



ABATE of Anchorage, Inc.
"Riders of the Last Frontier"

Policies & Procedures

Version 1.0 - January 07, 2021

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1 REVISION HISTORY

Changes	Approving Authority	Date
Initial Publication	ABATE of Anchorage, Inc. Board of Directors	01/07/2021

2 OVERVIEW

ABATE of Anchorage, Inc.'s Policies and Procedures

Introduction

This document explains ABATE of Anchorage, Inc.'s Policies and Procedures for anyone that may represent ABATE of Anchorage, Inc. while assisting at event booths, trade shows, or other public functions. ABATE of Anchorage, Inc.'s management is committed to these policies to protect the organization and information utilized by ABATE of Anchorage, Inc. in attaining its business goals. All Board Members, Officers, Contractors, and Volunteers are to be made aware of these policies and procedures and required to adhere to them as described within this document.

Scope of Compliance

These Policies and Procedures apply to all Board Members, Officers, Contractors, and Volunteers assisting with and participating in events representing ABATE of Anchorage, Inc.

The requirements and procedures outlined below are intended to educate and protect ABATE of Anchorage, Inc. and its volunteers who may be acting on behalf of, volunteering for, or otherwise representing ABATE of Anchorage, Inc.

Requirements

Anchorage ABATE, Inc. Policies and Procedures

ABATE of Anchorage, Inc. maintains these Policies and Procedures that have been approved by the ABATE of Anchorage, Inc. Board of Directors. New individual policies must be approved by the Board prior to being added to this document. All additions and changes will be noted in the Revision History section.

Summary

Responsibilities

In the event of a violation of these policies and procedures, the Board or its designee will determine the proper response and/or action. Designees may include, but are not limited to any Executive Officer, Board Member, or Event Coordinator as the Board determines is appropriate.

3 CORPORATE OFFICERS

Officer Duties and Job Descriptions

Job Titles and Descriptions

President

The President shall;

- a. Be the Chief Executive Officer of the Corporation
- b. In general, subject to the control of the Board of Directors, supervise and control all business and affairs of the Corporation.
- c. Perform all duties incident to his/her office and such other duties as may be required by law, and the Articles of Incorporation of this Corporation, or by these Bylaws, or that which may be prescribed from time to time by the Board of Directors.
- d. Be ex-officio member of all standing committees.
- e. Reside on the Board of Directors but does not hold the position of Chairman of the Board.
- f. Vacancy occurring in the position of President shall be filled by an election at the next meeting of the membership after the position has been declared vacant through the death, resignation, or removal of the person previously holding the position.

Vice-President

The Vice-President shall;

- a. In the absence of the President, perform all duties required of, and have all of the powers of the President and act as an ex-officio member of all committees.
- b. Perform such other duties as from time to time may be assigned by the Board of Directors or the President.
- c. As a non-voting member of the Board, the Vice-President shall be responsible to present the Vice-President's report at each Board meeting and to advise the Board when requested.

Secretary

The Secretary shall;

- a. Certify and keep the original copy of the Corporation Bylaws as amended from time to time, the original copy of the Articles of Incorporation, and a book of minutes of all meetings with the time and place of holding, whether regular or special, and if special, how authorized, the notices thereof given and the names of those present at the meetings. Provide copies of minutes from previous month's meeting.
- b. Shall make available at all meetings, a meeting agenda for all attending members. Prepare committee reports for agenda.
- c. See that all notices are duly given in accordance with the provisions of the Bylaws or as required by law.
- d. In general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the Board of Directors and or the President.
- e. As a non-voting member of the Board, the Secretary shall be responsible to present a Secretary's report at each Board meeting and to advise the Board when requested.

Treasurer

The Treasurer shall;

- a. Accounts Receivable/Accounts Payable: Treasurer shall oversee the physical deposits of all funds of the Corporation and maintain/review a record of the income and disbursement of such funds. Treasurer will reconcile accounts receivable on a monthly basis to verify income vs. deposits and the accounting thereof. The Treasurer is responsible for reviewing and paying all bills or outstanding statements against the Corporation and insuring these bills and or judgements are paid in a timely manner, as to not jeopardize the Corporation's standing and credit. Treasurer will review all invoices for payment. Withdrawals from the Corporation accounts may only be made by check and must be signed by the Treasurer and one of the following: President, Vice-President or Secretary. He/she will review accounts payable and reconcile with the check register and the accounting thereof.
- b. Financial Statements: The Treasurer will review the Profit & Loss Statements periodically (at least quarterly) as determined by the Board; report any additional requirements by other authority's, (Insurance, Internal Revenue, State of Alaska Dept. of Labor, Division of Charitable Gaming, etc.); and report any other necessary topics to the Board.
- c. Checkbook Reconciliation: The Treasurer will review the checkbook reconciliation, checks paid, deposits made, explain adjustments, deviations, mathematical errors in register and other topics that may pertain to the reconciliation and the explanation thereof.
- d. Payroll: The Treasurer will review payroll periods, Federal and State Employer Reports, Employer Deposits, and the accounting thereof to ensure timely reporting and the correct taxes paid on any and all employees in the service of the Corporation.
- e. Membership: The Treasurer will ensure dues received are coordinated with the Membership Coordinator so to issue membership individually verified through accounts receivable and payable.
- f. Charitable Gaming: The Treasurer will ensure the accounting of charitable gaming meets State and Federal requirements and review reporting from the GAMING COORDINATOR IN CHARGE or ALTERNATE MEMBER.
- g. Budget-Cash Flow: The Treasurer will review projected capital expenses and issue a recommendation of approval to the Board as to how much expenses will affect cash flow and budgeting.
- h. Miscellaneous Reporting: The Treasurer will ensure required reporting from other authority's (i.e.: IRS, Labor Dept., MOA), is accomplished as necessary and report such topics to the Board.
- i. Meetings: The Treasurer shall report to the Board of Directors monthly on all the above mentioned topics as to its past, present and future financial status, shall prepare for all members review, a copy of the current month's itemized report at the monthly meetings, and shall prepare for a fiscal year report to be published within the organizations newsletter publication for all members review.
- j. As a non-voting member of the Board, the Treasurer shall be responsible to present the Treasurer's report at each Board meeting and to advise the Board when requested.

Legislative Coordinator

The Legislative Coordinator shall;

- a. Keep membership informed of political activity; local, federal or international which is of concern to the membership.
- b. Coordinate with the State Legislative Representative and other Motorcycle Rights Organizations (MRO's) on political activities and pertinent informational issues
- c. Appoint an assistant of his/her choice from within the membership.
- d. The Legislative Coordinator may establish a legislative committee and will be chairperson of said committee.

Riders Education Program (REP) Coordinator

The REP Coordinator shall;

- a. Appoint an assistant of his/her choice from within the membership.
- b. May establish a committee and will be chairperson of said committee.
- c. Follow the Motorcycle Safety Foundation or equivalent curriculum and will adhere to rules and regulations required.
- d. Coordinate scheduling of program requirements.

Membership Coordinator

The Membership Coordinator shall;

- a. Adhere to Article I, Section 3 of these Bylaws.
- b. Make available a current membership list for review/correction by members at all General Membership meetings.
- c. Have membership materials available at all ABATE functions.
- d. Provide the Newsletter Editor with a current membership list for each mailing.

Run Coordinator

The Run Coordinator shall;

- a. Establish a committee of choice from within the membership and will be chairperson of said committee.
- b. Establish sub-committees for each established annual run.
- c. Coordinate runs with other groups establish a yearly run schedule, and make said schedule available to the membership by the March general membership meeting.
- d. His/her duties shall include but are not limited to complete coordination of all runs.

Newsletter Editor

The Editor shall;

- a. Be responsible for the monthly publication of a newsletter to be mailed in a timely manner.
- b. Establish a consistent deadline prior to publishing and shall be knowledgeable about current postal mailing regulations.
- c. Be responsible for obtaining and billing advertising.

Sergeant at Arms

The Sergeant at Arms shall;

- a. Be responsible for keeping order during all ABATE meetings/functions
- b. Will delegate a representative in the case of his/her absence.

