

Bylaws and Constitution Instructions

1. Add your community name in highlighted areas
 - a. Example: USA Girl Scouts Overseas - Paris or USAGSO - Paris
2. If using this template to develop bylaws and constitution for the first time, review the document in its entirety and decide among your OCMT what changes should be made. This document should work for your community, so feel free to change anything that doesn't work well for you.
3. If using this template to revise existing bylaws and constitution, please follow predetermined policies for revision and adoption by the OCMT.
4. Once you have voted and adopted the document, please send it to your Membership Manager. Not sure who your Membership Manager is? Send an e-mail to overseascustomercare@girlscouts.org.

Constitution Article V

Item 1: Determine what OCMT members you will require based on the needs of your community and any local requirements. Examples of traditional positions include Overseas Committee Chair (OCC), Registrar, Secretary, Cookie Manager (if applicable), and Treasurer. If you choose to have other positions such as Camp Director, Recruiter, or Social Media Manager, decide whether they will be required or optional and put that in this line.

Bylaws Article I

If you have other optional OCMT member positions, you may list their responsibilities here.

Please remove Item 5 if your community does not sell cookies.

Bylaws Article II

Item 1: Decide how you would like to appoint the OCC. This can be by vote, by nomination, or referral committee. Please do what makes sense for your community based on size and needs.

Item 3: Determine the succession and confirmation process if the OCC is unable to complete their full term of office.

Item 4: Determine term limits for the OCC and any other OCMT positions as you deem necessary.

Bylaws Article III

Item 7: Decide what type of majority you would like. This can be a simple majority of 51%, a 2/3 majority, etc. Also determine the method of voting that works best for your community, or leave multiple options available.

Bylaws Article IV

Decide in this article how OCMT members will be appointed – by self-nomination, application, etc. Will you vote on them? Will you ask the USAGSO Membership Manager to interview or approve them?

Bylaws Article V

Item 5: Decide what expense amount will require OCMT approval.