**Constitution**

**Article I. Name, Location, Authority**

1. The name of the organization shall be USA Girl Scouts Overseas - \_\_\_\_\_\_\_\_\_\_\_\_\_\_ located on the \_\_\_\_\_\_\_\_\_\_\_ military installation. It is within the geographic area, served by USAGSO with headquarters in New York City. USA Girl Scouts Overseas - \_\_\_\_\_\_\_\_\_\_\_\_ will be regarded as an Overseas Committee under Policies and Procedures of Girl Scouts of the U.S.A. (GSUSA).
2. USA Girl Scouts Overseas - \_\_\_\_\_\_\_\_\_\_\_\_\_ is established as a Private Organization pursuant to GSUSA and the approving authority is the \_\_\_\_\_\_\_\_\_\_\_\_\_ Military Community Commander.
3. The organization is not an instrumentality of the United States and is not entitled to immunities and privileges thereof. It will be self-sustaining and may not receive financial assistance from the US Army, US Air Force, US Navy, or non-appropriated funds, except as indicated in DoD Instruction 1015.9, Professional United States Scouting Organizations Operating at United States Military Installation Located Overseas.
4. Local commands for the Departments of the Army, Navy, and Air Force, and US Marine Corps will assume no responsibility for the USA Girl Scouts Overseas – \_\_\_\_\_\_\_ debts. All members, in accordance with host nation laws, may be personally liable to creditors if the assets of the Overseas Committee are insufficient to discharge all liabilities.
5. All members are required to read this Constitution and attached Bylaws upon joining the organization.

**Article II. Purpose**

1. The purpose of the organization (as defined in the *Blue Book of Basic Documents*, a GSUSA document) is to organize and oversee Girl Scouts within the jurisdiction; see that youth and adult Girl Scout members meet Girl Scouts’ membership requirements; see that each Girl Scout member subscribes to the purpose, adheres to the policies, and maintains the standards of GSUSA; and see that the work of the Overseas Committee is financed in accordance with the policies of GSUSA.
2. This organization will not engage in activities that compete with those of any appropriated or non-appropriated fund activity.

**Article III. Activities**

1. Activities of the Overseas Committee include organization and maintenance of Girl Scout recruitment, selection, appointment, and training of adult volunteers; administration of the Girl Scout program activities and money-earning to support its activities and work of USAGSO.
2. USAGSO – \_\_\_\_\_\_\_\_\_\_\_ will neither propagate extremist activities nor advocate violence against others. Nor will it advocate the violent overthrow of the United States Government.
3. In accordance with applicable US military, GSUSA, and USAGSO policies and procedures, USAGSO- \_\_\_\_\_\_\_\_\_ will provide the local Private Organization Office with the following: minutes or summaries of OCMT meetings, financial reports, contact information for adult volunteers, copies of audit reports, descriptions of any major changes to the Constitution/Bylaws, and other documents as USAGSO-\_\_\_\_\_\_\_\_ might reasonably be expected to have.

**Article IV. Membership**

1. Membership in USAGSO - \_\_\_\_\_\_\_\_\_\_\_\_\_ shall consist of an Overseas Committee Management Team (OCMT), Troop Leaders, and all registered girl and adult members of the Girl Scout movement residing within the geographic area of the Overseas Committee.
2. Membership is primarily for US Forces personnel consisting of US military personnel, US civilian employees and their family members (as defined in Article 71, 72, or 73 of the NATO SOFA Supplementary Agreement, referred to as ID card holders). A majority of the membership (51%) must consist of ID card holders. Membership by non-US Forces personnel will not exceed 49%.
3. This organization fully supports the USAREUR, USAFE, and USNAVEUR policy on equal opportunity and will not discriminate in membership eligibility on the basis of race, color, religion, national origin, sex, or mental or physical handicap, except as provided in AE Regulation 210-22. This organization shall not accept invitation from or participate in any activity or organization that does not conform to USAREUR non-discrimination policy or that discriminates on the basis of race, color, religion, national origin, sex, or mental or physical handicap, except as provided in AE Regulation 210-22.
4. Youth members join with the permission of parents/guardians. Youth membership is open to girls in kindergarten-12th grade and may include older girls with special challenges and disabilities.
5. Adult membership is open to anyone at least 18 years of age who pay annual membership dues and ascribe to the Girl Scout Promise and Law. Adult members who assume specific appointed responsibilities must complete a USAGSO application including an OCMT commitment form, background check, and training for their position.
6. Adult members and volunteers may be removed from their positions for violation of US military, GSUSA, or USAGSO policies and procedures.

**Article V. Governing Body**

1. There shall be an Overseas Committee Management Team (OCMT) set up in accordance with GSUSA procedures for governing the activities of USA Girl Scouts Overseas - \_\_\_\_\_\_\_\_ and registering USAGSO members. The OCMT must have a minimum of three people: the Overseas Committee Chair (OCC), Secretary, and Treasurer. Additional committee members are appointed by the OCC or USAGSO as needed and can include Cookie Coordinator (required for Overseas Committees who participate in cookie sales), Host Nation Liaison, etc.
2. Power, Responsibilities, and Accountabilities: The OCMT is accountable to USAGSO for managing the affairs of Girl Scouting in the prescribed jurisdiction in accordance with the responsibilities outlined by GSUSA and USAGSO; and to the approving military authority for adhering to applicable military regulations.
3. Quorum: A majority of the Overseas Committee members shall constitute a quorum. Votes can be made by a show of hands, ballot, telephone, e-mail, or other electronic means (e.g., Zoom call, Facebook Messenger, online survey platform such as SurveyMonkey, etc.).