4 CONFLICT OF INTEREST POLICY

Introduction and Scope

Introduction

This document explains the conflict of interest policy for ABATE of Anchorage, Inc. ABATE of Anchorage, Inc.'s management is committed to these policies to protect the organization and information utilized by ABATE of Anchorage, Inc. in attaining its business goals. All Board Members, Officers, Contractors, and Volunteers are required to adhere to the policies described within this document.

Scope of Compliance

These election conflict of interest policies apply to all Board Members, Officers, Contractors, and Volunteers assisting with and participating in events representing ABATE of Anchorage, Inc. as may be applicable.

The requirements and procedures outlined below are intended to educate and protect ABATE of Anchorage, Inc. and its volunteers who may be processing transactions or accepting donations on behalf of ABATE of Anchorage, Inc.

Requirement 1: Obligations and Conduct

Inurement

- A. Officers, Directors, and Board Members of ABATE of Anchorage, Inc. are obligated to always act in the best interest of the ABATE of Anchorage, Inc. This obligation requires that any officer, director, or board member in the performance of organizational duties, seek only the furtherance of the organization's mission. At all times, officers, directors, and board members are prohibited from using their job title or the organization's name or property, for private profit or benefit.
 - 1. The officers, directors, and board members of ABATE of Anchorage, Inc. should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.
 - 2. No officer, director, or board member of ABATE of Anchorage, Inc. shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
 - 1. The officer or board member;
 - 2. Any member of their immediate family;
 - 3. Their partner;
 - 4. An organization in which any of the above is an officer, director or employee;
 - 5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

Requirement 2: Notification

Disclosure

Any possible conflict of interest shall be disclosed by the person or persons concerned as soon as reasonably possible to the ABATE of Anchorage, Inc. Board of Directors.

Requirement 3: Board of Directors Activity

Board Action

When a conflict of interest is relevant to a matter requiring action by the ABATE of Anchorage, Inc. Board of Directors, the interested person(s) shall call it to the attention of the Board and said person(s) shall recuse themselves from (not vote on) the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board, excluding the person(s) concerning whose situation the doubt has arisen.

Requirement 4: Board Meeting Minutes

Record of Conflict

The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

Summary

Overall Conduct and Obligations

As noted in **Requirement 1** above, all Board Members, Officers, Contractors, and Volunteers for ABATE of Anchorage, Inc. are expected to conduct themselves in a professional and courteous manner when representing ABATE of Anchorage, Inc. This expectation includes acting in the best interest of ABATE of Anchorage, Inc. as a charitable, non-profit organization focusing on education and representation of all motorcycle riders throughout Alaska.

5 CREDIT CARD SECURITY POLICY

(PCI DSS 3.0)

Introduction and Scope

Introduction

This document explains ABATE of Anchorage, Inc.'s credit card security requirements as required by the Payment Card Industry Data Security Standard (PCI DSS) Program. ABATE of Anchorage, Inc.'s management is committed to these security policies to protect information utilized by ABATE of Anchorage, Inc. in attaining its business goals. All Board Members, Officers, Contractors, and Volunteers are required to adhere to the policies described within this document.

Scope of Compliance

The PCI requirements apply to all systems that store, process, or transmit cardholder data. Currently, ABATE of Anchorage, Inc.'s cardholder environment consists only of limited payment applications (typically point-of-sale systems) connected to the internet, but does not include storage of cardholder data on any computer system.

Due to the limited nature of the in-scope environment, this document is intended to meet the PCI requirements as defined in Self-Assessment Questionnaire (SAQ) C-VT, ver. 3.0, released February, 2014. Should ABATE of Anchorage, Inc. implement additional acceptance channels, add additional connected systems, begin storing cardholder data in electronic format, or otherwise become ineligible to validate compliance under SAQ C-VT, it will be the responsibility of Anchorage ABATE, Inc. , Inc., Inc. to determine the appropriate compliance criteria and implement additional policies and controls as needed.

Requirement 1: Build and Maintain a Secure Network

Firewall Configuration

Firewalls must restrict connections between untrusted networks and any system in the cardholder data environment. An "untrusted network" is any network that is external to the networks belonging to the entity under review, and/or which is out of the entity's ability to control or manage. Access to the internet must be through a firewall, as must any direct connection to a vendor, processor, or service provider. (PCI Requirement 1.2)

Inbound and outbound traffic must be restricted by the firewalls to that which is necessary for the cardholder data environment. All other inbound and outbound traffic must be specifically denied. (PCI Requirement 1.2.1)

All open ports and services must be documented. Documentation should include the port or service, source and destination, and a business justification for opening said port or service. (PCI Requirement 1.2.1)

Perimeter firewalls must be installed between any wireless networks and the cardholder data environment. These firewalls must be configured to deny or control (if such traffic is necessary for business purposes) any traffic from the wireless environment into the cardholder data environment. (PCI Requirement 1.2.3)

Firewall configuration must prohibit direct public access between the Internet and any system component in the cardholder data environment as follows:

- Direct connections are prohibited for inbound and outbound traffic between the Internet and the cardholder data environment. (PCI Requirement 1.3.3)
- Outbound traffic from the cardholder data environment to the Internet must be explicitly authorized by management and controlled by the firewall. (PCI Requirement 1.3.5)
- Firewalls used to protect the cardholder data environment must implement stateful inspection, also known as dynamic packet filtering. (PCI Requirement 1.3.6)

Any mobile and/or Board Member, Officer, Contractor, and Volunteer-owned computers with direct connectivity the Internet (for example, laptops and phones used by Board Members, Officers, Contractors, and Volunteers),

which also have the ability to access the organization's cardholder data environment must have a local (personal) software firewall installed and active. This firewall must be configured to specific standards, and not alterable by mobile and/or Board Member, Officer, Contractor, and Volunteer-owned computer users. (PCI Requirement 1.4)

Requirement 2: Do not use Vendor-Supplied Defaults for System Passwords and Other Security Parameters

Vendor Defaults

Vendor-supplied defaults must always be changed before installing a system on the network. Examples of vendor-defaults include passwords, SNMP community strings, and elimination of unnecessary accounts. (PCI Requirement 2.1)

Default settings for wireless systems must be changed before implementation. Wireless environment defaults include, but are not limited to: (PCI Requirement 2.1.1)

- Default encryption keys
- Passwords
- SNMP community strings
- Default passwords/passphrases on access points
- Other security-related wireless vendor defaults as applicable

Firmware on wireless devices must be updated to support strong encryption (such as WPA or WPA2) for authentication and transmission of data over wireless networks.

Configuration Standards for Systems

Configuration standards for all system components must be developed and enforced. Anchorage ABATE, Inc. , Inc., Inc. must insure that these standards address all known security vulnerabilities and are consistent with industry-accepted system hardening standards.

Configuration standards must be updated as new vulnerability issues are identified, and they must be enforced on any new systems before they are added to the cardholder data environment. The standards must cover the following:

- Enabling only necessary services, protocols, daemons, etc., as required for the function of the system. (PCI Requirement 2.2.2)
- Implementing additional security features for any required services, protocols or daemons that are considered to be insecure. (PCI Requirement 2.2.3)
- Configuring system security parameters to prevent misuse.
- Removing all unnecessary functionality, such as scripts, drivers, features, subsystems, file systems, and unnecessary web servers. (PCI Requirement 2.2.5)

System administrators and any other personnel that configure system components must be knowledgeable about common security parameter settings for those system components. They must also be responsible to insure that security parameter settings set appropriately on all system components before they enter production. (PCI Requirement 2.2.4)

Non-Console Administrative Access

Credentials for non-console administrative access must be encrypted using technologies such as SSH, VPN, or SSL/TLS. Encryption technologies must include the following: (PCI Requirement 2.3)

- Must use strong cryptography, and the encryption method must be invoked before the administrator's password is requested.
- System services and parameter files must be configured to prevent the use of telnet and other insecure remote login commands.

