

## ATTACHMENT “A”

### SECTION “A” CHAPTER BYLAWS

#### A.1 - Chapter name

In consideration of its acceptance into the STAR Touring and Riding Association, the Chapter will hereafter be referred to as that name listed on the signature page of this agreement.

1. The Chapter shall operate under the rules and regulations established within the International Charter. No Chapter Bylaw shall supersede the International Charter. A copy of any additional Chapter Bylaws shall be submitted with the Chapter’s re-Charter.
2. The Chapter has/will form under a non-profit corporation or association status and will file any reports as required by law. A copy of any special status documents should be sent to the International STAR Council so we can have a copy in your Chapter file.
3. If the Chapter wishes to change the location of their meetings closer to another STAR Chapter or change their Chapter name the International STAR Council must approve this change

#### A.2 - Chapter membership

1. The prospective member must be voted into the Chapter by a “majority” vote. All Chapter members must hold a current membership in the STAR Touring & Riding Association. Expired memberships, unbecoming conduct, or a violation of any Charter /Bylaw agreement shall be cause for the members suspension or permanent removal from the Chapter and all of its activities.
2. **Members must participate in at least 40% minimum per section 3.2 of the Charter of the Chapter’s monthly meetings /rides calculated by calendar year (January-December).** Non-participation, without just cause, may result in the member’s relegation to an Associate member status. Associate members are entitled to all privileges of membership, excluding the right to vote or hold office.
3. Associate members who fail to participate in chapter events, without just cause, may be subject to suspension or removal from the chapter and its activities.
4. Special elections within the Chapter shall require a 30 day notice to all Chapter members.

#### A.3 - Membership rights.

1. Only adult active Chapter members will be allowed to vote on chapter issues (Charter section 3.2)
2. Members must adhere to the “Line Of Communication” on all Chapter issues. For purposes of explanation, the “Line Of Communication” shall be as follows: Sergeant at Arms > Vice-President > President > State Ambassador> Regional Director>

International STAR Council> International Executive Board. If there is an issue regarding any officer within the “Line Of Communication” the member can go directly to the International STAR Council.

3. Any grievance between members, or between the members and Chapter, shall be directed to the Chapter President by “Line Of Communication.” The Chapter President shall convene the Board of trustees to deliberate on the grievance. The Board of trustees is only assembled for this purpose.
4. Only adult STAR Touring members are allowed to sign the Charter or Re-Charter.

#### A.4 - Removal or suspension.

1. A Board of Trustees must be convened to decide upon a member’s suspension or removal from the Chapter. This Board of trustees shall consist of the Chapter President, Chapter Vice-President, Sergeant at Arms, LOS Representative, and one additional chapter member appointed by the President.
2. The Board of Trustees must be in contact with their State Ambassador or Regional Director for guidance.
3. The Board of Trustees must reach their decision by a “majority” vote, and furnish the member with a written explanation of their findings and decision within 72 hours. This document must be signed by all of the Board of Trustees in attendance and pre-approved by the State Ambassador or Regional Director. All decisions of the Board are final.
4. **A written copy of the explanation provided to the member and all witness statements will be sent to the International STAR Council without delay .**

#### A.4.1 - Appeal of Board of Trustees Decisions

1. A member in good standing may appeal a removal decision to the International STAR Council based on one or more of the following:
  - A. Bias
  - B. Failure of Chapter board of Trustees to follow Chapter Bylaws
  - C. Specific mitigating facts
2. Appeals must be made in writing and sent to: “International STAR Council”- Confidential. Decisions of the International STAR Council are final and binding.

#### A.5 - Official events.

1. The Chapter must hold a regular monthly meeting and ride (weather permitting) (refer to Section 5.1).

2. The Chapter can choose to have two official rides a month per the Chapter bylaws. All official rides need to be listed on the monthly ride schedule and the STAR Touring International calendar. A ride is considered over when the predetermined termination point has been reached or it is canceled by a vote of the members due to weather or other reason/s that pertains to the safety of the riders.
3. The members of the Chapter will decide upon the meeting time and a location that is accessible to the majority of active members.

#### A.6 Chapter rockers.

The Chapter rocker can only be obtained through the Chapter. The Chapter rocker remains the property of the Chapter and must be returned upon request. Back patches may be purchased from the Chapter or directly from the STAR Touring & Riding Association.

