

**CHAPTER BY-LAWS
OF THE
AMERICAN BUSINESS CLUB
OF SPRINGFIELD, ILLINOIS**

**ARTICLE I
NAME AND ORGANIZATION**

SECTION I. The name of the organization
“AMERICAN BUSINESS CLUB OF SPRINGFIELD.”

SECTION II. This club shall be one of the subordinate clubs existing under a charter of affiliation legally granted by the National Association of American Business Clubs, and shall be a member of the Fourth Region of said National Association.

SECTION III. This club shall be organized to operate exclusively for charitable, scientific, literacy, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 and shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

SECTION IV. This club shall be composed of its President, its Vice President, its Secretary, its Treasurer, its Sergeant-at-Arms, its Board of Governors, its Committees, and its members.

SECTION V. The principal offices of this club shall be located in Springfield, Illinois.

SECTION VI. The motto of this club shall be “Creating opportunities for independence for people with disabilities.”

SECTION VII. The official abbreviation of this club shall be “AMBUCS.”

**ARTICLE II
OBJECTIVES**

SECTION I. The objectives of the American Business Club of Springfield shall be:

1. To foster fellowship among its members.
2. To foster cooperation among its members.
3. To foster fellowship and cooperation with and among other civic bodies.
4. To create an interest in all public welfare.
5. To stimulate the desire of every member of the club to be of service to their community and to society in general.
6. To make its own Constitution, By-laws, rules, and regulations for the government of the club.

**ARTICLE III
MEMBERSHIP**

SECTION I. The membership of this club shall consist of individuals over the age of twenty-one (21) years, who pledge themselves to abide by the Constitution and By-laws of the club and the Articles of Organization and By-laws of the National Association of American Business Clubs.

SECTION II. Membership in the club shall be divided into five classes: First - Active, Second - Honorary, Third - Senior, Fourth - Life, and Fifth - Emeritus.

ACTIVE MEMBERSHIP shall be granted to those persons who are selected by the club as provided in the By-laws. Each new member shall serve a probationary period for the first twelve months of membership.

HONORARY MEMBERSHIP may be conferred upon citizens of the United States who have rendered an exceptional public service or exceptional service to the club, and through that service have made themselves qualified for the honor. Election of Honorary Members shall be as provided in the By-laws.

SENIOR MEMBERSHIP may be granted to any member of the club who has been a member for at least ten years and is 40 years of age. If said member elects to become a Senior Member, that member must notify the Secretary of said desire to become a Senior Member. Thereafter, the member shall be designated as a Senior Member and be so carried on the roster of the club.

Each Honorary and each Senior Member shall have the following rights, privileges, and duties:

1. They shall be eligible to attend all functions of the club and be retained on the mailing list, and shall pay only for luncheon meetings that they attend.
2. They shall have voting privileges but shall not be eligible to hold any elective office in the club.

LIFE MEMBERSHIP shall be granted to an active member of the club in good standing who, upon payment of a fee determined by the National Board of Directors to the National Office, is issued a certificate of life membership.

EMERITUS MEMBERSHIP may be granted to any member of the club who has been a member for at least twenty years and is 50 years of age. If said member elects to become an Emeritus Member, that member must notify the Secretary of said desire to become an Emeritus Member. Thereafter, the member shall be designated as an Emeritus Member and be so carried on the roster of the club.

ARTICLE IV FEES AND DUES

SECTION I. An admission fee shall be charged by the club which shall be not less than that prescribed by the National Association of American Business Clubs and which shall be designated in the By-laws of this club. This fee shall be paid to the Treasurer before the applicant qualifies as an active member. This fee is currently \$45.

SECTION II. Each Active and Senior Member shall pay such dues as may be prescribed in the By-laws, to maintain their good standing. Such dues shall be paid as billed, and shall include the per capita tax payable to the National Association, the subscription payment for a National Publication and the per capita tax payable to the District Association of American Business Clubs of which the Springfield Club is also a member.

SECTION III. Each Honorary Member, as an incidence of such membership, shall be excused from the payment of all local initiation fees and dues. In the event that any initiation fees, dues, or per capita assessment is made on any such Honorary Member by the National Association or any District thereof, the local club shall pay the same.