**Article VI. Amendments**

1. This constitution may be amended by a majority vote of the members of the Overseas Committee present at regular or special meetings with subsequent review and approval by USAGSO.
2. Amendments shall not conflict with pertinent military regulations and shall be forwarded to the appropriate military authority for approval if required. The OCC shall sign the letter reporting such amendments.

**Article VII. Dissolution**

1. Dissolution of the USA Girl Scouts Overseas Overseas Committee may be by order of the approving authority in the military, a majority vote of the Overseas Committee membership with final approval of USA Girl Scouts Overseas or by direction of USA Girl Scouts Overseas.
2. Upon dissolution of the USA Girl Scouts Overseas Overseas Committee funds and assets remaining after payment of liabilities will be forwarded to USA Girl Scouts Overseas.

**Article VIII. Approval**

1. Upon approval of this constitution, all previously published constitutions are rescinded.
2. Approved by majority vote on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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Overseas Committee Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overseas Committee Secretary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Bylaws**

**Article I. Duties of Officers**

1. The Overseas Committee Chair shall chair the meetings of the Overseas Committee and shall perform the duties in accordance with GSUSA and USAGSO directives, policies and procedures.
2. Only the Overseas Committee Chair or her/his/their designee maintains contact with the duly appointed Military Liaison/Project Office for the purpose of interpreting Girl Scout program, requesting logistical support, and offering Girl Scout services in the community.
3. The Secretary shall be responsible for written records of all Committee meetings and the distribution thereof to all members.
4. The Treasurer shall be responsible for accurate accounting records of the Committee's financial transactions. Accounting records shall be kept in accordance with USAGSO OCMT Management Guide and any pertinent armed forces regulations

**Article II. Appointment and Term of the Overseas Committee Chair**

1. The Overseas Committee Chair is selected by the Referral Committee, reviewed by the Overseas Committee and then referred to USAGSO staff for approval and appointment. The term of office shall be one year beginning 1 June.
2. If the Overseas Committee Chair is unable to complete the term of office, the Referral Committee shall submit a recommendation to staff for selection to fill the unexpired term and the new Overseas Committee Chair designate is referred to USAGSO staff for approval and appointment.
3. The maximum number of terms someone can serve as OCC is three consecutive years.

**Article III. Overseas Committee Management Team**

1. Membership: The Committee is composed of the Overseas Committee Chair and Overseas Committee Management Team members (the Secretary; the Treasurer; and other persons who are needed to carry out the responsibilities of the Committee).
2. All Overseas Committee Management Team members are appointed by the Overseas Committee Chair for a term of one Girl Scout membership year.
3. Power, Responsibilities, and Accountabilities: The Overseas Committee Management Team is accountable to the Lead Advisor, USA Girl Scouts Overseas, for managing the affairs of Girl Scouting in the prescribed jurisdiction in accordance with the responsibilities listed in the USAGSO OCMT Management Guide; and to the approving military authority for adhering to applicable military regulations.
4. Meetings: The Overseas Committee shall meet at least five (5) times a year. Notification shall be by telephone or other electronic means, by letter, or by an announcement at a previous meeting.
5. Quorum: A majority of the Overseas Committee members shall constitute a quorum. Votes can be made by a show of hands, ballot, telephone or email.

**Article IV. Referral Committee**

1. A Referral Committee of (3-5) members shall be appointed by the outgoing Overseas Committee Chair and confirmed by the Overseas Committee, to serve a term of one year.
2. The Referral Committee Chair is selected from among its members by the Referral Committee members.
3. The Referral Committee identifies a qualified candidate for Overseas Committee Chair and recommends the candidate to USAGSO staff for appointment.
4. The Referral Committee shall recommend to the Lead Advisor a replacement person for Overseas Committee Chair if a vacancy should occur in this position at any time during the year.
5. The Referral Committee shall seek and recommend to the Overseas Committee Chair qualified candidates for appointment to other positions on the Overseas Committee.

**Article V. Finance**

1. Expenditures are limited to those required in support of activities listed in this constitution.
2. The fiscal year for the USA Girl Scouts Overseas - \_\_\_\_\_\_\_\_\_ shall be 1 July to 30 June.
3. A budget shall be prepared by the Overseas Committee Treasurer and approved by the Overseas Committee Management Team. The Overseas Committee budget is submitted to and approved by USAGSO staff by September 30th each year. Once approved, it governs the committee’s spending for the next fiscal year. Any revisions in the budget must be presented to the Overseas Committee Management Team for approval.
4. The Overseas Committee and troops shall conduct fundraisers within the policies and approved methods of GSUSA and military regulations to meet the operational needs and to provide program opportunities for girls and training for adults.
5. Accounting records shall be maintained to reflect the assets, liabilities and financial transactions of the Committee. An accounting guideline describing the accounting system used by the Committee shall be prepared and maintained in a permanent file for reference and inspection. Financial statements shall be prepared at least twice annually and presented to the Overseas Committee Management Team for review and forwarded to the military community commander for review as required.
6. An annual financial report is made to USAGSO by 30 June.

**ARTICLE VI. AMENDMENTS**

1. These bylaws may be amended by a majority vote of the members of the Overseas Committee Management Team present at regular or special meetings and with subsequent review and approval by USA Girl Scouts Overseas.

**ARTICLE VII. ANNUAL REVISION AND RENEWAL**

1. Once adopted with all appropriate approvals, the Constitution must be renewed as prescribed in pertinent armed forces regulations. Two current copies, duly signed and dated, shall accompany a renewal request. The request shall be forwarded to the approving military authority 90 days before authorization given by the approving authority expires. A copy of the renewal request with Constitution attachment shall be forwarded to USA Girl Scouts Overseas.

**Article VIII. Approval**

1. Upon approval of this constitution, all previously published constitutions are rescinded.
2. Approved by majority vote on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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Overseas Committee Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

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Overseas Committee Secretary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date