**ATTACHMENT “B”**  
**STAR TOURING AND RIDING ASSOCIATION Officer Definitions & Responsibilities**  
**One Officer position per Chapter.**

**President:** The President is a National Officer of STAR Touring and Riding Association and will represent STAR Touring and Riding in a positive and professional manner. The President shall ensure compliance of the STAR Charter and Chapter Bylaws by all members and ensure that all Chapter Officers are made aware of their respective responsibilities. Shall exercise general supervision over the members of the Chapter, the Chapter’s Board of Trustees, and the affairs of the Chapter. Shall maintain a positive working relationship with all supporting dealerships. Shall represent the Chapter in any involvements with other riding groups and organizations.

**Vice-President:** Shall stand in for and hold the responsibilities of the President in his/her absence. Shall work with all Committee Chairs to coordinate and inform the Chapter of Committee progress. Shall work with the President, as directed, as a liaison with any supporting Dealerships. Shall represent the Chapter and STAR Touring and Riding in a positive and professional manner.

**Sergeant At Arms:** Shall be present at all meetings to keep and maintain order. Shall be responsible for making sure that all Ride Waivers are signed prior to any ride; and take responsibility for the Ride Waivers during all rides. Shall enforce the Charter and Bylaws as written. Shall be responsible for keeping the banner and making sure it is hung at all meetings and events. Shall represent the Chapter and STAR Touring and Riding in a positive and professional manner.

**LOS (Ladies of the Star) Representative:** Shall work to make all women, either rider or passenger, feel welcome as a member of the Chapter. Shall coordinate with the National LOS Coordinator for support. Shall work within the Chapter to help advance the image of women in motorcycling. Shall represent the Chapter and STAR Touring and Riding in a positive and professional manner.

**Secretary:** Shall keep minutes of all meetings; including Officer meetings, Board of Trustee meetings, and general membership meetings. Shall conduct a roll call of members at all general meetings. Shall be sure that all members sign in on a roster for all Chapter rides and meetings. Shall keep track of attendance to determine active or associate member status for the Chapter. Shall make sure that all members have signed a waiver for the current year. Shall make sure that all pertinent e-mails are forwarded to the membership, State Ambassador and Regional Directors. Shall send general membership meeting minutes to all members of the Chapter. Shall represent the Chapter and STAR Touring and Riding in a positive and professional manner. Shall forward the attendance roster to the STAR International office in May and November of each year. Shall verify that original ride waivers are sent to the STAR International office in December of each year.

**Treasurer:** Shall maintain a book-keeping system for the funds of the Chapter. Shall make a monthly financial report to the Officers at all officer meetings and to the membership at each Chapter meeting. Shall oversee all sales of merchandise, i.e. t-shirts, patches etc. If approved by the President shall place all orders and collect all monies for items purchased from STAR Touring and Riding International office, i.e. back patches, rockers, both the large rocker, and any small rocker. Shall coordinate and collect funds during all Chapter fundraisers. The Treasurer and Chapter President cannot be business partners, related, or living together. The Treasurer Shall represent the Chapter and STAR Touring and Riding in a positive and professional manner.

**Note:** It is recommended that the chapter have three signatures on the Chapter bank account. The three signers cannot not be business partners, related, or living together. **No exceptions.**

**STAR Vets Representative:** Must be a registered STAR Vet. Shall encourage all Veterans to join STAR Vets. Shall work to bring information to the Chapter on Veterans' events. Shall encourage participation in any event made to honor our Veterans past and present. Shall represent the Chapter and STAR Touring and Riding in a positive and professional manner.

The above listed Officers shall have the authority to make day-to-day decisions concerning the operations of the Chapter and must report those decisions to the membership.

Although the following appointed positions are not required as Officers they are necessary positions within your Chapter. You may appoint them or other positions as Officers by making provisions within your Chapter's bylaws.

**Road Captain:** Shall lead the rides and be sure that all rides are pre-ridden to ensure safety on the route. The Road Captain is in charge of the ride and will lead all rides. No rides will be ridden over the posted speed limit to ensure the safety of all the participants in the ride. The Road Captain works closely with the Tail Gunner to help control the group formation. Shall represent the Chapter and STAR Touring and Riding in a positive and professional manner.