SECTION IV. Each Life Member shall pay such dues as may be prescribed in the By-laws, to maintain their good standing. Such dues shall be paid as billed, and shall include the per capita tax payable to the District Association of American Business Clubs of which the Springfield Club is also a member. Life Members are free from obligation to pay further amounts to the National Association, and are free to receive the National publications and other materials from the National Office.

SECTION V. Luncheons shall be paid for as prescribed in the By-laws.

SECTION VI. Special assessments shall be paid for as prescribed in the By-laws.

**ARTICLE V
ELECTIVE OFFICERS**

SECTION I. The Board of Governors of this club shall consist of:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Sergeant-at-Arms
6. Eight governors, also referred to as directors, elected from the membership and the Immediate Past President.

The President, Vice President, Secretary, Treasurer, and Sergeant-at-Arms each shall be elected for a term of one year unless elected to fill a vacancy in any such office, in which later event the election shall be to fill the unexpired term. The Board of Governors, consisting of nine members, each shall serve for a term of one year, but except to fill vacancies, not more than three members shall be elected at the annual election of officers and the Immediate Past President automatically shall be a member of said Board. The remaining members of the Board of Governors shall be elected at the semi-annual election following the annual election of officers.

SECTION II. The Editor of the A.B. Seer, appointed by the President and the District Governor if a member of this local club, shall be ex-officio and non-voting members of the Board of Governors, and shall not be counted in determining the number of nine members of the Board.

SECTION III. The President, Secretary, and Treasurer of the club may be compensated for their services at a sum to be determined by the Board of Governors. The Treasurer shall give a proper surety bond, acceptable to the Board of Governors, which surety bond premium shall be paid by the club. The President will be exempt from all normal fees for all regular meetings which they are required to attend.

**ARTICLE VI
DUTIES OF OFFICERS AND BOARD OF GOVERNORS**

SECTION I. It shall be the duty of the President to preside at all meetings of the club, to preside at meetings of the Board of Governors, to appoint all necessary committees, with the approval of the Board of Governors, and to perform such other duties as this office may require.

SECTION II. It shall be the duty of the Vice President to preside at meetings of the club in the absence of the President, to preside at meetings of the Board of Governors in the absence of the President, and to perform such other duties as ordinarily pertain to this office.

SECTION III. It shall be the duty of the Secretary to keep accurate records of the meetings, including lunch meetings, and proceedings of the club and authorized committees, make the required reports to the National and District Offices, and perform such other duties as pertain to this office. Upon retirement from office, the Secretary shall turn over to the successor or to the President, records, books of accounts, or any other club property in their possession.

SECTION IV. The duties of the Treasurer shall be to receive and disburse all initiation fees, dues, and other charges and assessments and to deposit the same in the depository or bank designated by the Board of Governors, to account for all moneys to the club at its annual meeting and at any other time on demand by the Board of Governors, and to perform such other duties as usually pertain to this office. Upon retirement from office, the Treasurer shall turn over to the successor or to the President all funds, books of accounts, or any other club property in their possession.

SECTION V. The Sergeant-at-Arms shall be the official greeter at all meetings and shall perform such other duties as pertain to this office and may be prescribed by the President of the Board of Governors.

SECTION VI. It shall be the duty of the Board of Governors to govern and control the affairs of the club, to transact all business of the club, except such as, by its nature, should be submitted to the club; to vote on prospective members in accordance with the By-laws, and to perform such other duties as pertain to its function.

ARTICLE VII ELECTION OF OFFICERS AND BOARD MEMBERS

SECTION I. All nominations for officers and for not more than three members of the Board of Governors, except to fill vacancies, shall be made at a meeting of the club during the Spring of each year. A list of all candidates shall be published in the club newsletter at least one time prior to the election. The election of said officers and said three members of the Board of Governors shall be held at the next regular club meeting following the meeting at which they are nominated. The officers elected to the offices of President, Vice President, Secretary, Treasurer, Sergeant-at-Arms, and the members of the Board of Governors, elected at such meeting shall be inducted and take office on June 1 following the election, and shall hold elective office for a term of one year and their respective successors are elected and shall have taken office.