- Must include administrator access to web-based management interfaces.
- Use vendor documentation and knowledge of personnel to verify that strong cryptography is in use for all non-console access and that for the technology in use it is implemented according to industry best practices and vendor recommendations.

Requirement 3: Protect Stored Cardholder Data

Prohibited Data

Processes must be in place to securely delete sensitive authentication data (defined below) post-authorization so that the data is unrecoverable.

Payment systems must not store of sensitive authentication data in any form after authorization (even if encrypted). Sensitive authentication data is defined as the following:

- The card verification code or value (three-digit or four-digit number printed on the front or back of a payment card) is not stored under any circumstance. (PCI Requirement 3.2.2)
- The personal identification number (PIN) is not stored under any circumstance. (PCI Requirement 3.2.3)

Displaying PAN

Anchorage ABATE, Inc. , Inc., Inc. will mask the display of PANs (primary account numbers), and limit viewing of PANs to only those Board Members, Officers, Contractors, Volunteers, and other parties with a legitimate need. A properly masked number will show at most only the first six and the last four digits of the PAN. This requirement does not supersede stricter requirements in place for displays of cardholder data—for example, legal or payment card brand requirements for point-of-sale (POS) receipts. Policies and procedures for masking the display of PANs must mandate the following: (PCI requirement 3.3)

- A list of roles that need access to displays of full PAN is documented, together with a legitimate business need for each role to have such access.
- PAN must be masked when displayed such that only personnel with a legitimate business need can see the full PAN.
- All other roles not specifically authorized to see the full PAN must only see masked PANs.

Requirement 4: Encrypt Transmission of Cardholder Data Across Open, Public Networks

Transmission of Cardholder Data

In order to safeguard sensitive cardholder data during transmission over open, public networks, Anchorage ABATE, Inc. , Inc., Inc. will use strong cryptography and security protocols (for example, SSL/TLS, IPSEC, SSH, etc.). These controls will be implemented as follows: (PCI Requirement 4.1)

- Only trusted keys and certificates are accepted.
- The protocol in use only supports secure versions or configurations.
- The encryption strength is appropriate for the encryption methodology in use.

Industry best practices (for example, IEEE 802.11i) must be used to implement strong encryption for authentication and transmission for wireless networks transmitting cardholder data or connected to the cardholder data environment. Weak encryption (for example, WEP, SSL version 2.0 or older) is not to be used as a security control for authentication or transmission. (PCI Requirement 4.1.1)

Sending unencrypted PANs by end-user messaging technologies is prohibited. Examples of end-user technologies include email, instant messaging and chat. (PCI requirement 4.2)

Requirement 5: use and Regularly Update Anti-Virus Software or Programs

Anti-Virus Protection

All systems, particularly personal computers and servers commonly affected by viruses, must have installed an anti-virus program which is capable of detecting, removing, and protecting against all known types of malicious software. (PCI Requirement 5.1, 5.1.1)

For systems considered to be not commonly affected by malicious software, Anchorage ABATE, Inc., Inc., Inc. will perform periodic evaluations to identify and evaluate evolving malware threats in order to confirm whether such systems continue to not require anti-virus software. (PCI Requirement 5.1.2)

All anti-virus programs must be kept current through automatic updates, be actively running, be configured to run periodic scans, and be capable of as well as configured to generate audit logs. Anti-virus logs must also be retained in accordance with PCI requirement 10.7. (PCI Requirement 5.2)

Steps must be taken to insure that anti-virus mechanisms are actively running and cannot be disabled or altered by users, unless specifically authorized by management on a case-by-case basis for a limited time period. (PCI Requirement 5.3)

Requirement 6: Develop and Maintain Secure Systems and Applications

Risk and Vulnerability

Anchorage ABATE, Inc., Inc., Inc. will establish a process to identify security vulnerabilities, using reputable outside sources for security vulnerability information, and assign a risk ranking (for example, as “high,” “medium,” or “low”) to newly discovered security vulnerabilities.

Risk rankings are to be based on industry best practices as well as consideration of potential impact. For example, criteria for ranking vulnerabilities may include consideration of the CVSS base score, and/or the classification by the vendor, and/or type of systems affected. Methods for evaluating vulnerabilities and assigning risk ratings will vary based on an organization’s environment and risk-assessment strategy. Risk rankings should, at a minimum, identify all vulnerabilities considered to be a “high risk” to the environment. In addition to the risk ranking, vulnerabilities may be considered “critical” if they pose an imminent threat to the environment, impact critical systems, and/or would result in a potential compromise if not addressed. Examples of critical systems may include security systems, public-facing devices and systems, databases, and other systems that store, process, or transmit cardholder data. (PCI Requirement 6.1)

All critical security patches must be installed with one month of release. This includes relevant patches for operating systems and all installed applications. All applicable non-critical vendor-supplied security patches are installed within an appropriate time frame (for example, within three months). (PCI Requirement 6.2)

Requirement 7: Restrict Access to Cardholder Data by Business Need to Know

Limit Access to Cardholder Data

Access to ABATE of Anchorage, Inc.’s cardholder system components and data is limited to only those individuals whose jobs require such access. (PCI Requirement 7.1)

Access limitations must include the following:

Access rights for privileged user IDs must be restricted to the least privileges necessary to perform job responsibilities. (PCI Requirement 7.1.2)

Privileges must be assigned to individuals based on job classification and function (also called “role-based access control”). (PCI Requirement 7.1.3)

Requirement 9: Restrict Physical Access to Cardholder Data

Physically Secure All Areas and Media Containing Cardholder Data

Hard copy materials (media) containing confidential or sensitive information (e.g., paper receipts, paper reports, faxes, ABATE of Anchorage, Inc. Membership Forms, etc.) are subject to the following storage guidelines:

All media must be physically secured. (PCI requirement 9.5)

Strict control must be maintained over the internal or external distribution of any kind of media containing cardholder data. These controls shall include: (PCI Requirement 9.6)

- Media must be classified so the sensitivity of the data can be determined. (PCI Requirement 9.6.1)
- Media must be sent by a secure carrier or other delivery method that can be accurately tracked. (PCI Requirement 9.6.2)
- Management approval must be obtained prior to moving the media from the secured area. (PCI Requirement 9.6.3)

Strict control must be maintained over the storage and accessibility of media containing cardholder data. (PCI Requirement 9.7)

Destruction of Data

All media containing cardholder data must be destroyed when no longer needed for business or legal reasons. (PCI requirement 9.8)

Hardcopy media must be destroyed by shredding, incineration or pulping so that cardholder data cannot be reconstructed. (PCI requirement 9.8.1.a)

Containers storing information waiting to be destroyed must be secured (locked) to prevent access to the contents by unauthorized personnel. (PCI requirement 9.8.1.b)

Requirement 12: Maintain a Policy that Addresses Information Security for Board Members, Officers, Volunteers, and Contractors

Security Policy

ABATE of Anchorage, Inc. shall establish, publish, maintain, and disseminate a security policy that addresses how the company will protect cardholder data. (PCI Requirement 12.1)

This policy must be reviewed at least annually, and must be updated as needed to reflect changes to business objectives or the risk environment. (PCI requirement 12.1.1)

Critical Technologies

ABATE of Anchorage, Inc. shall establish usage policies for critical technologies (for example, remote-access technologies, wireless technologies, removable electronic media, laptops, tablets, personal data/digital assistants (PDAs), email, and internet usage. (PCI requirement 12.3)

These policies must include the following:

- Explicit approval by authorized parties to use the technologies. (PCI Requirement 12.3.1)
- A list of all such devices and personnel with access. (PCI Requirement 12.3.3)
- Acceptable uses of the technologies. (PCI Requirement 12.3.5)

Security Responsibilities

ABATE of Anchorage, Inc. policies and procedures must clearly define information security responsibilities for all personnel. (PCI Requirement 12.4)

Incident Response Policy

The Board Chair shall establish, document, and distribute security incident response and escalation procedures to ensure timely and effective handling of all situations. (PCI requirement 12.5.3)

Incident Identification

Board Members, Officers, Contractors, and Volunteers must be aware of their responsibilities in detecting security incidents to facilitate the incident response plan and procedures. All Board Members, Officers, Contractors, and Volunteers have the responsibility to assist in the incident response procedures within their particular areas of responsibility. Some examples of security incidents that an employee might recognize in their day to day activities include, but are not limited to,

- Theft, damage, or unauthorized access (e.g., papers missing from their desk, broken locks, missing log files, alert from a security guard, video evidence of a break-in or unscheduled/unauthorized physical entry).
- Fraud – Inaccurate information within databases, logs, files or paper records.