**Tail Gunner:** Shall ride in the back of the group and keep an eye on the group. It is the duty of the Tail Gunner to stay with any bike that has dropped out of the ride so the group can safely continue ahead to an area of safety. The Tail Gunner works closely with the Road Captain to help control the group formation. Shall represent the Chapter and STAR Touring and Riding in a positive and professional manner.

**Shepherd:** Should have 3 years minimum riding experience. The Shepherd shall greet all new riders into the group. It is the responsibility of the Shepherd to explain to new or prospective members about STAR Touring and Riding Association's Mission Statement, Charters, Bylaws, waivers, and ride rules. It is also the Shepherd's responsibility to make all new or prospective members feel welcomed into the group. The Shepherd shall be paired up [at a minimum] for the first 2-3 rides and/or meetings to ensure that new or prospective members do not feel left out. They should also be available to explain and/or answer questions regarding the Chapter or STAR International. Shall represent the Chapter and STAR Touring and Riding in a positive and professional manner.

## ATTACHMENT 'C'

### CHAPTER ADDITIONS TO THE CHARTER BYLAWS

REVISED 3/2012

**The following bylaws are meant to be used as guidelines to the operation of the Chapter and are subject to change with the approval, by vote, of the membership.**

The chapter slogan shall be "SWEET HOME CHICAGO"

Chicago, IL Chapter #394 follows STAR Touring International's Mission Statement of safety and riding in a lawful manner. Members of Chicago, IL Chapter #394 will, at all times, ride safe, sober, and drug free.

#### **GENERAL MEMBERSHIP MEETINGS:**

- The Chapter shall have a monthly membership meeting on the third Sunday of the month, at the Downers Grove Moose Lodge located at 1030 Warren Rd in Downers Grove, IL.
- During the months of April thru September, meetings will start at 9:00 a.m.; during the months of October thru March, meetings will begin at 10:00 a.m.

#### **APPLICATION FOR CHAPTER MEMBERSHIP:**

- Requirements for prospective members who wish to join Chicago, IL #394, including members of other STAR Chapters who wish to transfer membership to Chicago, IL #394:
  1. Must be a member in good standing of STAR Touring and Riding.
  2. Must submit an application to an officer. (An application can be obtained from the Membership officer or downloaded from the Chapter web site.)
  3. Must attend two chapter meetings and one official chapter ride following the submission of the application. Attendance must be completed by the fifth month anniversary of the application submission.
- A Shepherd will be assigned to the prospective member for the duration of his/her application period to guide and familiarize them with the Chapter.

#### **OFFICIAL EVENTS:**

1. All rides and socials appearing on the chapter calendar will be considered official events and subject to the rules of conduct as established by the charter.
2. Attendance will be taken at all events but only as a way to monitor a member's participation in chapter activities.

#### **CHAPTER DUES and FEES**

1. Chapter dues in the amount of \$24.00 per family per year will be collected at the Chapter meeting in

January for current members and upon joining the Chapter for new members. Current members who wish to continue as members of the Chapter, but are unable to pay their dues in January, must notify the President of their intention to continue as members no later than January 31st. Members who fail to give notice of their intention to continue with the Chapter will be considered non-renewing and will be dropped from the Chapter, effective February 1st.

2. A one month grace period will be extended, until the next Chapter meeting, for members not able to pay their dues. There are no extensions past the next Chapter meeting unless arrangements have been made with the President and the Treasurer at the January meeting.
3. Members failing to pay chapter dues or are non-renewing, as outlined above, will be removed from the Chapter roll and designated "AT LARGE" members of STAR Touring & Riding. "AT LARGE" members may re-apply for membership in the Chapter subject the guidelines of "APPLICATION FOR CHAPTER MEMBERSHIP".
4. There will be a one-time, non-refundable \$10.00 licensing fee for any member who requests a Chapter rocker.