SECTION II. Nomination for five members of the Board of Governors shall be made at a meeting of the club in the Fall of each year and the election for such members shall be held at the next regular meeting of the club following the meeting at which they are nominated. A list of all candidates shall be published in the club newsletter at least one time prior to the election. All such members of the Board of Governors elected as such meeting shall be inducted and take office at the first meeting of the club in the month of January in each year, and shall hold office for the term of one year and until their respective successors are elected and shall have taken office.

SECTION III. In case of a vacancy in any office or in the Board of Governors, the vacancy shall be filled by special nomination and special election by the active members of the club. The special election shall be held at the meeting next following the meeting at which the nomination for such vacancies are made.

SECTION IV. All nominations and elections shall be made and held pursuant to the By-laws.

SECTION V. The President and members of the Board of Governors shall not be eligible to succeed themselves more than one time.

SECTION VI. Only active members of the club shall be eligible for nominations and election as an officer of the club, and to hold any such office. No active member shall be eligible for nomination or election as an officer while they are in the status of a probationary active member.

ARTICLE VIII EXEMPT ACTIVITIES

SECTION I. Notwithstanding any other provisions of the Constitution or By-Laws of this Chapter, no member, director, officer, employee, or other representative of this Chapter shall take any action or carry on any activity by or on behalf of the Chapter not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code and its regulations as they may now exist or as they may hereafter be amended, or by organizations contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as they now exist or as they may hereafter be amended.

**ARTICLE IX
AMENDMENTS**

SECTION I. Every proposed alteration, amendment, or addition to this Constitution must be handed to the President in writing, who shall present the same to the Board of Governors, and they in turn shall present the same with their recommendations to the club, one week prior to its submission for a vote. It shall require for adoption the approval of three-fourths of the active membership present at the meeting considering the same.

ARTICLE X

SECTION I. In the event that the club is disbanded for any reason, the assets of the club shall be disbursed exclusively to charitable, religious, scientific, literary, or educational organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended. The Board shall designate a special charities committee to ensure this distribution.

**POLICY GUIDELINES OF THE
AMERICAN BUSINESS CLUB
OF SPRINGFIELD**

**ARTICLE I
MEETINGS**

SECTION I. The annual meeting of the club shall be held on the first Thursday following Labor Day in September of each year, at which meeting the officers shall report to the general membership, provided, however, that the date of the annual meeting may be changed by a vote of two-thirds of the members of the Board of Governors, and provided that any change in any meeting shall not affect the term of office of any officer of the club then in office.

SECTION II. The regular meeting of the club shall be held on the second and fourth Thursday of each month, during the months of September through May, except when decided otherwise by discretion of the President.

SECTION III. The regular meeting of the Board of Governors shall be the first and third Thursday in each month except when decided by a majority vote of the Board; provided, that special meetings of the Board may be called by the President of the club whenever deemed necessary or upon request of two members of the Board, due notice having been given all members of the Board.

SECTION IV. A majority of the Board shall constitute a quorum of the Board of Governors.

SECTION V. Except as herein otherwise specifically provided, the decision of the Board of Governors in all club matters shall be final, subject only to an appeal to the club. On such appeal, the decision shall be reversed only by vote of two-thirds of the members present and voting at a regular club meeting. To appeal a decision of the Board, a member must submit an objection in writing to the President. The President must notify the membership of the objection at the next regular meeting. A vote of the membership shall be held at the regular meeting following such notice. Notice of the objection and vote shall be published at least one time in the club newsletter prior to the vote. No resolution or motion to commit this club on any matter shall be considered by the club until it has been considered by the Board. Such resolutions or motions, if offered at a club meeting, shall be referred to the Board without discussion.

SECTION VI. Robert's Rules of Order shall be the basis of procedure in all meetings of the club and Board of Governors.

**ARTICLE II
METHOD OF VOTING**

SECTION I. The election of the officers and Board of Governors shall be by ballot. All other matters of this club shall be transacted via voice, except a member may, upon a motion, call for a secret vote upon any matter.

