BY-LAW No. 1 (the "Constitution")

A by-law relating generally to the conduct of the affairs of:

North Star Guardians Group (the "Group")

Operating as a non-profit group in the Province of Ontario

BE IT ENACTED as a by-law of the Group as follows:

1. **Definitions**

"board" means the board of directors of the Group and "director" means a member of the board;

"by-law" means this by-law and any other by-law of the Group as amended and which are, from time to time, in force and effect;

"meeting of members" includes an annual meeting of members or a special meeting of members; "special meeting of members" includes a meeting of any class or classes of members and a special meeting of all members entitled to vote at an annual meeting of members;

"member" includes both voting and non-voting membership

"ordinary resolution" means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution

"**special resolution**" means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution; and

"termination" means indefinite suspension without any chance of return to the Group.

2. Head Chapter

The Head Chapter for the Group shall be located in North Bay, Ontario, Canada. Additional Chapters may be formed in other locations at the discretion of the Head Chapter and they will be bound by this Constitution and to the Head Chapter Board of Directors.

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3. Mission Statement

North Star Guardians Group is a group of motorcycle enthusiasts and volunteers from various professional sectors in our community. We are committed to assisting and empowering disadvantaged, bullied and abused children and their families through support, mentoring and liaison services. We are here to help, mentor, befriend and protect anyone in need of those services.

4. History of Group Name

North Star Guardians Group is a group conceived, created and carried to fruition in 2021 in North Bay, Ontario. Our name was derived from our members who shared a passion for providing guardianship to young persons and families in need. The North Star was used as a focus point of our logo as we believe that the "North Star will always lead you home". Home is where safety and security should reside, and our group reinforces the need for safety and security in all homes and family environments. As such, our "Guardians", or members, will always strive to lead you back to a safe and secure environment. The hands in our logo represent our goal to end domestic violence and child abuse, and our pledge to support victims and families of domestic violence and child abuse. We all share a common ideal and dedication to providing positive partnerships in our community.

5. Objects or Purposes

- To relieve poverty by providing financial assistance to persons of low income;
- b) To relieve poverty by providing food and other basic supplies to persons of low income;
- c) To advance education by establishing a scholarship fund for persons of low income that were victims of domestic violence or child abuse;
- d) To assist those affected by child abuse and domestic violence through the provision of mentoring, support services, liaison services and financial assistance to victims of child abuse and domestic violence;
- e) To assist those affected by child abuse and domestic violence through the provision of food and other basic supplies to victims of child abuse and domestic violence; and

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f) To provide a safe location where youth can meet and to provide education and physical activities that support a healthy lifestyle.

For clarification purposes, the Group will not be providing actual professional services to the public or the membership. The Group will provide strictly liaison services to link the public and members with the professional services they require.

6. Governance Structure for Head Chapter

The North Star Guardians Group will be governed by a Head Chapter Board of Directors composed of eligible voting members from the North Bay Chapter. The Board of Directors shall be comprised of a minimum of 2 members (President and Treasurer) and a maximum of 5 members. Eligible members shall be voted in by voting members in good standing to hold the following Head Chapter Board of Directors positions:

President

The President is the Chairmen of the Group's Board and leader of the Head Chapter. The President assumes all responsibilities between the Group and all outside organizations. The President may also designate another board member, from time to time and at his discretion to handle any matters pertaining to the Group. The President does not make motions or second any motions and he can only vote on actions where he would make a tie vote or break a tie vote. The President acts as a personal representative of the Group and is able to judge items that are not in the Group's rules. The President will make day to day decisions regarding the Group in matters that require attention, but that do not require full board or membership approval. No monies exceeding \$200.00 shall be spent at the President's discretion without a board vote being held or the Board giving prior verbal or written permission. The President will endeavor to lead by example to inspire the members and maintain commitment to the mission and goals of the Group.

Vice President

The Vice-President supervises plans for group events and coordinates the committees. He also relays information between the President and the Members of the Chapter. Any questions, comments or concerns of other committee members are brought to the Vice-Presidents attention. The Vice-President is the second in command underneath the President and he assumes all the duties of the President in his absence.