Reporting an Incident

The current President and the Contract Bookkeeper should be notified immediately of any suspected or real security incidents involving cardholder data:

Contact the current President or the Contract Bookkeeper to report any suspected or actual incidents. The current President's or the Contract Bookkeeper's phone number should be well known to all Board Members, Officers, Contractors, and Volunteers.

No one should communicate with anyone outside of their supervisor(s) or the current President or the Contract Bookkeeper about any details or generalities surrounding any suspected or actual incident. All communications with law enforcement or the public will be coordinated by the current President or the Contract Bookkeeper.

Document any information you know while waiting for the current President or the Contract Bookkeeper to respond to the incident. If known, this must include date, time, and the nature of the incident. Any information you can provide will aid in responding in an appropriate manner.

Incident Response Policy

Responses can include or proceed through the following stages: identification, severity classification, containment, eradication, recovery and root cause analysis resulting in improvement of security controls.

Contain, Eradicate, Recover and perform Root Cause Analysis

1. Notify applicable card associations.

Visa

Provide the compromised Visa accounts to Visa Fraud Control Group within ten (10) business days. For assistance, contact 1-(650)-432-2978. Account numbers must be securely sent to Visa as instructed by the Visa Fraud Control Group. It is critical that all potentially compromised accounts are provided. Visa will distribute the compromised Visa account numbers to issuers and ensure the confidentiality of entity and non-public information. See Visa's "What to do if compromised" documentation for additional activities that must be performed. That documentation can be found at http://usa.visa.com/download/business/accepting_visa/ops_risk_management/cisp_what_to_do_if_compromised.pdf

MasterCard

Contact your merchant bank for specific details on what to do following a compromise. Details on the merchant bank (aka. the acquirer) can be found in the Merchant Manual at http://www.mastercard.com/us/wce/PDF/12999_MERC-Entire_Manual.pdf. Your merchant bank will assist when you call MasterCard at 1-(636)-722-4100.

Discover Card

Contact your relationship manager or call the support line at 1-(800)-347-3083 for further guidance.

2.Alert all necessary parties. Be sure to notify:

- a. Merchant bank
- b. Local FBI Office
- c. U.S. Secret Service (if Visa payment data is compromised)
- d. Local authorities (if appropriate)

3.Perform an analysis of legal requirements for reporting compromises in every state where clients were affected. The following source of information must be used:

<http://www.ncsl.org/programs/lis/cip/priv/breach.htm>

4.Collect and protect information associated with the intrusion. In the event that forensic investigation is required the current President and the Contract Bookkeeper will work with legal and management to identify appropriate forensic specialists.

5.Eliminate the intruder's means of access and any related vulnerabilities.

6.Research potential risks related to or damage caused by intrusion method used.

Root Cause Analysis and Lessons Learned

Not more than one week following the incident, members of the Board of Directors and all affected parties will meet to review the results of any investigation to determine the root cause of the compromise and evaluate the effectiveness of the *Incident Response Plan*. Review other security controls to determine their appropriateness for the current risks. Any identified areas in which the plan, policy or security control can be made more effective or efficient, must be updated accordingly.

Security Awareness

ABATE of Anchorage, Inc. shall establish and maintain a formal security awareness program to make all personnel aware of the importance of cardholder data security. (PCI Requirement 12.6)

Service Providers

ABATE of Anchorage, Inc. shall implement and maintain policies and procedures to manage service providers. (PCI requirement 12.8)

This process must include the following:

- Maintain a list of service providers. (PCI requirement 12.8.1)
- Maintain a written agreement that includes an acknowledgement that the service providers are responsible for the security of the cardholder data the service providers possess. (PCI requirement 12.8.2)
- Implement a process to perform proper due diligence prior to engaging a service provider. (PCI requirement 12.8.3)
- Monitor service providers' PCI DSS compliance status. (PCI requirement 12.8.4)
- Maintain information about which PCI DSS requirements are managed by each service provider, and which are managed by the entity. (PCI requirement 12.8.5)

6 EVENT TRANSACTION POLICY

Introduction and Scope

Introduction

This document explains ABATE of Anchorage, Inc. event transaction policy for volunteers that may represent ABATE of Anchorage, Inc. while assisting at event booths, trade shows, or other public functions. ABATE of Anchorage, Inc.'s management is committed to these policies to protect the organization and information utilized by ABATE of Anchorage, Inc. in attaining its business goals. All Board Members, Officers, Contractors, and Volunteers are required to adhere to the policies described within this document.

Scope of Compliance

These event requirements apply to all Board Members, Officers, Contractors, and Volunteers assisting with and participating in events representing ABATE of Anchorage, Inc.

The requirements and procedures outlined below are intended to educate and protect ABATE of Anchorage, Inc. and its volunteers who may be processing transactions or accepting donations on behalf of ABATE of Anchorage, Inc.

Requirement 1: Events Kit

Anchorage ABATE, Inc. "Events Kit"

ABATE of Anchorage, Inc. maintains an "Events Kit" in a zippered case. Normally the Webmaster maintains possession of this kit to keep it updated and maintained. The "Events Kit" should be checked out by an approved responsible party who has signed the designated form acknowledging agreement with this Event Policy.

The contents of the "Events Kit" are owned by ABATE of Anchorage, Inc. and are as follows:

1. Zippered Black Sleeve Pouch
2. Samsung Tablet with USB charging cord
3. Square-Up Magnetic Credit Card Reader
4. Square Reader for Contactless + Chip
5. Manilla Envelopes
6. Ledger
7. Ink Pens
8. Sharpie
9. Blank ABATE of Anchorage, Inc. membership forms

Requirement 2: Transaction Ledger

Ledger

ALL transactions of any type for the day, without regard to method of payment, should be recorded in the ledger. Please use separate page(s) for each day. A copy of the page(s) should be made (can be photographed) and sent to the ABATE of Anchorage, Inc. bookkeeper on a daily basis show all financial activity for that day at that event.

Methods of payment should be recorded in separate Columns:

- Cash
- Checks
- Credit Cards

The ledger should contain a full accounting of **ALL** transactions at any event. No ABATE of Anchorage, Inc. transaction should occur that is NOT recorded in the ledger. Transactions should be listed in the order that they occur. Quantities and descriptions of each transaction (item, size, quantity, price, etc.) should be included for each transaction. Different items should be listed separately, even if paid for together.

Requirement 3: Processing Credit Cards

Tablet

The current ABATE of Anchorage, Inc. tablet is a Samsung Galaxy Tablet. No logon is required to access the Register application on the main screen. All potential transactions should already be in the Register application.

The ABATE of Anchorage, Inc. Webmaster maintains possession of the tablet to keep it updated and charged. Any ABATE of Anchorage, Inc. Board Member, Officer, or Contractor may check it out to use at an event. ABATE of Anchorage, Inc. Volunteers may also check it out if approved to represent ABATE of Anchorage, Inc. at an event. Whoever checks out the device is responsible for keeping the device safe and in their possession and then returning the device within a reasonable agreed to time period following the event.

Square-Up Register App

The software is kept current. No login is required to process Credit Cards as a Guest. Internet Connectivity is necessary to process Credit Cards. All normally anticipated transactions are already included as items within the Register application.

Customers can have a receipt emailed to them through the application.

Square-Up Magnetic Credit Card Reader

The Square-Up Magnetic Credit Card Reader plugs into the earphone jack of the Samsung Tablet. The register app should detect it as soon as it is started.

