50 drawings, cash prizes, or games of chance. Because of ABATE of Indiana's gaming license, we cannot promote these types of activities.
- 5) You can use the ABATE of Indiana logo on region or county websites only, but please do not alter the logo.
- 6) When linking to other websites, please consider who will be looking at this information, and whether it will benefit or hurt the organization.
- 7) Please inform the state office and region director/county rep of all ABATE of Indiana websites.
- 8) Please link directly to the ABATE of Indiana state website pages (www.abateonline.org) when referencing specific information (ie. By Laws, What is ABATE, History of ABATE, State Event Calendar, etc.), so that when changes are made, they only have to be changed in one location. Please do not copy this information to your website.
- 9) Please try to keep the content motorcycle related.
- 10) Do not use the website to slander or attack individuals.
- 11) All ABATE of Indiana websites must be in the control of an ABATE of Indiana officer, and they must have access to change or transfer control to others when the current "webmaster" no longer wishes to maintain the website.
- 12) Region/county website URL (domain names, i.e. abateonline.org) should have a standard naming convention.
 - a. The best using internet standards would be (eg. abate-in-region0.org, with the county/region being after "-in-").
 - i. This maintains continuity and a good guide to the web user looking for this information. It is ABATE, it is Indiana ABATE and then it drills down to the sub level of the ABATE hierarchy.
 - b. The state should offer to purchase these names at going domain name purchase price.
 - i. This will keep availability for changes to be made by the state to the hosting, management, and up time.
 - ii. These domain names should have a ".org" suffix to show we are an organization.
 - c. We should not be selling anything on the county/region websites unless prior permission is obtained from state.
 - i. Banner ads can be sold as long as they follow these guidelines and the ones listed below:
 1. All money generated by ad sales go to region account to be included as ABATE income
 - a. Bills for the website can be paid out of the same revenue.
 2. Follow the same standards for ad placement as you would for a t-shirt sponsor for an ABATE Kid's event.
 3. Banner ads cannot take over the general message of the page. Use common sense.
 - d. If message boards or forums are run on the county/region websites, they should be moderated and use bad word filters.
 - i. Control the out of hand nature of most forums.
 - ii. Disagreement is acceptable but bashing or personal vindictive acts and statements will not be tolerated.
 - iii. If the county/region webmaster does not have the time to dedicate to moderating such forums, do not use them. You will open yourself up to violating many of these standards.
 - e. Most email hosting accounts offer free pop email accounts, (ie. jbrown@abate-in-region00.org). You can offer these to your members as a selling point to get people to check the site regularly. This can also build your newsletter mailing list for broad notification of upcoming events.
 - f. All county/region websites must contain a privacy/use statement on the site and a footer that points to that statement.
 - g. County/region websites can contain local community information. This helps build community relationships.
- 13) Ideas for content:
 - a. Highlighting upcoming events
 - b. Local business recognition
 - c. Local member recognition
 - d. Links to state event calendar
 - e. Links to state ABATE information
 - f. Pictures of past events
 - i. Please keep "'Hoosier Motorcyclist's'" submitted pictures un-published on your site until you have received an issue of the magazine the month after your photos are published.
 - g. Local weather
 - h. Maps of routes for rides
 - i. Local landmarks
 - ii. Show motorcycle enthusiasts reasons to make your community a stop in their riding plans.
 - j. Biker friendly local establishments
 - k. Local road hazards
 - l. Event staffing schedules
 - m. Featured bikes
 - n. Tech tips

For The Members, By The Members
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How To Choose A Lawyer

By: Rod Taylor, ABATE Legal Services

Our attorneys have over 100 years of combined trial experience. We have office facilities in the state of Indiana, Ohio, Kentucky, Missouri, Pennsylvania, Virginia, North Carolina, District of Columbia, Texas, Colorado, California and New York, and other facilities throughout the country.

Reputation: Select a lawyer who has a proven track record and is well established in the community. Your claim should not be on-the-job training for your lawyer. Choose a lawyer who has experience and is dedicated to protecting the rights of motorcyclists.

Strength & Stability: Big corporations and their lawyers vigorously challenge the rights of injured motorcyclists and their families. Choose a lawyer with the resources, experience and staying power to go the distance, including jury trials and appeals.

Years In Practice: Our lawyers have over 100 years of combined experience in the areas of:

- Personal Injury
- Motorcycle Accidents
- Wrongful Deaths
- Automobile Accidents

Free Consultation: In personal injury or wrongful death claims you should always receive a free consultation and have the option to pay no fee unless you receive a recovery. All our injury cases are handled on a "Contingent Fee" basis. Many lawyers charge a 33-1/3% to 40% and increase their percentage if they have to try the case and/or appeal the case.

Experience: Our lawyers are licensed to practice throughout the U.S., including: Colorado, Illinois, Indiana, Kentucky, Maryland, Michigan, Missouri, North Carolina, Ohio, Pennsylvania, Texas, Virginia, the District of Columbia, United States Court of Appeals for the Sixth, Seventh and Ninth Circuit, United States Supreme Court

Client Service & Support: Above all, choose a firm that understands your needs. Client service is our top priority. A full staff is available in our offices to assist you. Your case is important and we will do our best to bring your case to a successful conclusion as quickly as possible. Our lawyers ride motorcycles, and are involved in motorcycle rider education.