Sgt. At Arms

The Sgt. At Arms is tasked with upholding the integrity of group members by way of overseeing infractions of the constitution, rules and regulations of the Group. The Sgt. At Arms makes certain to uphold all the laws and rules of the Group. He ensures that all the committee orders are carried out as quickly as possible and he keeps order at all Group events. If he sees any member acting in a way not supported by the Group, he reports it to the committee. The Sgt. At Arms is in charge to remove or retrieve patches and colors from members leave the Group by retiring, resigning or being terminated from the Group. The Sgt. At Arms defends and protects the Group members and prospects and is directly responsible for their security and safety. He keeps records of data that relates to the Group security. If he sees any type of threat or perceived threat to the Group in any manner, he will bring it to the attention of the President or Vice-President for appropriate actions to be voted on by the Board.

Secretary

The Group Secretary will be responsible for keeping minutes of all board, committee and membership meetings. The Secretary is the keeper of all written and digital records within and outside the Group. The Secretary will also endeavor to ensure that all members are notified of any scheduled, unscheduled and impromptu meetings. The Secretary is the record keeper of all Group business.

Treasurer

The Treasurer keeps the financial records of the Group. The treasurer has the added responsibility of holding and managing all Group monies received from dues, donations and fundraisers. The Treasurer collects the income from all operations and is responsible for paying all the bills or expenses of the group, while keeping written records. The Treasurer will be responsible for any petty cash payments required by the President to be made on behalf of the Group as long as discretionary payments do not exceed \$200.00. Any payments or disbursement of funds exceeding that amount shall require prior verbal or written approval by the Board of Directors. The Treasurer reports the Group's status on payments owed and due at each Board, Class A membership and annual membership meeting.

Additional Designations for the group include the following titles. These positions do not form part of the Board of Directors, are assigned by majority vote of the Board as needed, can be terminated and reassigned by majority vote of the Board at any time and are not subject to a minimum term.

Constitution Officer (Enforcer)

The Constitution Officer, otherwise known as the Enforcer, works in tandem with the Sgt. At Arms. When the Sgt at Arms identifies any members that are in breach of Group rules, the Enforcer will be tasked with imposing and or collecting fines and executing the directives of the Board of Directors. The Enforcer shall also be responsible for bringing matters of importance related to breach of the Constitution, rules and regulations of the Group to the attention of the Sgt. At Arms for direction and resolution. The Enforcer will also be responsible for collecting patches and patch apparel as directed by the Sgt. At Arms and the Board of Directors. The Enforcer makes certain that the Group laws and rules are followed by all members. He protects all of the patch holders and protects the Group's reputation in any type of conflict. The Enforcer assists all members of the Group in situations of conflict and remains the unbiased voice, reporting to the Sgt. At Arms.

Tail Gunner

The Tail Gunner rides in the last position in a group, unless instructed by the President to ride in another position. The Tail Gunner must secure a lane for the rest of the group during lane changes into faster traffic (move first to block oncoming traffic) and close the door (move to block passing traffic) when a lane is lost in a merging lane situation. The Tail Gunner shall also ensure that no member is left behind in situations requiring some or all of the group to stop, and shall alert the head of the Group of the need to stop. The Tail Gunner must not violate any local traffic laws when performing their duties. There can be up to 3 Tail Gunners at any one time.

Child Liaison

The Child Liaison is the primary point of contact for children and families seeking the help of the Group. The Child Liaison shall be responsible for completing the intake forms and making recommendations to the Board for individual needs and assistance that would be beneficial to the child or family. The Child Liaison shall always be present when a member is working or assisting a child or their family and shall ensure that the code of conduct and ethical and legal standards are maintained in those relationships.

Group Mom

The Group Mom acts as a helper to the Treasurer and Secretary of the group. The Group Mom is responsible for bringing matters of conflict to the attention of the President or other designated person. They ensure that events flow smoothly and that any issues are brought to the proper group member's attention. The Group Mom also tends to various needs of group members and acts as a source of advice and guidance for internal issues

not requiring Board attention. They are the guardian of the best interests of the Group as a whole.