Square-Up Reader for Contactless + Chip

The current Samsung Galaxy Tablet does not support the Bluetooth version required for the Square Reader for Contactless + Chip to work. Specific ABATE of Anchorage, Inc. Board Members and Officers may have the Register application installed on a personal phone that can make use of this device as an individual one-off solution.

Future tablet acquisitions by ABATE of Anchorage, Inc. will need to ensure the inclusion of the appropriate Bluetooth version support.

Internet Access

Anyone who incurs a reasonable cost to provide Internet Access for the ABATE of Anchorage, Inc. Tablet by setting up a Wi-Fi Hot Spot with their personal cell phone or paying a local Wi-Fi provider for daily Internet access is eligible for reimbursement. The expense must be submitted to the ABATE of Anchorage, Inc. bookkeeper

Requirement 4: Memberships

Membership Forms

All transactions related to ABATE of Anchorage, Inc. memberships should include a completed Membership Form. This includes New Memberships, Renewals, Membership changes, and Information Updates.

Membership transactions are also to be recorded in the ABATE of Anchorage, Inc. ledger like any other transaction.

Membership Forms should accompany any cash or checks submitted or match up to applicable credit card transactions. These forms **MUST** include the following information:

1. Membership Type
2. First and Last Name
3. Current Phone Number
4. Current Email Address

5. Current Mailing Address
6. The prospective or renewing Members Signature
7. The method of payment
8. The amount received

If there is an issue with any of the above information, the phone number or email for the individual can be used to reach them for clarification.

Requirement 5: End of Each Day

Daily Event Audit

At the end of each day of an event, a picture or copy of the ledger should be sent to the current ABATE of Anchorage, Inc. bookkeeper. Any cash and/or checks received along with any related paperwork should be put into individual envelopes as noted below.

Manilla Envelopes

The following transaction types, though listed together on the ledger, should be stored in separate manila envelopes labeled as follows if applicable:

Membership – Date - Event

Products – Date - Event

Donations – Date - Event

These envelopes should be delivered to the bookkeeper or dropped into the ABATE of Anchorage, Inc. box at Alaska Leather on the first business following the event.

Summary

Responsibilities

Receipts for different ABATE of Anchorage, Inc. transactions, different events, or different days should never be mixed. It is the responsibility of anyone working the event to make sure these processes are adhered to. Failure to do so endangers the ABATE of Anchorage, Inc. organization and also increases the workload on the ABATE of Anchorage, Inc. volunteers and the ABATE of Anchorage, Inc. contract bookkeeper.

Appendix 1

Sample Ledger (Please total each column at the bottom of the page.)

2017 Bike Show		April 15, 2017		Initials	Date
				Prepared By	
				Approved By	
		1	2	3	
		Cash	Credit	Checks	
1	1 3XL Short Sleeve T-shirt	25.00			1
2	1 1XL SS T-shirt	20.00			2
3	1 1XL SS T-shirt			20.00	3
4	2 040 Sweatshirt			20.00	4
5	1 yr individual membership	20.00			5
6	3 yr individual John Smith				6
7	3 yr individual membership				7
8	Jane Doe				8
9					9
10					10
11					11
12					12
13					13
14					14
15					15
16					16
17					17
18					18
19					19
20					20
21					21
22					22

7 ELECTIONS POLICY

Introduction and Scope

Introduction

This document explains the annual elections policy for ABATE of Anchorage, Inc. If there is any conflict with either the ABATE of Anchorage, Inc. By-Laws herein, those By-laws shall supersede this policy. Pursuant with the ABATE of Anchorage, Inc. By-Laws, elections are held annually with terms running for two years each per the schedule noted below. Whether explicitly written or not, it is implied that the information contained in this policy applies to ABATE of Anchorage, Inc.

The current Vice-President or their designee shall function as the **Elections Coordinator** for Anchorage ABATE. ABATE of Anchorage, Inc.'s management is committed to these policies to protect the organization and information utilized by ABATE of Anchorage, Inc. in attaining its business goals. All Board Members, Officers, Contractors, and Volunteers are required to adhere to the policies described within this document.

Scope of Compliance

These election policies apply to all Board Members, Officers, Contractors, and Volunteers assisting with and participating in events representing ABATE of Anchorage, Inc.

The requirements and procedures outlined below are intended to educate and protect ABATE of Anchorage, Inc. and its volunteers who may be processing transactions or accepting donations on behalf of ABATE of Anchorage, Inc.

Overview

The typical schedule and procedures for conducting the annual elections are outlined in details within the Vice-President Elections Procedures manual. The election cycles and election term periods are defined for each position below.

Policy Updates and Changes

The Board of Directors may elect to modify or update this policy as necessary. Updates and/or changes requires consensus of the Board as required in the ABATE of Anchorage, Inc. By-Laws.

Requirement 1: Eligibility

Anchorage ABATE, Inc. , Inc. Board Members and Officer Eligibility

To be a candidate and elected as an officer or Board Member the candidate must be in good standing and must maintain that membership during the course of their term.

Requirement 2: Elected Positions

Anchorage ABATE, Inc. , Inc. Elected Positions

The following positions shall be filled by the elections pursuant to the By-Laws and as further defined within this policy:

- President
- Vice-President
- Secretary
- Treasurer
- Board Seats A-F

All other board and officer positions shall be appointed by the Board of Directors.

Requirement 3: Vice-President Elections Procedures Manual

Anchorage ABATE, Inc. , Inc. Elections Procedures Manual

The procedures for elections are defined within the Elections Procedure.

Requirement 4: Election Periods

Anchorage ABATE, Inc. , Inc. Board & Officer Election Periods

The following positions will appear on the ballot when the election occurs in an even numbered year:

- President
- Treasurer
- Board Seats A, C, and E

The following positions will appear on the ballot when the election occurs in an odd numbered year:

- Vice-President
- Secretary
- Board Seats B, D, and F

In addition to the schedule listed above, any open positions shall also appear on the ballot.

Requirement 5: Elected Position Terms

Anchorage ABATE, Inc. , Inc. Board & Officer Position Terms

Pursuant with the By-Laws, terms are for two years beginning January 1st in the calendar year immediately following the elections.

Requirement 6: Incomplete Terms

Unfinished Terms

In the event someone leaves an elected position prior to the completion of a term for any reason, the Board of Directors will appoint a replacement to serve in that position until the next general election.

Summary

Member in Good Standing

If a Board Member or Officer fails to maintain their membership status and does not correct that status within 30 days from notification, the Board of Directors may elect to remove the individual from their elected position.

8 ELECTIONS PROCEDURES

Introduction and Scope

Introduction

This document describes the job duties for a sitting Vice-President for ABATE of Anchorage, Inc. Although the Vice-President acts on behalf of the President during his absence, their primary duty is to manage the annual elections for ABATE of Anchorage, Inc. This document details those duties. If there is any conflict with either the ABATE of Anchorage, Inc. By-Laws or Policies herein, those By-laws and/or policies shall supersede. Pursuant with the ABATE of Anchorage, Inc. By-Laws, elections are held annually. Pursuant with the ABATE of Anchorage, Inc. Elections Policy, the terms for each elected position will run for two years.

Pursuant with the ABATE of Anchorage, Inc. Elections Policy, the current Vice-President or their designee is to function as the Elections Coordinator for ABATE of Anchorage, Inc. ABATE of Anchorage, Inc.'s management is committed to the procedures contained herein to protect the organization and information utilized by ABATE of Anchorage, Inc. in attaining its business goals. All Board Members, Officers, Contractors, and Volunteers are required to adhere to the policies described within this document.

Scope of Compliance

These election processes are specific to the current Vice-President for ABATE of Anchorage, Inc. but will also apply to all Board Members, Officers, Contractors, and Volunteers assisting with and participating in events representing ABATE of Anchorage, Inc.

The requirements and procedures outlined below are intended to educate and protect ABATE of Anchorage, Inc. and its volunteers who may be processing transactions or accepting donations on behalf of ABATE of Anchorage, Inc.

