



A.B.A.T.E. of Kansas District 3

District 3 Policies and Procedures

Officers

1. A.B.A.T.E. of Kansas District 3 will have two classes of officers.
 - a. District Board of Directors
 - i. District Represented
 - ii. Vice Representative
 - iii. Treasurer
 - iv. Secretary
 - v. Sgt. of Arms
 - vi. Member at Large
 - b. County Representative
 - i. There are no County Board of Directors.
2. District Board Members General Duties
 - a. District board members shall attend all district meetings.
 - i. In the event that a board member obtains three unexcused absences in a fiscal year, that member shall be removed by vote of the members.
 - ii. Board member absences can be excused by a vote of the members accepting the terms of the absence.
 - b. District Representative
 - i. Communicate the organization's goals and objectives as voted on by members that follow state and district policies.
 - ii. Conduct and preside over district meetings.
 - iii. Is responsible for attending state meetings, conveying business and transactions to the state, then reporting to the district.
 - iv. Ensure the district policy and procedures are reviewed annually.
 - v. Can make the deciding vote in case of a tie in any election or special elections held.
 - c. Vice Representative
 - i. Conducts and presides over meetings in absence of the District Representative.



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- ii. Attend the state meeting in absence of the District Representative.
- iii. To help provide direct impact to the agenda building process.
- d. Secretary
 - i. Is responsible for taking meeting minutes of each meeting.
 - ii. Report meeting minutes to the state editor to be posted in the newsletter after being reviewed by the District Representative.
 - iii. Help maintain records of all business and correspondence.
 - iv. Must turn over all records in a timely manner after each meeting
 - v. Maintain district membership list and mail out membership renewal reminders.
 - vi. Report membership numbers at meetings.
- e. District Treasurer
 - i. Responsible for all the financial reporting for the district
 - ii. Responsible for depositing monies into the district account and paying of bills incurred by the district within 30 days of receipt of bills if money is available.
 - iii. All checks written will require 2 of the 3 authorized signatures that are listed on the district bank accounts signature card
 - iv. Responsible for preparing the monthly financial and raffle report that shall be sent into the state office as required by state policies.
 - v. Accepts all membership applications and money for such, and makes sure that the state receives them in a timely manner for processing.
 - vi. Must communicate listed membership to the district secretary
 - vii. Must turn over records in a timely manner after monthly meetings. A maximum of 30 days.
 - viii. Must be able to give a financial report at an open meeting and have a paper copy available.
- f. Sergeant of Arms
 - i. Responsible for ensuring district policies and procedures fall within state



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policies

- ii. Ensures that all members and board members follow the district Policies and Procedures.
- iii. Responsible for keeping order during meetings, and, if necessary, removing any members or guests who are overly disruptive during both meetings and/or district events.

g. Member at Large

- i. Has no specific responsibility designated to the district outside filling vacant seat(s) and duties of vacant seat(s) in the event of a Board Member unexpectedly quits, with the exception of the District Representative position.
- ii. Serve the board's strategic needs and directed by the District Representative.
- iii. Can sit in a vacant seat on the board as directed by the District Representative until the members can vote to fill the vacant seat.

h. County Representatives

- i. Are responsible for communicating the organization's goals and objectives set by both the state board and district board of directors to the individual members.
- ii. Must attend monthly membership meetings.
- iii. If the County Rep. misses 3 meetings in a fiscal year he or she may be removed by vote of the membership.

Office Terms

1. District Board of Directors:

- a. All Board of Directors positions shall be elected for a two-year term,

January to January.

- i. The limit of terms served will be two consecutive terms served.
- ii. After two consecutive terms, a board member must step down for at least one term before becoming re-elected for that position.