Road Captain

Under the direction of the President, the Road Captain will plan all travel routes and stop locations for Group rides. The Road Captain will also assist the Treasurer to book accommodations as needed. While on mandatory rides, the Road Captain will ensure that all riders remain in proper formation and that all road rules are communicated to the Group at the start of the ride. The Road Captain is responsible for enforcing all group rules, procedures and safety while riding.

7. Powers of the Board of Directors

The Board of Directors has the power to conduct any business not otherwise specified as General Meeting business. This shall include the power to create, amend, quash, veto or act upon any matters not considered General Meeting Business as defined in this Constitution.

General Meeting Business is defined as:

- a) receiving minutes, financial statements, Board and Auditor reports;
- b) election of Board Members except on an interim basis;
- c) election or continuation of auditors;
- d) auditor remuneration;
- e) approval of changes to the Constitution;
- f) approval of Full Patch Class A members;
- g) special resolutions of the Board of Directors that fall outside the powers vested by the Constitution; and
- h) matters of general discussion not directly impacting business operations.

8. Structure for Additional Chapters

The Head Chapter Board of Directors may approve the opening of additional Chapters in other areas at their discretion. The structure for additional chapters shall follow the same structure as the Head Chapter and shall have the same officer designations as the Head Chapter. Each additional Chapter shall remain bound by the decisions, constitution, rules, policies and procedures of the Head Chapter. The President of each additional Chapter shall be the voice for their Chapter, and shall rely on Head Chapter Board approval for

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any activities not already authorized by the Head Chapter Board. Schedule A of the Policies for the Group shall list the Head Chapter Board approved activities and shall be updated annually or as needed to keep it current. Updates to Schedule A shall be provided to all Chapters within 30 days of any updates.

The voting membership of each additional Chapter shall only be eligible to vote in matters pertaining to their Chapter, and shall not hold a vote at the Head Chapter meetings unless they are specifically registered as a voting member of the Head Chapter. Additional Chapters shall file an annual financial report and a report of activities with the Head Chapter Board of Directors for informational purposes and Board decisions relating to their Chapter.

9. President's Round Table

A President's Roundtable shall be established to facilitate the exchange of ideas for presentation to the Head Chapter Board of Directors and for reporting on issues and activities of each additional Chapter. This roundtable shall meet at least once per year at a time and place to be designated by the Head Chapter President. Additional meetings may be scheduled by the Head Chapter President upon 30 days' notice to all Chapter Presidents.

10. Length of Term

All terms are a minimum of 3 consecutive years. Any eligible member may be nominated for any Board position within their Chapter as long as they have been a member in good standing for 2 consecutive years and can obtain 51% of the eligible voting membership vote to support that nomination. Nominations and elections can be done once a year during the annual general meeting for that year. No member may hold more than one designated Board position at any given time.

11. Membership

Each Chapter shall have two classes of members, namely, Class A members and Class B members. The Board of Directors for each Chapter may, by resolution, approve the admission of Class B members for their Chapter without holding a membership vote. Class A members may be granted Prospect status by resolution of the Board of Directors, but will only be granted Full Patch status at the end of Onboarding and with the support of 100% of the full patch voting Class B membership. In special circumstances, the

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Board of Directors may fast track an applicant for Full Patch status voting. In this case, a recommendation to have a vote is put forward and Class A voting membership shall hold a vote. Each Chapter shall be responsible for maintaining their own Chapter documents including a membership roster, a record of admission and suspension of members, member disciplinary measures and all other documents required under this Constitution or other rules, policies and procedures of the Group.