## CHAPTER FUNDS

1. In management of the Chapter funds, the Treasurer shall:
  - Collect all money of the Chapter and shall have charge of all funds.
  - Prepare a budget to be approved by the Chapter Officers at the January Officer meeting
  - .
  - Have the books from the previous year audited by January 31st by a committee consisting of two Chapter Officers, with the Treasurer in attendance. No one on that committee shall be related by birth or marriage, to each other or to the Treasurer.
2. All money collected by Star Chapter 394 shall be deposited into the Chapter checking account. Money shall be classified in one of two categories:
  - **Charitable Funds**  
One Hundred Percent (100%) of all money collected for the purpose of charitable contribution, after approved expenses, must be distributed to the designated charity or charities.
  - **General Funds**  
General Funds will be considered as all money collected such as Chapter dues, 50/50 raffle, Café Press profits, and any other money collected by and for the Chapter, not specifically earmarked for charity.
3. Any chapter member may make a request for funds expenditure to a Chapter Officer, either verbally or in writing. The request will be reviewed by the Officers at the next Officer meeting. If the request is of an urgent nature, the Officers will review the request as soon as possible.
  - Requests for funds of \$50 or less which are not included in the budget must be approved by the Chapter President and the Vice President.
  - Requests for funds in excess of \$50 that are not included in the budget must be approved by a majority vote of the Chapter Officers.
  - Increases of \$50 or more over the original estimate of any budget item must be approved by a majority vote of the Chapter Officers.

- Chapter funds become Chapter property at the time of deposit. No member may claim ownership of any portion of the Chapter funds, regardless of the amount of dues, fees, or donations made by that member prior to their claim.
- The Chapter Officers, having the responsibility of making decisions for the benefit of the Chapter, also bear the responsibility of allocating the use of Chapter funds.
- The Chapter President, having the responsibility of general supervision over members, Officers and the affairs of the Chapter, and the responsibility of making day-to-day decisions concerning the operation of the Chapter, as stated by the Charter agreement with STAR Touring & Riding, also bears the responsibility of the allocation of Chapter funds and the approval of expenditures.

#### **VOTING:**

- All chapter members who are in attendance at the meeting when the voting process begins may vote. **There is no absentee voting.**
- As allowed by the International Charter, the Chapter chooses to conduct its Membership vote either by ballot or showing of hands, with one officer and one member in good standing chosen at that time to tally and report the results to the membership.
- As allowed by the International Charter, the Chapter chooses to conduct its Officer Election vote by ballot, with one officer and one member in good standing chosen at that time to tally the ballots and report the results to the membership.
- Votes other than Elections and Membership may be held as ballot votes or by other means, as the situation calls for.

#### **APPOINTED OFFICER POSITIONS:**

- Lead Tail Gunner
- Road Captain
- Sergeant At Arms
- Shepherd

#### **APPOINTED, NON OFFICER, POSITIONS:**

- **Safety Director:** Shall review, research, and suggest safety tips and present any new information at chapter events. Will also work with the Shepherd to verify the riding skill of a new member and verify that they have been briefed on group riding prior to their first ride with the group.

#### **OFFICER MEETINGS:**

- The Chapter Officers shall have a monthly meeting on the second Friday of each month or as decided otherwise. The meeting will be held at the Downers Grove Moose Lodge located at 1030 Warren Rd in Downers Grove, IL, beginning at 7:00 pm. This meeting will be open to all members of the Chapter, as observers only, unless they have notified the Secretary, in advance, of their wish to address the officers.

- Chapter officers will include all elected officers plus the Sergeant at Arms, Road Captain, Lead Tail Gunner, and Shepherd(s).

#### **CHAPTER PROPERTY**

- Licensing fees and dues are not refundable.
- Chapter or STAR patches are not returnable, with the exception of the Chapter rocker. Licensing fee for the Chapter rocker is non-refundable.
- Officers leaving their position must return any property or records in their possession to the Chapter within two weeks of leaving their position.
- Members who have the care and custody of chapter property such as membership or financial records, banners or displays, promotional items, shirts, patches, or any other item whether supplied by STAR Touring & Riding Association or purchased for or by the membership, must return those items to the Chapter upon request.
- Chapter property or records may not be destroyed unless it has been approved by the President and a majority of the officers.

#### **READING OF BYLAWS:**

- The bylaws will be read annually at the January meeting, following the reading and acceptance of the Chapter License Agreement (Charter), and by majority vote of the membership, accepted as a whole or rejected as a whole, for use throughout the year. If the bylaws are rejected, the membership should have a subsequent vote to: a) review and revise the bylaws individually for a vote in February, or b) discard the entire subsection in its entirety.
- A downloadable copy of the bylaws will be made available on the Chapter website.