CONSTITUTION

The Constitution and Bylaws for Overseas Committees has been developed to meet the policies and standards of the Girl Scouts of the USA.

ARTICLE I. NAME, LOCATION, AUTHORITY

The name of the organization shall be USA Girl Scouts Overseas - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (USAGSO – \_\_\_\_\_\_\_\_\_) located in (CITY, COUNTRY). It is within the jurisdiction of the USA Girl Scouts Overseas (USAGSO) with headquarters in New York, NY, in the United States of America. USAGSO – \_\_\_\_\_\_\_\_\_ will be regarded as a Girl Scout Overseas Committee under Policies and Procedures of Girl Scouts of the USA (GSUSA).

This Constitution and attached Bylaws will be made available to all members upon joining the organization.

ARTICLE II. PURPOSE

1. The purpose of the organization (as defined in Blue Book of Basic Documents, GSUSA) is to organize and maintain troops within the jurisdiction; to see that youth and adults affiliating with the troops meet Girl Scouts membership requirements; to see that each person affiliated with the troops subscribes to the purpose, adheres to the policies and maintains the standards of the GSUSA; and to see that the work of the troops is financed in accordance with the policies of GSUSA.

ARTICLE III. ACTIVITIES

1. Activities of the organization include organization and maintenance of Girl Scout troops; recruitment, selection, and training of adult volunteers; administration of the Girl Scout program activities and fundraising to support its activities.
2. The Overseas Committee Management Team (OCMT) is responsible for the financial oversight of the funds required to support its activities.

ARTICLE IV. MEMBERSHIP

1. Membership in USAGSO – \_\_\_\_\_\_\_\_\_\_\_ shall consist of Overseas Committee members, Troop Leaders, and all registered youth and adult members residing within the geographic area of the Overseas Committee.
2. Membership is available to:
	1. US citizens living in (CITY, COUNTRY)
	2. Girls enrolled in an international or American school (regardless of nationality)
3. This organization fully supports the GSUSA policy on equal opportunity and will not discriminate in membership eligibility on the basis of race, color, religion, national origin, sex, mental or physical handicap, or gender identity. This organization shall not accept invitation from or participate in any activity or organization that does not confirm to GSUSA non-discrimination policy or that discriminates on the basis of race, color, religion, national origin, sex, gender identity, or mental or physical handicap.

ARTICLE V. GOVERNING BODY

1. There shall be an OCMT set up in accordance with GSUSA procedures for governing the activities of USAGSO – \_\_\_\_\_\_\_\_ and registering USAGSO troops. The OCMT should have a minimum of three people: the OCC, a Treasurer, and a Secretary. If a cookie-selling community, the OCMT must also include a Cookie Manager.
2. Other committee members may also be appointed by the OCC throughout the year.
3. The Overseas Committee Association (OCA) shall vote on the members of the OCMT for the following year by no later than September 15. The OCA consists of all registered Girl Scouts and volunteers age 14 years old and up. The slate of interested candidates will be presented to the OCA for voting. Votes may be cast in-person, by text, social media chat group, online ballot, Zoom, or other digital system.
4. The OCMT shall meet at least six times per year between September and June.
5. At least a majority of the OCMT shall constitute a quorum for a valid vote.
6. The following matters must be brought before the OCMT for endorsement or approval:
	1. The slate of OCMT candidates
	2. The OCMT Plan of Work and Budget (as presented in the regular meetings)
	3. Revisions to the Constitution

ARTICLE VI. AMENDMENTS

1. This Constitution may be amended by a simple majority vote of the members of the OCMT.
2. The OCC dates and signs amendments and forwards them to the assigned USAGSO Membership Manager for approval.
3. Once adopted by USAGSO – \_\_\_\_\_\_\_\_\_\_\_\_, the Constitution must be submitted to USAGSO.

ARTICLE VII. DISSOLUTION

1. Dissolution of USAGSO – \_\_\_\_\_\_\_\_\_\_\_\_\_\_ may be by order of USAGSO or by majority vote of the membership.
2. Upon dissolution of USAGSO – \_\_\_\_\_\_\_\_\_, any funds or assets remaining after payment of liabilities will be forwarded to USAGSO.

ARTICLE VIII. APPROVAL

1. Upon Approval of this Constitution, all previously published Constitutions are rescinded.

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OCC Date

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

Secretary Date

BYLAWS

The Constitution and Bylaws for Overseas Committees have been developed to meet the policies and standards of the Girl Scouts of the USA.

ARTICLE I. DUTIES OF OFFICERS

1. The Overseas Committee Chair (OCC) or a designee substitute shall chair the meetings of the Overseas Committee Management Team (OCMT) and perform duties in accordance with Girl Scouts of the USA (GSUSA) and USA Girl Scouts Overseas (USAGSO) mission, policies, and procedures.
2. The Secretary shall be responsible for written records (minutes) of all OCMT and OCA meetings and the distribution thereof to all members.
3. The Treasurer shall be responsible for accurate accounting records of the financial transactions of the OCMT and troops.
4. The Registrar shall be responsible for maintaining and updating all rosters, records, and other documents required of members.
5. If a cookie-selling community, the Cookie Manager shall be responsible for all aspects of the cookie program including ordering the cookies, ensuring all youth members are registered in eBudde, organizing sales procedures, and paying the final bill to USAGSO.

ARTICLE II. APPOINTMENT AND TERM OF OVERSEAS COMMITTEE CHAIR (OCC)

1. The OCC is appointed in accordance with the GSUSA procedures for governing the activities of the USA Girl Scouts – \_\_\_\_\_\_\_\_\_\_ Committee and registering USA Girl Scouts Overseas troops.
2. The term of office shall be one year beginning 1 July, with a transition period from June 1 to June 30.
3. If the OCC is unable to complete the term of office, the referral process is resumed whereby the interested parties shall submit their names to the OCMT for endorsement. Following the endorsement, the OCMT will request the confirmation of the USAGSO Membership Manager or USAGSO staff member.