The following conditions of membership shall apply:

Class A Members - Voting Riding Group

A riding group membership shall be available to persons who have applied and have been approved for Class A membership by resolution of the Board of Directors. All Class A members shall begin as Prospects and serve a mandatory 6 month prospecting term, without voting rights. At the end of the prospecting term, the Prospect shall enter the Onboarding phase and continue without voting rights. Entrance into the Onboarding phase shall be by resolution of the Board of Directors. The Onboarding phase shall last 1 year and members in the Onboarding phase shall have no right to vote, become a Board member or hold property rights or assets with the Group. At the end of the Onboarding phase, or at such time as the Board of Directors recommends, the voting membership shall hold a vote on accepting that member as a Full Patch member. Should any Full Patch Class A member disagree with their progression to Full Patch status, that member may be demoted back to prospecting status, remain onboarding until such time as a full 100% support vote is obtained or they may part ways with the Group as determined by the Board of Directors. The term of membership of a Class A member shall be indefinite, unless otherwise subjected to an indefinite or temporary suspension in accordance with the Constitution or policies of the Group. Each Class A Full Patch member is entitled to receive notice of and attend all meetings of members and each Class A Full Patch member shall be entitled to one (1) vote at such meetings. Prospecting and Onboarding Class A members have no voting rights. All Class A members shall be subject to and abide by Policy No. 2021-01 known as the Class A Membership policies and procedures to maintain good standing.

Class B Members -Non-voting Membership

A non-riding group and affiliate membership shall be available to persons who have applied and have been accepted for Class B membership in the Group by resolution of the Board of Directors. The term of a Class B membership shall be annual, subject to renewal in accordance with the policies of the Group. Class B members shall be entitled to receive notice of and to attend annual general meetings. Class B members shall be subject to and abide by Policy No. 2021-02 known as the Class B Membership policies and procedures to maintain good standing.

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Transferability of Memberships

Memberships are non-transferrable and become null and void once terminated by the member or the Chapter Board to which they belong. If a Chapter Board terminates a membership, notice must be provided to the Head Chapter in writing within 30 days of the termination and reasons for such termination to prevent future membership with other Chapters.

12. Meetings

<u>Annual General Membership Meetings</u> - There shall be at least one per year for each Chapter. Annual General Membership meetings shall be for the purposes of updating all members of general issues pertaining to the Group, the past year's business, financial standing and next year's proposed activities.

<u>Voting Membership Meetings</u> - There shall be one voting membership meeting scheduled every 3 years, or as otherwise determined by the Board of Directors, where only voting members may attend for the purposes of appointing the members of the Board Directors for the applicable terms. Additional meetings may be scheduled at the discretion of the Board of Directors or as needed and in accordance with the notice provisions of this Constitution for any other business requiring full voting membership support and for informational purposes.

Board Meetings - The Board of Directors for each Chapter shall meet at least once per month to manage Chapter business affairs.

<u>Notice</u> - Notice of the time and place of meetings shall be given by affixing the notice, no later than 30 days before the day on which the meeting is to be held, to the social media page and website on which information respecting the Group's activities is regularly posted. Such notice shall be re-posted at 10 days prior to the scheduled meeting or remain posted in the main facilities of the group until the meeting to ensure membership has an opportunity to see the notice. Failure to re-post the notice at any subsequent interval shall not invalidate the notice, provided the original required notice is provided. Where circumstances require, and by Chapter Board resolution, the notice period may be shortened to not less than 14 days, with reposting at 5 days prior to the meeting date.

Special Meetings - Special meetings of the Chapter Board may be called by the President upon 7 days notice to all Board members. Special meetings of the membership may be called by the Chapter Board or their designate in accordance with the clause "Notice" contained above. Special meetings of the membership may be called by written request of

a Class A full patch member in good standing with the written support of 51% of the voting membership. Such written request shall clearly state the purpose of the meeting, the agenda and issues to be addressed. The Chapter Board shall then schedule a special membership meeting within 30 days of receiving the written request and notice shall be provided in accordance with the clause "Notice" contained above.

13. Membership Discretionary Donations

Membership discretionary donations shall be administered, enforced and maintained in accordance with Policy No. 2021-03, known as the Membership Discretionary Donations Policy and Procedures. Such policy may be amended from time to time by the Head Chapter Board of Directors without membership approval.