**ARTICLE III
ORDER OF BUSINESS**

SECTION I. The order of business procedure at weekly luncheons shall be at the direction of the presiding officer. The order of business at the annual meeting will be as follows:

- Report of committees
- Report of Officers
- Unfinished business
- New business
- Adjournment

ARTICLE IV MEMBERSHIP

SECTION I. METHOD OF ELECTING ACTIVE MEMBERS.

New members may be proposed by one or more members of the club. Such proposal shall be in writing upon an application form provided by the Secretary, and shall be submitted in person by one or more of the proposing members to the Board of Governors at a meeting of the Board.

The President shall refer such proposal to one or more members of the Board of Governors to investigate and interview such proposed member as to his qualifications to become a member. The member or members of the Board of Governors to whom such proposal is referred shall report their recommendations on such proposed member and the facts learned in such investigation and interview at the next regular meeting of the Board of Governors held after the publication of applicant's name as hereinafter provided.

After the application of a proposed member has been filed with the Board, the name of such proposed member and their place of business, if any, shall be published in the next published bulletin of the club. Each member of the club having objections to the membership of such proposed member shall have the right and opportunity to make such objection by making the same in writing, stating the reasons for such objection and signing such writing, such written objection shall be delivered by the objector to the President of the club. Thereupon, the President, along with the Vice President, Secretary, and Treasurer shall investigate such objection and the qualifications of such proposed member and shall present such objection and a report of their investigation and recommendations to the next regular board meeting, but the name of such objector shall not be disclosed by the President, Vice President, Secretary, or Treasurer to any person, or persons at any time.

Final approval of a proposed member is vested exclusively in the Board of Governors; provided, however, no member shall be declared elected by said Board to probationary membership unless there shall be an affirmative vote of at least three-fourths of all members of said Board present at such meeting. The name of a candidate for probationary membership, if proposed and rejected, shall not again be proposed until six months have elapsed from time of rejection.

All new members proposed to and approved by the Board of Governors shall serve a one year probationary membership. Upon completion of said one year probationary membership, if such person has attended fifty percent or more of the regular meetings or such other functions as prescribed by the Board of Governors and otherwise has shown their participation in club activities and their qualifications for membership in the club, they shall be admitted to full active membership upon a three-fourths vote of the members of the Board of Governors present at such meeting. The Secretary shall inform the Board of the necessity of such vote during the report of the Secretary.

SECTION II. METHOD OF ELECTING HONORARY MEMBERS.

Honorary membership may be conferred upon citizens of the United States who have rendered an exceptional public service, or exceptional service to the club, and through that service have made themselves qualified for that honor. Any member may propose a candidate for honorary membership to the Board of Governors. The favorable vote of at least three-fourths of the members of the Board of Governors present at such meeting shall be required to elect any person to such honorary membership; except, that any member of the local club who has served as President of the club for a term of one year, upon his written request, automatically may become an Honorary Member without a vote.

SECTION III. RESIGNATIONS.

The resignation of a member from this club shall be submitted in writing to the Secretary, who shall submit it to the Board of Governors for their consideration and action.

SECTION IV. LEAVE OF ABSENCE.

The Secretary shall grant leaves of absence for a period of not less than one month, but not to exceed twelve months from the date such leave is granted, when the applicant is to be out of the city. All other applications for leave of absence must be submitted to the Board of Governors. Not more than one leave shall be granted. The member to whom any such leave of absence is granted shall not be charged for meals during the period of his leave of absence, but shall be charged with the regular dues and any special assessment which may be imposed.

SECTION V. DUES AND PAYMENT.

The Board of Governors shall adopt a schedule of dues which will include monthly chapter dues, a summer assessment, and such other special assessments which shall be sufficient to meet the club's obligations as well as the per capita tax payable to the National Association, the annual subscription payment for a National Publication and the per capita tax payable to the District Association.

All such dues will be mailed to each member on monthly bill or annual if monthly payment is not chosen by member. Members selecting a monthly payment program shall be required to have a credit card on file with the Treasurer. Payments of annual or monthly statements submitted by the club to its members are due and must be received within thirty (30) days following the date of the statement. The names of members whose payments are delinquent for a period of greater than sixty (60) days and over one hundred dollars (\$100) will be published in the club bulletin and identified as delinquent members. Members who are delinquent for a period of more than ninety (90) days and over one hundred dollars (\$100) will be suspended from the membership rolls and published in the Seer. Whenever a member is suspended, the Secretary shall notify the member in writing, stating the cause for such action. Any member suspended may be reinstated upon payment of all past-due statements, a local reinstatement fee of forty-five dollars (\$45). All reinstatements are subject to board approval.