Overview

The following are the typical steps and schedule for the Election:

1. On or about September 1 each year, the nomination letter is sent out via email/ABATE Blast using the approved template. (See Appendix 1)
2. September General Membership Meeting – Nominations will close during the meeting after the last nomination is taken from the floor.
3. Prior to the end of September, the Vice-President or Designee shall complete the following:
 - a. Consolidate nominations for all nominees and positions on The Consolidated Nominee List (See Appendices 6, 7, 8).
 - b. The Consolidated Nominee List will be e-mailed to ABATE Membership Coordinator to validate current membership status and provide contact information. Membership status and contact information will be noted on the Consolidated Nominee List and e-mailed to the Vice-President or Designee.
 - c. Nominees will be contacted to determine acceptance of the nomination. If the nominee's membership has expired, they will be given the opportunity to renew prior to validation of the ballot. Failure to renew membership within 48 hours will result in removal from the ballot. Acceptance of nomination will be noted on the Consolidated Nominee List.
4. The following steps are required to finalize the ballot:
 - a. First Week of October, based on acceptance of nominations, all nominees will be listed on the Draft Ballot and e-mailed to the Board and Officers for review.

- b. October Board Meeting – Board will formally review Ballot and vote to accept Ballot or request final modifications. If modifications are required, the updated Ballot will be e-mailed to the Board and Officers for final acceptance.
5. The Vice-President or Designee will email the Ballot Tally/Supplies to the Membership Coordinator (See Appendices 2 & 3).
6. The following steps are required to prepare for mailing of Ballots to the membership:
 - a. The Membership Coordinator or their designee shall procure the necessary envelopes, postage, and address labels.
 - b. Vice-President or Designee shall procure required number of Ballots.
 - c. Vice-President or Designee in coordination with Membership Coordinator and Webmaster shall obtain pictures of all candidates and a short biography for publication in an ABATE Blast after mailing of Ballots to membership.
7. November Board Meeting – Board meeting is used to prepare and mail out Ballots using US Postal Service. (See Appendices 3 & 4)
8. November General Membership Meeting – Elections will be held. Received ballots are verified using current member checklist. Ballots are counted by members NOT running for Office. (See Appendix 5)

Requirement 1: Nomination Letter

Nomination Letter Template

Anchorage ABATE, Inc. , Inc., Inc. has a Nomination Letter template for use (see Appendix 1). The Webmaster maintains a current version of the template and updates in coordination with the Vice-President or Designee and the policies and procedures of ABATE.

Distribution of Nomination Letter

The Vice-President or Designee will coordinate with the Webmaster to send the Nomination Letter via e-mail and/or as a Blast via Wild Apricot.

A copy of the nomination letter is sent to all current members. A physical copy should be mailed via US Post office for any Anchorage ABATE, Inc. , Inc., Inc. Lifetime Member who chooses regular US Mail for delivery.

As noted on the Nomination Letter, nominees must be current members. Nominees can renew their membership as required to maintain their nomination if the Elections Coordinator approves.

The Membership Coordinator should work to ensure that all Anchorage ABATE, Inc. , Inc., Inc. membership address/contact information is as complete as possible. See Appendix 1 for a sample of the Nomination letter.

Requirement 2: Nomination Consolidation / Verification / Acceptance

Nomination Consolidation

The Vice-President or Designee will collect all nomination forms at the September General Membership Meeting. The nominations will be noted on the Consolidated Nominee List (Appendices 6, 7, 8).

Nomination Validation

The Vice-President or Designee will send the Consolidated Nominee List (Appendices 6, 7, 8) to the Membership Coordinator. The Membership coordinator will provide the status of all nominees' membership, including end date and current contact information.

Nomination Acceptance

The Vice-President or designee will make contact with all nominees regarding the nomination for a position on either the ABATE Board of Directors or as an ABATE Officer.

Contact made be made via phone, text or e-mail.

The Vice-President or Designee shall note on the Consolidated Nominee List (Appendices 6, 7, 8) whether or not the nominee has accepted the nomination and the method by which communication occurred.

Nominee Exclusions

Any nominee who is unable to be contacted shall be excluded from the Election Ballot.

Any nominee who is not in good standing will be given an opportunity to renew their membership. Failure to renew the membership will result in exclusion from the Election Ballot.

The Vice-President or Designee shall review the nominees and identify any potential conflicts of interest as per the Anchorage ABATE, Inc. , Inc. policies. The Board shall make official determination of whether or not conflict of interest exists. The President of ABATE shall notify any nominee of the conflict of interest.

Failure to Receive Nominations

In the event there are none or insufficient nominations received for any position, the Vice-President or Designee will work with the Board to find additional nominees.

The Board may elect to fill positions with insufficient nominees by appointment.

Requirement 3: Ballots

Ballot Finalization

All nominees shall be listed on the Ballot, including their "riding name"

Incumbent nominees shall not be noted on the Ballot. This will insure members are not swayed by voting for what already exists.

Once the draft Ballot is prepared, the Vice-President or Designee shall seek approval of the Ballot by the ABATE Board. The Board will review and approve the final Ballot which shall be distributed to all ABATE Board members, officers, and candidates for review.

Ballot Count

The Vice-President or Designee will work with the Membership Coordinator to determine the actual number current members. This number will be used to ensure sufficient copies of the Ballot are prepared for distribution to the membership.

Ballot Supplies

Once the Ballot has been finalized, and if the ABATE Board decides to conduct the election via USPS mailing, the Vice-President or Designee shall ensure sufficient supplies are available to mail Ballots to the members. Otherwise, physical printed ballots will be made available on demand at the November General membership meeting. This includes the following:

1. Sufficient copies of the ballot for mailing. Anchorage ABATE, Inc. , Inc. has an account at PIP Printing where the ballot can be copied; additional copies of the number required for voting at the November General Membership Meeting (typically twenty-five (25) additional ballots are sufficient).
2. Stamps – Number of members X 2 (e.g., 200 members X 2 = 400 stamps)
3. Envelopes / Address Labels – Number of members X 2 (e.g., 200 members X 2 = 400 envelopes)
 - a. Address Labels without Member Number and Stamped envelopes mailed to members
 - b. Return address Labels with Member Number and stamped
4. ABATE Address Labels for both sets of envelopes

Ballot Mailing Preparation

After acceptance of the Ballot by the board in October the Vice-President may elect to begin preparation of Ballots prior to the November Board Meeting. If all preparation is not completed prior to the November Board Meeting, final preparation for mailing will occur after normal Board business and

All ballots shall be mailed after the November Board Meeting.

Ballots Via Abate Blast

The Vice-President or Designee will work with the Webmaster to assemble an ABATE Blast for distribution via e-mail to all members. The Blast will include the official Ballot along with a photo and short bio of each candidate. The Blast will be distributed no sooner than the November Board Meeting and no later than 7 days after the November Board Meeting.

Requirement 4: Election Day

The official Election Day is the day of the November General Membership meeting.

Voting Options

Members have the following options to submit their vote:

1. Return their completed Ballot in a member provided addressed envelope to Anchorage ABATE, Inc. , Inc., Inc. The member shall be sure to include their full name and membership number on the outside of a sealed envelope. It is the member's responsibility to ensure sufficient time to process through the U.S. Postal system. Ballots received after Election Day will be discarded. Typically, mail takes several days to process through the system.
2. Drop the Ballot at one of the designated collection points. Members will be informed of designated drop points in the ABATE Blast or in the Ballot Cover Letter. If the Ballot is dropped at a collection point, the member shall be sure to include their full name and membership number on the outside of a sealed member provided envelope.
3. Vote in person at the November General Membership Meeting. If the member casts their vote in person, the Vice-President or Designee in coordination with the Membership Coordinator will validate the member's membership and place the ballot in the Ballot Box at the meeting.

Members may only submit a single Ballot. In the event, a member submits more than one Ballot, only the first Ballot received and marked on the Member list shall be counted. Any additional Ballot will be discarded.

Ballot Collection

The Vice-President or Designee shall ensure that ballots are collected from the ABATE mailbox and any designated voting location.

The Vice-President or Designee shall work with the President to establish a last call for Ballots during the November General Membership Meeting. Typically, this occurs at 7:30 PM.