14. Termination of Membership

A membership in the Group is terminated when:

- a. the member dies, or, in the case of a member that is a group, the group is dissolved;
- b. a member fails to maintain any qualifications for membership described in the section on membership conditions, or any other policies and procedures regarding that membership;
- c. the member resigns by delivering a written resignation to the Board of Directors for their Chapter in which case such resignation shall be effective on the date specified in the resignation;
- d. the member is expelled in accordance with any discipline of members section or is otherwise terminated in accordance with the constitution, policies or procedures;
- e. the member's term of membership expires and is not renewed; or
- f. the Group is liquidated or dissolved;

In the event of termination of membership, Policy No. 2021-04 shall apply for asset and property contributions by Class A Members.

15. Effect of Termination of Membership

Subject to the Constitution, Polices and Procedures of the Group, upon any termination of membership, all rights of the member arising as a result of their membership automatically cease to exist and Policy No. 2021-04 shall apply.

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16. Discipline of Members

The Chapter Board of Directors shall have authority to suspend or expel any member from the Group for any one or more of the following grounds:

- a. violating any provision of the Constitution, or written Policies and Procedures of the Group;
- b. carrying out any conduct which may be detrimental to the Group or to the community members they serve, as determined by the Chapter Board or Head Chapter Board in its sole discretion;
- c. for any other reason that the Chapter Board or Head Chapter Board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Group.

In the event that the relevant Board determines that a member should be expelled or suspended from membership in the Group, the President, or such other Officer as may be designated by the relevant Board, shall provide twenty (20) days notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion. The member may make written submissions to the President, or such other Officer as may be designated by the relevant Board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received within the relevant time period, the Board may proceed to notify the member that the member is suspended or expelled from membership in the Group. If written submissions are received in accordance with this section, the relevant Board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The Board's decision shall be final and binding on the member, without any further right of appeal. Chapter Board decisions shall be provided in writing to the Head Chapter Board with reasons within 30 days of such measures in order to prevent membership with other Chapters. All members acknowledge and agree that should a major dispute arise, arbitration shall be used as opposed to a court application in order to resolve those issues. All arbitration decisions shall be final and binding on the issues and shall not be subject to any right of appeal.

17. Place of Members' Meeting

Meetings of the members may be held at any place within Canada as determined by the Chapter Board or, if all of the members entitled to vote at such meeting so agree, outside Canada.

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18. Persons Entitled to Be Present at Meetings

All Classes of Members in good standing shall be entitled to be present at membership meetings. All other persons shall only be entitled to be present upon invitation by the President or other designated person, and as deemed necessary by the Chapter Board.

19. Quorum at Members' Meetings

A quorum at any meeting of the members shall be 50% plus one of the Class A membership. If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

20. Voting at Members' Meetings

At any meeting of members every question shall be determined by a majority of the votes cast on the questions. In case of an equality of votes either on a show of hands or on a ballot or on the results of electronic voting, the Chapter President shall have the tie-breaking vote. The President shall remain silent and only vote in cases of a tie vote by membership. There shall be only in-person voting permitted in the Group. No right of proxy shall exist, and video or electronic voting shall not be permitted.

21. Board Vacancies

In the absence of a written agreement to the contrary, any Chapter Board may remove, whether for cause or without cause, any officer of their Chapter Board. Any removal must be by unanimous vote of the Board and a resolution with reasons must be provided. Unless so removed, an officer shall hold office until the earlier of:

- a. the officer's successor being appointed,
- b. the officer's resignation,
- c. such officer ceasing to be a Class A member or
- d. such officer's death.

If the office of any Officer of the Chapter shall be or become vacant, the Chapter Board of Directors may, by resolution, appoint a person to fill such vacancy until the end of the original Officer's term. At the annual meeting at the end of the original term, the voting membership shall vote to appoint the successor Officer.

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22. Property and Asset Ownership

All assets and property acquired as a result of, through or in any way relating to membership with the Group, shall belong to the Group. Policy No. 2021-04 shall apply in all cases of property and asset ownership. The Group shall keep a detailed record of assets and property belonging to the Group, and shall provide such to the members upon written request.