All suspended members must bring their accounts current within six (6) months of the suspension date. If the suspended member's account is not current after a six (6) month period, they will be expelled from the club. At the discretion of the Board of Governors, all remaining dues will be sold to a collection agency of the Club's choosing. A member will also be expelled from the club if they are suspended four (4) times in a period of 3 years.

A suspended member is not billed for mandatory activity and monthly dues during the term of their suspension.

A suspended member may attend ABC lunches of Board meetings if sponsored by a current active club member in good standing. Suspended members may not attend any other events.

SECTION VI. ATTENDANCE AT MEETINGS.

To sustain an active club, attendance at regular club meetings and Board meetings is encouraged. All members shall be required to abide by all rules and regulations adopted by the club. To encourage attendance, active members will be charged for a minimum of nine events, one each month, from September, when regular meetings recommence, through May. Probationary members shall be charged a minimum of eighteen events, two each month, for the same period. The mandatory event charge shall not apply to Honorary or Senior Members, or Emeritus Members.

SECTION VII. EXPULSION.

Any member who commits unprofessional conduct or is found guilty of any criminal offense, may, upon the recommendations of the Board of Governors, be expelled by a two-thirds vote of the membership present at any regular meeting, one week's notice having been sent to such member and all other members advising that such action is to be taken.

Whenever a member is expelled, the Secretary shall notify the member in writing, stating the cause for such action.

SECTION VIII. VACANCY IN THE BOARD OF GOVERNORS OR OFFICERS.

The resignation of a member of the Board of Governors or of any officer shall be deemed to take effect upon receipt by the Secretary. In case of the resignation of the President, the Vice President shall succeed them in office until a special election is held.

Vacancies in any office shall be filled by nominations being made at the next regular meeting of the members following the occurrence of such vacancy and the election shall be held at the meeting following the meeting at which nomination is made.

**ARTICLE V
COMMITTEES**

SECTION I. The President, upon his own action or following the direction of the Board, shall, from time to time as necessary, appoint such committees as the President or the Board deem essential to the welfare of the club. Standing committees shall include:

Programs	Raffle
Executive	Golf
Charities	Social
State Fair	Boys & Girls Club
Membership	Constitution & By-laws
Special Projects	

**ARTICLE VI
FEES AND DUES**

SECTION I. Each applicant at the time of filing their application shall pay an application fee in the sum of forty-five dollars (\$45.00). The National admission fee shall be forwarded with the next report to the National Association in compliance with the provision of the National Constitution. In the case of transferred or reinstated members, the Board of Governors may, at its direction, waive such application fees.

SECTION II. Each Active and Senior Member shall pay \$15.00/month or \$180.00 annually, which shall constitute full payment of local dues, National per capita tax, the annual subscription payment for the National Publication or periodical, and the District dues.

SECTION III. Each Emeritus Member shall pay \$ 90 annually, which shall constitute full payment of local dues.

SECTION IV. Each Honorary Member shall be excused from all local club dues, but their dues or per capita assessments made by the National Association shall be paid by the local club.

SECTION V. Each Life Member shall pay \$7.50 per quarter or \$90.00 annually if paid within 30 days of the first billings of the fiscal year July 1st billing. Life Members are free from further obligations to the National Association.

SECTION VI. Each member shall pay additional amounts as required. These additional amounts shall be determined by the Board of Governors at its discretion, and shall include, but not be limited to, meals or services otherwise provided in conjunction with regular meetings or board meetings, mandatory meals, special or social events, and other assessments.

SECTION VII. Each member shall have the option of paying a July 1st bill (due in 30 days), which will cover all applicable of the following: annual dues (\$180.00), summer assessment (\$45.00), and big hat dues (\$10.00). Members that do not elect to pay these charges annually will be billed bi-monthly. All members will receive a bi-monthly bill for any charges or assessments during the period and if applicable unpaid dues.

