

## SECTION 'A'

### CHARTER BYLAWS

#### A.1 Chapter name:

1. The name of this organization shall be the **CHICAGO, IL #394** Chapter of the Star Touring & Riding Association, hereafter referred as the **CHICAGO, IL** Chapter.
2. The **CHICAGO, IL** Chapter shall operate under the rules and regulations established within the International Charter. No Chapter bylaw shall supersede the International Charter.
3. The **CHICAGO, IL** Chapter has/will form under a (non-profit status or for profit) status.

#### A.2 Chapter membership:

1. Prospective members must join the Star Touring & Riding Association upon the completion of their third chapter ride. 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 member's suspension or permanent removal from the Chapter and all of its activities.
2. **Members must participate in at least 40% of the Chapters monthly meetings /rides, in a calendar year (January 1<sup>ST</sup> – December 31<sup>ST</sup>).** 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, new, or replacement elections require a 30 day notice to all Chapter members.

#### A.3 Membership rights:

1. Only Members in good standing will be allowed to vote on chapter issues.
2. Members must adhere to the "chain of command" on all Chapter issues. For purposes of explanation, the chain of command shall be as follows: Sergeant at Arms > Vice-President > President > State Director > Regional Director > International Director > National Sergeant At Arms > International President > International Executive Board of Directors. If there is an issue regarding any officer within the "chain of command" the member can go directly to the next in command.
3. Any grievance between members, or between the members and Chapter, shall be directed to the Chapter President by chain of command. The Chapter President shall convene the Board of trustees to deliberate on the grievance. The Board of Trustees is only convened for this purpose.

#### 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 officer as appointed by the President.
2. The Board of Trustees must be in contact with their State 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 must be signed by all members of the Board of Trustees in attendance and pre-approved by the State or Regional Director. All decisions of the Board are final.
4. The written copy of the explanation and all witness statements will be sent to STAR touring and Riding International within 72 hours.

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

1. A member in good standing may appeal a removal decision to the International Executive Board 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

Appeals must be made in writing and sent to: "STAR Touring Office of the President" -Confidential.

Decisions of the International Executive Board 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. The ride is considered over at the end of the listed ride unless weather causes the ride to end early.

**A.6 Chapter rockers:**

1. 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'**

**CHAPTER OFFICERS & APPOINTED OFFICER DEFINITIONS & RESPONSIBILITIES**

**CHARTER OFFICERS:**

**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 by laws 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 have the authority to make day-to-day decisions concerning the operations of the Chapter and must report those decisions to the membership. Shall maintain a positive working relationship with all supporting dealerships. Shall represent the Chapter in any involvements with other riding groups and organizations. **Shall be point of contact for all members in communicating with STAR International concerning Chapter Issues, i.e., International Office and all National Officers.**

**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 board 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 meeting and events. Shall represent the Charter and STAR Touring and Riding in a positive and professional manner

**LOS (Ladies of 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 Director or East Coast LOS Director 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 meeting, Board of Trustee meetings, and general membership meetings. Shall conduct a roll call of member's 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 and State & Regional Directors. Shall make all general membership meeting minutes available to members of the Chapter, State Directors, and Regional Directors. Shall be responsible for emailing monthly meeting minutes to State and Regional Directors for 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. Shall represent the Chapter and STAR Touring and Riding in a positive and professional manner.

**STAR VET REPRESENTATIVE:** Shall encourage all veterans to join Star Vets. Shall work to bring information to the chapter on Veteran's events. Shall encourage participation in any event made to honor all of our Veteran's past and present. The Star Vets Representative is the publicity representative and will represent all Star Vet riders and enthusiasts to all local media and in general handle all communications pertaining to the Star Vet Chapter membership.

**Although the following appointed positions are not required as Officers they are necessary positions within the Chapter. You may appoint them or other positions as officers, by making provisions within your Chapter Bylaws.**

**ROAD CAPTAIN:** Shall lead the rides and be sure that all rides are pre-ridden to insure safety on the route. The Road Captain is in charge of the ride and will lead all rides. All rides will not 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.

**LEAD 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 off the ride due to mechanical or personal problems so the group can continue. The tail gunner works closely with the Road Captain to help control the group formation

**SHEPHERD:** Shall 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 the new people about STAR Touring and Riding Association's mission statement, chapter charters, by laws, waivers, ride rules and make them feel welcome into the group. The Shepherd will be paired up with the new people and remain with them during their first 2 rides and meetings so that they do not feel left out and can be available to answer any questions they may have about the chapter or STAR International.

## ATTACHMENT 'C'

### CHAPTER ADDITIONS TO THE CHARTER BYLAWS

REVISED 11/2009

The following bylaws are meant to be used as guidelines to the operation of the Chapter.

The following bylaws 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 MEETING:**

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.

#### **CHAPTER DUES:**

- A. 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. A 30-day grace period will be extended until the next Chapter meeting, if payment cannot be made at that time. There are no extensions past the next Chapter meeting.
- B. Members failing to pay chapter dues 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".

#### **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:

- A. Must be a member in good standing of STAR Touring and Riding.
- B. Must submit an application to an officer. (An application can be obtained from the Membership officer or downloaded from the Chapter web site.)
- C. 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.

#### **HONORARY MEMBERSHIP:**

- A. The recommendation of honorary membership must be made by the President.
- B. The honoree must be a member of Star Touring and Riding International.
- C. Honorary membership into the chapter will be voted on by the membership
- D. If an honorary member wishes to become a full chapter member, they will be required to submit an application, followed by the required meeting and ride attendance prior to being voted on for membership.
- E. An Honorary member is entitled to all privileges of membership, excluding the right to vote or hold office.

#### **VOTING:**

- A. Only Chapter members who are in attendance at the meeting when the voting process begins and are in good standing may vote. There is no absentee balloting.
- B. As allowed by the International Charter, the Chapter chooses to conduct its Membership vote by ballot, with one officer and one member in good standing chosen at that time to tally and report the results to the membership.
- C. 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.

- D. Votes other than Elections and Membership may be held as ballot votes or by other means, as the situation calls for.

#### APPOINTED OFFICER POSITIONS:

- A. Road Captain
- B. Lead Tail Gunner
- C. Shepherd

#### APPOINTED, NON OFFICER, POSITIONS:

- A. **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 MEETING:

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

#### READING OF BYLAWS:

- A. 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.
- B. A downloadable copy of the bylaws will be made available on the Chapter website.

#### OFFICIAL EVENTS:

- A. The Chapter will hold one scheduled official event per month throughout the year, usually on the 1<sup>st</sup> Sunday of the month. In the event that a member cannot attend the official event due to extenuating circumstances may, with the permission of the Chapter President, attend any other event and receive credit for their attendance in order to maintain their 40% participation requirement for Chapter membership.
- B. STAR sponsored events, such as STAR-B-Q, State Picnic, STAR DAYS, Charter signings, other STAR Chapter sponsored event, etc., will also be designated as an official events. Members attending such an event will receive credit for their attendance in order to maintain their 40% participation requirement for Chapter membership.
- C. The 40% participation requirement is defined as attending at least 10 out of 24 official events or meetings.
- D. It is up to each member to ensure that they have been credited with attending the event by signing the attendance

sheet at/during the event.

- E. Extenuating circumstances may include, work, illness/injury, vacation, familial obligation, or other circumstance as determined by the President.