23. Riding Patches

All group patches remain the sole property of the Group. Should any member holding a patch leave the group, such patches shall be returned to the relevant Chapter Constitution Officer (Enforcer), Chapter Sgt. At Arms or Chapter President. In the absence of all of the above, patches shall be returned to the Head Chapter Constitution Officer (Enforcer), Head Chapter Sgt. At Arms or Head Chapter President in that order. Any return of patches shall be in accordance with the terms outlined in Policy No. 2021-01 and this Constitution.

24. Financial Reporting and Accounting

Each Chapter shall be responsible for keeping accurate records of accounting for their Chapter. Financial records shall include Chapter income and expenses for the month, receipts supporting all expenses and bank account statements for the relevant period. Income shall include all donations, monies received through fundraising events and any other money taken in by the Chapter but does not include Class A membership dues. A separate accounting shall be maintained for membership dues. Class A membership dues may be used by the Chapter to support Class A membership social activities. Should further funding be required for those activities, the Board of Directors may approve that charity funding be applied with a unanimous decision of the entire Board of Directors. All monies raised by the Chapter shall remain the property of that Chapter unless otherwise provided in this Constitution, Group policies or procedures. The Chapter Treasurer shall prepare an annual financial report for the Treasurer of the Head Chapter Board of Directors which shall be due prior to the February 1st of each year. Such report shall be solely for informational purposes and to ensure that each Chapter is maintaining accurate books and records of activities. The Head Chapter Treasurer shall provide support services to all other Chapter Treasurers as requested and as needed. The Head Chapter Board of Directors reserves the right to request up to date financial records of any Chapter at any time to ensure compliance with financial accounting responsibilities.

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25. Liability Insurance

The Group shall carry appropriate liability insurance to protect the Group membership from liability at public and private events and to protect the Group Board of Directors from personal liability while performing their duties in good faith. From time to time, the Group may require each Chapter to equally contribute to such expenses upon proof of such coverage and expenses.

26. Invalidity of Provisions

The invalidity or unenforceability of any provision of this Constitution shall not affect the validity or enforceability of the remaining provisions.

27. Omissions and Errors

The accidental omission to give any notice to any member, director, officer, member of a committee of the board or public accountant, or the non-receipt of any notice by any such person where the relevant Chapter has provided notice in accordance with the by-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

28. Amendments

Amendments to Group Policies and Procedures may be made and implemented by the Head Chapter Board of Directors at any time and at their discretion. Amendments to the Constitution may be made by the Head Chapter Board of Directors at their discretion and shall only be official once approved by majority vote of the membership at the Head Chapter annual general meeting. All amendments shall be provided to Chapter Presidents within 30 days of the amendments being finalized by Head Chapter Board of Directors Resolution or Head Chapter membership approval.

29. Dissolution

Any Chapter of the Group may be dissolved by a Chapter Board of Directors Resolution and majority vote of the entire Class A Chapter membership. Any Chapter monies remaining from dues, fundraising efforts, donations or other means shall be provided to

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the Treasurer of the Head Chapter Board of Directors. A final accounting shall be provided to the Treasurer of the Head Chapter Board of Directors within 30 days of dissolution along with all supporting documents. Assets acquired by the Chapter shall become the property of the Head Chapter.

In the event that the Head Chapter dissolves, all remaining Chapters shall cease to have authority to operate under this Group and shall dissolve in accordance with this clause upon written notice of the impending dissolution of the Head Chapter. Such notice shall be provided by the Head Chapter 60 days prior to their dissolution. All remaining Chapters shall be dissolved within that 60 day period.

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Signed this	11	day of November, 2021.

President - (Leonard Whittaker)- TNT

Vice President - (Gary D'Aoust)- Drako

Treasurer - (Lorieann Whittaker)- The LAW

Secretary – (Lashawna Whittaker)- Phoenix

Sgt. At Arms - (George Winters)- Sundown