ARTICLE VII RULES AND REGULATIONS

SECTION I. The Board shall adopt and maintain, upon the recommendation of the Rules and Regulations Committee, written rules and regulations governing the operation of certain aspects of the club. The rules and regulations shall contain, at a minimum, the obligations of each member to participate in and contribute labor to the various projects undertaken by the club and the consequences for failure to meet the labor obligation.

ARTICLE VIII BIG HAT CLUB

SECTION I. An organization within the confines of the Chapter designated as the Big Hat Club is authorized. It may adopt such by-laws and regulations and fees as its members direct, not contrary to District or National Constitution or By-laws or the National Big Hat Club Constitution or By-laws.

SECTION II. The Big Hat Club shall consist of chapter members who, by their own efforts, during a twelve month period shall have signed three new members. These new members must have been accepted for membership by the chapter and have paid all entrance fees.

ARTICLE IX INDEMNIFICATION

SECTION I. The club shall indemnify and hold harmless each person who shall serve at any time as an officer or as a board member from and against any and all claims and liabilities to which such person shall become subject by reason of having been an officer or board member of the club, or by reason of any action alleged to have been taken or omitted by such person, and shall reimburse each such person for all legal or other expenses reasonably incurred by such person in connection with such claim or liability; provided, however, that no such person shall be indemnified against, or be reimbursed for, any expense incurred in connection with any claim or liability arising out of such person's own willful misconduct.

ARTICLE X AMENDMENTS

SECTION I. Amendments to these By-laws can be made at any regular meeting by a vote of two-thirds of all members present, provided that a copy of such proposed amendment shall have been available to each member at least one week before such meeting and notice of such vote is published in the club newsletter prior to such vote.

SECTION II. No amendment or addition to these By-laws shall be made which is not in harmony with the club Constitution or with the Constitution and By-laws of the National Association of American Business Clubs.

ARTICLE XI

SECTION I. Adoption of these By-laws shall be by at least a two-thirds vote of all members present at a regular meeting of the club membership, provided that notice of the intention to adopt such proposed By-laws shall have been provided to each member at least one week before such meeting.

SECTION II. Upon adoption of the By-laws in accordance with this Article, all former By-laws of this club shall be repealed.

SECTION III. All officers, including members of the Board of Governors, now elected and holding office in said club shall hold office until their successors are elected and have taken office.

POLICIES, RULES, AND PRACTICES

I. Project Chairman

- 1) Responsibilities
 - A) Profitable Operation
 1. Appointing qualified day chairs
 2. Include new members as day chairs
 3. Appoint overall man power chairs
 4. Hiring/firing of paid help
 5. Purchasing/accountability of product
 6. Seek best available prices
 - B) Permits and Start Up
 1. Liquor licenses (need proof of liquor liability)
 - a) State
 - b) County
 2. Coordinate with finance chair for cash start ups
 - C) All project chairs are a two year commitment
 1. Event check list for future chairs must be maintained
- 2) Reporting Relationship
 - A) Before Events
 1. Report to board at 2 summer board meetings and/or Vice President and President
 - B) During Event
 1. Report to President and/or Vice President
 - C) All Policies and Planning should be approved by the board
- 3) Authority
 - A) Purchasing
 1. Dollar limit should be set by President and Vice President
 2. Oversee all deliveries
 - a) Accountability of product
 - B) Contract
 1. All contracts must be approved by the board
- 4) Reimbursements
 - A) Chairman
 1. State Fair
 - a) Minimum \$1,000 each for 2 chairman, maximum 5% (Net includes paid help)
 - b) Hawker \$500 flat fee
 - c) Finance \$500 flat fee
 2. All Other Events
 - a) No Pay
 - b) Chairman No Pay
 - B) Illinois State Fair
 1. Grandstand/MPA
 - a) \$1,200 flat expense reimbursement for 3 chairmen
 - b) Hawker &750 expense reimbursement
 - c) Finance \$750 expense reimbursement
 2. Parking
 - a) \$1,200 expense reimbursement for 3 chairmen
 - b) \$500 expense reimbursement for 10 managers
- 5) Day-Chair
 - A) Responsibility for work shifts and informing volunteers of specific job assignments
 1. Parking
 2. Access to project
 3. Daily manpower