Ballot Validation

The Membership Coordinator shall provide a current list of members alphabetically and by membership number. This list will be used to validate the standing of the voter. Ballots will not be included in the count if the voter does not have a current membership.

Any ballot received in person at the November General Membership will be validated upon receipt if the ballot is not in an envelope with the Member's full name (as listed on the membership roster). Once the membership is validated, the Ballot will be placed in the Ballot Box.

Once the final call is made for Ballots, the Vice-President or Designee will coordinate the validation of ballots received from the collection points and U.S. Postal System. Typically, this requires three (3) people to expedite the process. Member status will be validated, and the Ballot officially opened and placed in the Ballot Box.

Ballot Counting

Prior to the start of the meeting or closure of the Ballot Box, the Vice-President or Designee will ask individuals to participate in the official counting of Ballots. Typically, 3-6 Ballot Counters are required to expedite the process. One of the Ballot Counters shall act as the lead to tally all Ballot Count Sheets.

Ballot Counters shall use the Ballot Count Sheet (Appendix 5) to tally Ballots counted. The Counter shall place an "X" sequentially across the Ballot Count Sheet. Ballot Counters shall add the names and number of votes for the Warren Garrison Award at the Bottom of their Ballot Count Sheet.

No individual who is currently on the Ballot shall participate in the actual counting of Ballots. The Vice-President and Treasurer will validate the Lead Ballot Counter's tally for all Ballot Count Sheets.

Ballot Tally for the Warren Garrison award shall be performed by the Treasurer.

Ballot Counting Confidentiality

Any person serving as a Ballot Counter shall keep all information confidential, this includes votes for all Board and Officer Positions and the Warren Garrison Award.

Ballot Records Retention

All Ballots counted during the election shall be retained and turned over to the Vice-President or Treasurer at the end of counting. The Ballots will be retained in the ABATE archive and used to validate any questions that may arise during the formal acceptance/validation of the election results by the Board.

Additionally, all Ballot Count Sheets shall be retained and turned over to the Vice-President or Treasurer at the end of counting. The Ballot Count sheets will be retained in the ABATE archive and used to validate any questions that may arise during the formal acceptance/validation of the election results by the Board.

Returned Ballots

Ballot returned via U.S. Postal System, e.g., non-deliverable, insufficient address, no longer at this address, etc., shall be given to the Membership Coordinator. The Membership coordinator will make effort to contact the member and obtain current address information.

Requirement 5: Election Results

Informal Announcement of Results

Following the tally of all votes, if sufficient Board Members are present at the November General Membership Meeting and agree to share preliminary results, results will be shared. Otherwise, results will not be shared until formal validation of the results at the December Board Meeting.

Validation of Election Results

The Board will be asked to validate the tallied results of the Election Procedure at the December Board Meeting. If there are any questions regarding the tally and/or results, all records will be available at the December Board Meeting.

Announcement to Membership

Following validation by the Board, the Webmaster will send an e-mail using the ABATE Blast via Wild Apricot. The only thing that will not be included in the results is the winner of the Warren Garrison Award.

Requirement 6: Warren Garrison Award

Confidentiality

Ballot counters are expected to keep any and all voting results including Warren Garrison Award information confidential.

Award Announcement

The winner will be announced at the annual Anchorage ABATE, Inc. , Inc., Inc. January Meet and Greet.

Appendix 1

Nomination Letter (Example)

(A functional template is available from the Webmaster or Bookkeeper.)



Alaska Bikers Advocating Training and Education
P.O. Box 92213 Anchorage, AK 99509-2213

September 1, 2019

Dear Member

It is that time of year again. Time to elect new Officers and Board members for Anchorage ABATE, Inc. , Inc. to serve for the 2020 to 2022 terms.

Remember that ABATE has a purpose that is unlike any other organization in the motorcycling community. ABATE is not a social club, but we need to have some fun activities for our members after we get the work done. We have two missions:

1. To promote motorcycle safety education programs, public awareness programs, and motorcycle rider training programs.
2. To promote fair motorcycle legislation, and work to prevent enactment of, or the repeal of existing unfair anti-motorcycling legislation.

These tasks are not easy tasks. To accomplish them we need to have dedicated people to make the whole organization work. So please take a minute and think about the fact that we all love the life style that has become a part of our daily lives, and that we need to work to keep those who would take it away from us from doing just that.

Nominate someone you know that is capable and willing to do the job at hand, and don't forget that you may be the one for the job.

Please bring the nomination sheet with you to the October 17th General Membership meeting at Guido's in Anchorage @ 7pm, mail in your nomination to the address above postmarked before October 31st, or email your nomination to vp@abateofalaska.com or any sitting Anchorage ABATE, Inc. , Inc. board member. You may also drop them off at Alaska Leather before the end of the month. Nominations will close October 31st. Elections will be held at the November 21st, 2019 General Membership meeting.

Anchorage ABATE, Inc. , Inc. encourages new nominations from our membership. Currently, several individuals hold more than one title. New blood is always welcome.

Visit us at: <https://www.abateofalaska.com> or <https://www.facebook.com/abateofalaska>

**All nominated persons must be a member of Anchorage ABATE, Inc. , Inc. in good standing.
The Anchorage ABATE, Inc. , Inc. Board of Directors reserves the right
to review and approve or reject any nominee.**

ABATE Nomination Form

(SAMPLE - ALL OPEN SEATS WILL BE LISTED)

Vice President: (2 Year Term) _____

Secretary: (2 Year Term) _____

Board Seat B: (2 Year Term) _____

Board Seat D: (2 Year Term) _____

Board Seat F: (2 Year Term) _____

Current Incumbents

Vice President: Alan Clevenger

Secretary: Lesle “Scottie” Moore

Board Seat B: Barb Smart

Board Seat D: Dan “Rc” Owens

Board Seat F: “Big Dave Grizzly” Monroe

Appendix 2

Ballot Tally/Supplies Email

(A functional template is available from the WebMaster.)

This is a sample of the email sent to all current Board Members and Officers (around@abateofalaska.com) before the November Board meeting to send ballots to the Membership. Numbers and dates below will need updated. Some info below may not be applicable!

All,

Attached is the current membership mailing list and the final version of the Ballot. Below is a list of the supplies we will need for the next Board meeting for mailing out ballots.

(The below numbers are used as examples only, the actual count will vary from year-to-year.)

Per Wild Apricot:

The Wild Apricot site shows 190 current members. If we round it up to 200 to catch any last minute changes, this would mean:

- Ballots (200)
- Stamps (400)
- Total envelopes is 400:
 - Return addressed envelopes with the member number for the returned ballots (190)
 - Addressed & stamped envelopes mailed to members (190)
- Member Address Labels with Member Number (190)
- Member Address Labels w/o Member Number (190)
- ABATE Address Labels for both sets of envelopes (400)

At the November Board meeting, we will mostly be preparing for the election. Please come if you can and help us load the envelopes so we can mail them out Friday to our members. I hope to see you all there!

Please let me know if you see any issues with this list or ballot.

Thank you all,

Vice-President

Appendix 3

Sample Ballot

(A functional template is available from the WebMaster or Bookkeeper.)

A.B.A.T.E. of Alaska Inc. 2019 Election Ballot																																									
Terms are for 2 years serving during the 2020 to 2022 Calendar Years																																									
Candidates																																									
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<p>The Warren Garrison Award is presented to the ABATE Member(s) that you feel have/has been an outstanding member(s) for year 2019. This award is in honor of Warren Garrison who devoted time and talent to ABATE without question and much loyalty to our causes. The membership elects the individual(s) that fulfill(s) his legacy.</p>																																									

Appendix 4

Cover Letter Template

(A functional template is available from the WebMaster or Bookkeeper.)



A.B.A.T.E. of Alaska

Alaska Bikers Advocating Training and Education

P.O. Box 92213 Anchorage, AK 99509-2213

November 09, 2019

Dear A.B.A.T.E. of Alaska Member:

Enclosed is your Ballot for the Election of the new Officers and Board Members for the 2 year terms during calendar years 2020 to 2022.