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- b. If a district board member's position, with the exception of the District Representative, becomes vacant for any reason, the Member at Large will fill that position until an election can be held to fulfill the unexpired portion of the term.
 - i. If in the event that the District Representative seat becomes open:
 1. The Vice Representative will fill that position while:
 2. The Member at Large assumes the position of Vice Representative or any other vacant position.
 - ii. In the event a board member position does becomes vacant:
 1. The meeting following the vacancy will be open for nominations;
 2. That position will be posted in the district's meeting minutes in the newsletter for two months;
 3. The third meeting after nominations, a *member's vote* will take place, based on the nominations received.
 4. The voted outcome will be posted in the district's meeting minutes and will also state how many members voted.
 - c. Memberships of the current board of directors must be current.
 - d. The members of the district shall review any appointed position by the district representative or by the district board yearly for a job performance.
 - e. Any board member not meeting the obligations of their position may be motioned to be removed by the members at an open meeting.
 - i. Notification of the vote will be sent to all members of the district, by private mail, email (if provided), district website, and Members Only Facebook page one month prior to vote.
 - ii. The vote will take place during the meeting that follows when the motion for removal was made.
2. County Representatives
- a. Must be nominated or appointed by the members, members may nominate his/her self and a second is NOT required.



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- b. There can be open counties.
 - c. County representatives must be a current member of ABATE of Kansas.
3. Absence
- a. Excused absence notices need to be given to the district representative in a timely fashion as permitted.
 - b. Unexcused absence - After 3 unexcused absences the position will go before the membership to vote on removal. *See Office Terms 1.b. For vacant position protocol.*

Elections

1. Publication
- a. Elections shall be published in the state newsletter.
 - i. Nominations are to be taken for two months and posted in the district's minutes (Aug and Sept).
 - ii. Dates on starting and ending voting (Sept 1 through the 1st Sunday in Dec)
 - iii. List of new officers (1st Sunday in December). New board will take over January 1st. *See Office Terms 1.a.*
 - iv. Post marked dates of mail-in ballots
 - b. Ballots for election will be published in the preceding two months' state newsletter and on the Member's only Facebook page.

Procedure Guidelines

1. District:
- a. Must follow all state bylaws, policies and procedures of ABATE of Kansas Inc.
 - b. It is the responsibility of the district secretary and Sgt. of Arms to keep a current copy available at each district meeting.
 - c. Any alteration of this document shall be noted in the minutes as a policy and procedure change. It shall be published in the next newsletter and on the Members only Facebook page and Website.
 - d. The Secretary will keep a current copy of this document on file with the state office.



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Events

1. District Events:

- a. All events will be voted on and approved by the membership at an open meeting.
- b. All district events shall use ABATE of Kansas and/or District name (when appropriate)
- c. All flyers shall have the State Logo and the phrase “Promoting awareness of ABATE of Kansas”
- d. All district events must be insured 60 days in advance so that it gives the state enough time to apply and secure coverage for an event and to keep the rates down.
- e. Any event sponsored or promoted by ABATE of Kansas or the District shall handle all ABATE money through the district Treasurer.
- f. An Event Committee may be appointed.
 - i. The Event Committee may meet outside an open meeting to discuss event needs.
 - ii. The Committee must report activities at an open meeting.
 - iii. No funds will be spent without approval of members.

2. Event Procedures

- a. District representative is responsible for submitting the insurance form to the state 60 days before the event.
- b. All monies that are taken in at an event are to be turned in to the district Treasurer no later than 48 hours after the event or to be given to the Treasurer at the end of the event.
 - i. When events are more than 1 day events the money is to be counted nightly
 - ii. The district Treasurer, 1 board member and witness will count all money turned in.
 - iii. In no exception shall the persons counting the money be of the same household or a family member.



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- iv. After each event the Treasurer will send 5% of profits from the event to the state within 30 days.

Meetings

1. District Meetings

- a. The date and location of the district open meeting shall be advertised in the previous months in the state newsletter, district website and the Members Only Facebook page.
- b. In no case shall district business be discussed in public places without a full quorum.

2. Emergency Meetings

- a. In the event an emergency meeting must be called
 - i. All Board members must be contacted and notified.
 - ii. Every attempt must be made to contact county reps and members.
 - iii. Will be posted on the Members only Facebook page, website and email (if provided) 24 hours prior to meeting.

3. Board Meetings

- a. The District Board of Directors may call a board meeting when necessary.
 - i. All board members must be notified and given the opportunity to attend.
 - ii. Meeting minutes must be taken and reported by the Secretary to the members at the next open meeting within 30 days.
 - iii. A full quorum of 3 or more board members is mandatory.

Funds

1. Before any expenditure over **\$500.00** is made (outside bills being paid by the Treasurer), it will be discussed at a district meeting.
2. All donations must be approved, any donation not approved in advance must be discussed at a board meeting and approved by a majority of the members at the meeting.