II. Contract Labor

- 1) Hiring Practices
 - A) Applications
 1. All hired help must fill out an application
 2. Including wage and number of days
 3. Board approved all wages
- 2) Contract Labor Responsibilities
 - A) Project chairmen are ultimately responsible for the direction of contract labor
 - B) Contract labor should be used when volunteer labor is not available
 - C) Contract labor should be used where consistency is needed: such as start up, shut down, and food preparation. Job descriptions should be provided.
- 3) Compensation Schedule
 - A) Hourly rate must be set before event and written in the contract
 - B) No bonuses
 - C) ABC must follow all state and federal laws: such as any withholdings, 1099s, or any other requirement
 - D) Wages must be approved by the board

III. Member Work Requirements

- 1) Membership Status Requirements
 - A) Senior
 1. Ten years membership and 40 years of age before eligible
 2. Summer assessments are still required
 3. No shift requirements
 4. No event requirements
 - B) Emeritus
 1. Twenty years membership and 55 years of age before eligible
 2. Dues are half of regular members, there is no summer assessment
 3. No shift requirements
 4. No event requirements
 - C) Probationary
 1. First year in ABC
 2. Four shifts at State Fair (minimum one shift required at parking and grandstand), all of these shifts worked by probationary member
 3. Assigned to shifts by day chairs to include either setup and/or cleanup
 4. No event requirements
 - D) Regular
 1. Three shifts at State Fair, with at least one of these shifts worked by member
Day chairs receive credit for three shifts worked at State Fair
 2. Shifts at other events as determined by board
 3. One meeting per month
 - E) Good Standing (All membership)
 1. Account must be kept under sixty (60) days or better
 2. Meet shift requirements at events
- 2) Summer Project Membership Assessments
 - A) All members, except emeritus, are assessed summer dues (Life, Senior, Probationary, and Regular)
 - B) In addition to the summer assessment, members are required to work the designated number of shifts for their membership class. Failure to meet work requirements will result in a \$50 fine per unworked shift at each event. This fine will be billed automatically on the next billing following the event. In addition to the fine, the member is required to report to the next board meeting after the designated event to inform the club why they were unable to meet their membership requirements. In the event a member knows in advance they will be unable to meet their work requirements, they are required to come to any board meeting in advance of designated event and explain to the club why they are unable to meet their membership requirement.

3) Membership ID and Access to projects

A) Check in

1. All members are to be checked in at each event
2. A designated place is to be established for membership check in: such as fair – pass gate
3. Name badges are to be given at the designated place for ABC member and/or volunteer. One color for members and another color for non members.
4. Only those with badges will be allowed at the concession stands
5. One ABC member per stand
6. Day chairs must spell out duties to workers
7. Day chairs are responsible to monitor and turn in shift attendance for their day.

B) Access

1. Sign up sheets
 - a) Workers are show watchers – we need to know who is working
 - b) If you are working and contributing your time some show watching is acceptable. (Be available.)

4) Enforcement and Penalties

A) During Events

1. Account must be under 60 days
2. No admittance to events if past due

B) Post Events

1. Account must be under 60 days
2. Shift must have been worked
3. If one and two above have not been met, no admittance to social functions

C) Probationary Members

Regular member status will not be granted to probationary members who have not met their shift requirement and kept their account under 60 days. This will result in expulsion or a repeat of a probationary period.

IV. Volunteers Non ABC

A) ID and Access

1. Same as members

B) Gratuities (Food and Drink)

1. Same as members

C) Work Expectation and Restrictions

1. One ABC member should be in each stand
2. Rules should be spelled out
 - a) No beer out of wagon
 - b) All cash stays in box
 - c) Do not leave stands and cash unattended

V. Raffle Events

In order to continue the club's success and donations to charities, the Board of Governors reserves the right to require all probationary and active members to sell or purchase a minimum number of raffle tickets. In lieu of personally selling tickets, members can work a number of shifts set by the Board to sell tickets to the general public. These requirements will be published in the SEER 60 days prior to commencement of the raffle sales. This section does not apply to Senior and Emeritus members.