Ballots must be returned by 7:30 PM Thursday, November 21, 2019.

Ballot Completion:

Instructions for mail-in or drop-off of ballots:

After printing and filling out your ballot, place it in an envelope that you provide. Insure that your name and membership number is printed on the outside of the envelope. **You will need to have your ballot inside the return envelope whether you choose to mail it in, drop it of at a collection box, or bring it to the meeting to drop it in the ballot box.**

Ballot Returns:

You have three options to submit your ballot:

1. Return their completed Ballot in a **member provided addressed envelope** to Anchorage ABATE, Inc. , Inc., Inc. The member shall be sure to include their full name and membership number on the outside of a sealed envelope. It is the member's responsibility to ensure sufficient time to process through the U.S. Postal system. Ballots received after Election Day will be discarded. Typically, mail takes several days to process through the system.
2. Drop the Ballot at one of the designated collection points. Members will be informed of designated drop points in the ABATE Blast or in the Ballot Cover Letter. If the Ballot is dropped at a collection point, the member shall be sure to include their full name and membership number on the outside of a sealed **member provided envelope**. These amazing motorcycle retailers who are also A.B.A.T.E. of Alaska Business Members have agreed to host A.B.A.T.E. of Alaska Ballot Boxes at their locations to making dropping off your ballots easier.
 - a. Team CC in Eagle River
 - b. Alaska Leather
 - c. AK Cycle Center
 - d. House of Harley
 - e. The Motorcycle Shop
3. Vote in person at the November General Membership Meeting. If the member casts their vote in person, the Vice-President or Designee in coordination with the Membership Coordinator will validate the member's membership and place the ballot in the Ballot Box at the meeting.

Members may only submit a single Ballot. In the event, a member submits more than one Ballot, only the first Ballot received and marked on the Member list shall be counted. Any subsequent Ballots submitted will be discarded.

If someone you know did not get a ballot in the mail they must call or see the membership coordinator with their correct address to receive their ballot or attend the November General Membership meeting. **(Membership Coordinator: Ken Coston, 907-350-6861)**

Election Day:

The ballot will be removed and placed in the ballot box after your name has been verified as a current member of Anchorage ABATE, Inc. , Inc. which qualifies you for casting a vote.

Please note the meeting place and time for elections:

General Membership Meeting

Thursday, November 21, 2019 at 7:00PM

Location: Guido's Pizza, 549 W International Airport Rd, Anchorage, AK 99518

BALLOT BOX WILL CLOSE AT 7:30 PM November 21, 2019

Meet the Candidates

This year, Alaska Leather has offered to host a "Meet the Candidates" during their "Motorcycle Movie Night"!

The movie is yet to be determined, but many ABATE of Anchorage, Inc. Candidates will be available to answer questions.

Food is Potluck, so bring a dish to share. They will have the popcorn machine running.

When: Saturday, November 16, 2019 at 5:30 PM – 9 PM

Where: Alaska Leather, 3611 Minnesota Dr, Anchorage, Alaska 99503

About The Warren Garrison Award:

Warren Garrison was an outstanding member of ABATE of Alaska. Though he did not hold an office or board position he was always here with his insight, knowledge and helping hands. Upon his death in 1993 ABATE decided to honor him by creating an award in his name. This is ABATE of Alaska's highest award and is given to the person or persons that the membership feels has exemplified and promoted ABATE of Alaska and its volunteer mission to the highest standards for the past year. This award is open to anyone that is a current member of ABATE of Alaska. Beginning in 2017, the recipient of this award is also presented with a Lifetime Membership in A.B.A.T.E. of Alaska. This is currently the only way to obtain that membership level.

Appendix 5

Election Ballot Counting Check Sheet

(A functional template is available from the WebMaster or Bookkeeper.)

PRESIDENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Ed Rutledge																																								
Write In																																								
Write In																																								
Write In																																								
VICE PRESIDENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
"BIG Dave" Monroe																																								
Dan "Havoc" Coffey																																								
Write In																																								
Write In																																								
Write In																																								
SECRETARY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Lynn Fibranz																																								
Write In																																								
Write In																																								
Write In																																								
TREASURER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Bobbe Reilly																																								
Write In																																								
Write In																																								
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Appendix 6

Consolidation Nomination List (Raw Data)

	President	Vice President	Treasurer	Secretary	Board Seat					
Term [Years]	2	1	2	1	2	1	2	1	2	1
Ballot #										
1	Ed Rutledge	John Schuelke	Tim Kelly	Leslie "Scottie" Moore	Dave Monroe	Tim Kelly	Dan Schneider	Bonnie Welsh	Barb Smart	Dan Coffey
2	Ed Rutledge	John Schuelke	Tim Kelly	Leslie "Scottie" Moore	Barbara Smart	Dan Coffey	Dave Monroe	Dan Schneider	Dan "RC" Owens	Tim Kelly
3	Ed Rutledge	John Schuelke	Tim Kelly	Leslie "Scottie" Moore	Dave Monroe	Tim Kelly	Dan Schneider	Dan "RC" Owens	Barb Smart	Dan Coffey
4	John Schuelke	Ed Rutledge	Tom Evans	Leslie "Scottie" Moore	Patti Bogan	Barb Smart	Greg Porter	Dan Schneider	Bonnie Welsh	Ed Rutledge
5	Ken Coston	Tom Evans	Tim Kelly	Leslie "Scottie" Moore	John Schuelke	Tim Kelly	Dave Monroe	Barb Smart	RC Owens	Dan Schneider
6	Ken Coston	John Schuelke	Tim Kelly	Leslie "Scottie" Moore	Tim Kelly	Dave Monroe	Dan Coffey	Dan "RC" Owens	Barb Smart	Dan Schneider
7	Ed Rutledge	John Schuelke	Tim Kelly	Leslie "Scottie" Moore	Dave Monroe	Ken Coston	Dan Coffey	Dan Schneider	Dan "RC" Owens	Tim Kelly
8	John Schuelke	Ed Rutledge	Tim Kelly	Leslie "Scottie" Moore	Dave Monroe	Ken Coston	Tim Kelly	Dan Schneider	Barb Smart	Dan "RC" Owens
9	Dan Schneider	John Schuelke	Barry Matteson	Dave Monroe	Chris Applebee	Dia Matteson	Tim Kelly	Trevor Holm	Leslie "Scottie" Moore	Chris Colmenero
10	John Schuelke	Ken Coston	Tim Kelly	Leslie "Scottie" Moore	Patti Bogan	Tom Evans	Dave Monroe			
11	Ken Coston	John Schuelke	Tim Kelly	Leslie "Scottie" Moore	Dan Coffey	Dave Monroe	Dan "RC" Owens	Tom Evans	Barb Smart	Chris Applebee

Appendix 7

Consolidated Nomination List (Duplication Removed)

	President	Vice President	Treasurer	Secretary	Board Seat					
	2	1	2	1	2	1	2	1	2	1
Ken Coston	Tom Evans	Tom Evans	Leslie "Scottie" Moore	Tim Kelly	Tom Evans	Tim Kelly	Trevor Holm	Leslie "Scottie" Moore	Tim Kelly	
John Schuelke	Ken Coston	Tim Kelly	Dave Monroe	Patti Bogan	Tim Kelly	Greg Porter	Tom Evans	Dan "RC" Owens	Ed Rutledge	
Ed Rutledge	John Schuelke	Barry Matteson		John Schuelke	Ken Coston	Dave Monroe	Dan Schneider	Bonnie Welsh	Dan Schneider	
Dan Schneider	Ed Rutledge			Dave Monroe	Dia Matteson	Dan Schneider	Dan "RC" Owens	Barb Smart	Dan Coffey	
				Dan Coffey	Dave Monroe	Dan Coffey	Bonnie Welsh		Dan "RC" Owens	
				Chris Applebee	Dan Coffey	Dan "RC" Owens	Barb Smart		Chris Colmenero	
				Barbara Smart	Barb Smart				Chris Applebee	