

A.B.A.T.E. of Kansas
District 3
Policies & Procedures

A.B.A.T.E. of Kansas, District 3 is one district in the state of Kansas. A duly elected representative represents each district on the A.B.A.T.E. board of directors. It is the duty of the District to hold monthly meetings and to conduct business before the organization.

OFFICERS

I. A.B.A.T.E. of Kansas, District 3 will have two classes of officers.

A. District Board of Directors

1. District representative
2. Vice Representative
3. Secretary
4. Treasurer

B. County Representative

1. There will be no County Board of directors

II. District Board Members General Duties.

A. District board members shall attend all district meetings.

B. District Representative

1. Communicate the organizations goals and objectives
2. Conduct and preside over district meetings
3. Is responsible for attending state meetings, convey business and transactions to the state, then report to the district.

C. Vice Representative

1. Conducts and presides over meetings in the absence of the district representative.
2. To help provide direct impact to the agenda building process.

D. Secretary

1. Is responsible for taking the minutes of each meeting.
2. Help maintain records of all business and correspondence.
3. Must turn over all records in a timely manner when leaving office.

E. District Treasurer

1. Responsible for all the financial reporting for the district.
2. Responsible for depositing monies into the district account and paying of the bills incurred by the district within 30 days of receipt of bills if money is available.
3. All checks written will require 2 of 3 authorized signatures that are listed on the district bank accounts signature card.

4. Responsible for preparing the monthly financial report that is to be received in the state office as required by state policies.
 5. Accepts all membership application and money for such, and makes sure that the state receives them in a timely manner for processing.
 6. Must communicate listed membership to the district secretary.
 7. Must turn over records in a timely manner upon leaving office, a maximum of 30 days.
 8. Must be able to give financial report at an open meeting.
- F. County Representative:
1. Is responsible for communicating the organizations goals and objectives set by both the state board of directors and the district board of directors to the individual members.

Office Terms

I. District Board of Directors:

- A. All Board of Directors positions shall be elected for two-year terms, Jan. to Jan.
- B. If a district board of director position becomes vacant for any reason, the district board shall appoint an acting board member, who is a current district member to fill that position until an election can be held to fill the unexpired portion of the term.
- C. Memberships of the district board of director member 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 job performance.
- E. Any board member not meeting the obligations of their position may be removed by a vote of the members at an open meeting.
 1. Notification of the vote will be sent to all members of the district, by a private mailing, one month prior to the vote.

II. County Representative:

- A. Must be nominated by a member of that county, per state bylaws and policies member may nominate his/her self and a second is not required.
- B. County representative must be current members of ABATE of Kansas, the district, and live in the county they hold office in.

Elections

I. Publication

- A. Elections shall be published in the state and district newsletter
 1. Dates on starting and ending of nominations (Aug and Sept)
 2. Dates on starting and ending voting (Sept 1 – the first Sunday in Dec)
 3. List of new officers (First Sunday in December)
 4. Postmark dates of mail-in ballots (Dec 1)
- B. Ballots for Election will be published in the preceding two months state or district newsletter.

Procedure Guidelines

I. District:

- A. Must follow all state and district bylaws, policies, and procedures, of ABATE of Kansas, Inc.
- B. It is the responsibility of the district secretary to keep this document current and available at each district meeting.
- C. Any alteration of this document shall be noted in the minutes as a policy or procedure change. It shall then be published in the next state newsletter.
- D. The district secretary will keep a current copy of this document on file with the state office.

Events

I. District Events:

- A. All district events shall use ABATE of Kansas and/or District name (when appropriate).
- B. 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.
- C. Any event sponsored or promoted by "ABATE of Kansas or the District", shall handle all ABATE money transactions through the district treasurer.
- D. Dates of events shall not conflict with any state events.

II. 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.
 1. The district treasurer and another district board member will count all monies turned in.

Meetings

I. District Meetings:

- A. The date and location of the district open meeting shall be advertised in the previous months state and/or district newsletter or district website.

Funds

- I. Before any major expenditure over \$50.00 is made, it will be discussed at a district meeting.
- II. Any donation not approved in advance as part of a fundraising event must be discussed at a board meeting and approved by a majority of the members at the meeting.

12/1/2005