OR

The OCA will then be invited to confirm via an expedited vote the choice of the new OCC to fill the expired term. If the Co-OCC is unable to complete the term of office the same referral process is resumed with the exception of a confirmation vote by the OCA.

1. The OCC may serve no more than three consecutive terms in the same position.

ARTICLE III. OVERSEAS COMMITTEE MANAGEMENT TEAM (OCMT)

1. FUNCTION: The OCMT is the community group responsible for Girl Scouting in the geographic area outlined in the Constitution, carrying out for all troops in the community, the policy on Overseas Committee Responsibility stated in the Blue Book of Basic Documents: GSUSA.
2. MEMBERSHIP: The OCMT is composed of the OCC and at least three additional members: a Secretary, a Treasurer, and a Registrar. (If a cookie-selling community, the OCMT must also include a Cookie Manager.)
3. The term of office for all OCMT members shall be one year beginning 1 July, with a transition period from June 1 to June 30.
4. Other positions can be recommended by the RC and appointed by the OCC as needed.
5. All Adult Volunteers must fill out the USAGSO required documentation.
6. MEETINGS: The OCMT shall meet at least six times per year between September and June. Notification shall be by telephone, by letter, e-mail, and/or by announcement at a previous meeting.
7. QUORUM: Fifty-one percent (51%) of the OCMT shall constitute a quorum. The vote is taken by voice, show of hands, roll call, secret ballot, e-mail, on-line, Zoom call, and/or mail.

ARTICLE IV. ELECTIONS AND VOTING

1. Board Elections – Yearly (no later than 15 September), the Board will convene with the direct purpose of nominating and voting on individuals into positions. Prior to this meeting, any interested candidates will notify the OCC of their intent to run for their chosen position for the upcoming Girl Scout year.
2. Individuals running for an OCMT position must be 18 years of age and a registered Girl Scout volunteer. A clear, completed background check is required once elected into the position.
3. All registered girls 14 years of age and above and registered adults are considered part of the Overseas Committee Association (OCA) and eligible to vote for these positions.
4. General Voting – At least 10% of registered members age 14 years of age and older of the OCA shall constitute a quorum in regards to voting (the roster of eligibility will be completed and verified by the Registrar). Voting will occur in an online secret ballot that is recorded by the Secretary. If the Secretary is running for a position in the upcoming year, another OCMT member who will not be returning can be appointed to run the online ballot, or the USAGSO Membership Manager can run it if this is not applicable.

Online votes must be given a minimum of 48 hours to vote, and the vote start/end dates and times must be published along with the online ballot.

The following matters must be brought before the OCA for endorsement or approval (including but not limited to):

* + - 1. Appointment of OCMT positions
			2. Usage of money & yearly budget
			3. Interpretation of rules/directions of Garrison, USAEUR, and USAGSO

ARTICLE V. OVERSEAS COMMITTEE FINANCING

1. Expenditures shall be limited to those required in support of the activities in the OCMT approved budget.
2. The Treasurer is responsible for all the financial records. The Treasurer operates within the guidelines of the Overseas Committee Finance management and any applicable local laws.
3. The fiscal year for the Overseas Committee is July 1 to June 30.
4. A budget shall be prepared by the OCC and Treasurer and approved by the OCMT. After approval by the OCMT, the OCA shall vote on the budget. Once approved, this budget governs the Overseas Committee’s spending for the fiscal year. Additional items not budgeted must be presented to the OCMT for approval.
5. Expenses in excess of 100USD (or local currency equivalent) must be pre-approved by the OCMT.
6. The Overseas Committee shall be funded by activity fees, money-earning activities, and money-earning activities conducted within the policies and approved methods of GSUSA and USAGSO to meet the operational needs of the Overseas Committee and to provide program opportunities for girls and training for adults.
7. Accounting records shall be maintained to reflect the assets, liabilities, and financial transactions of the Overseas Committee. An accounting guideline, in accordance with the Overseas Committee Finance Management, describing the accounting system shall be prepared and maintained in a permanent file for reference and inspection for up to seven years. Financial statements shall be prepared at least quarterly and presented to the OCMT. Copies of the quarterly financial statements will be made available to any member upon request.
8. An audit of the OCMT financial records is to be conducted annually when the OCMT handles more than 1,000USD (or local currency equivalent), or at any change of OCC and/or Treasurer, by a “qualified person not serving on the OCMT.” A person who is familiar with accounting practices does not have to be a certified accountant.
9. 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.
10. If USAGSO – \_\_\_\_\_\_\_\_\_\_\_\_ is dissolved, funds and assets will be used to meet outstanding debts, liabilities, or obligations. The balance of assets shall be forwarded to USAGSO.
11. Bonding Insurance is carried by GSUSA for all members of the location’s OCMT.
12. A foreign comprehensive general liability policy is carried by GSUSA, which provides legal liability protection for approved Girl Scout activities of registered Overseas Troops outside of the United States of America and tagalongs. Coverage is also included for the individual liabilities of leaders and Girl Scout volunteers with respect for liability arising out of the performance of their Girl Scout activity. The amount of this insurance coverage is 1,000,000USD.

ARTICLE VI. AMENDMENTS

1. These Bylaws may be amended by a simple majority vote of the members of the OCMT, provided that the proposed amendments have been included in the call of the meeting.

ARTICLE VIII. ANNUAL REVISION AND RENEWAL

1. Once adopted by USAGSO – \_\_\_\_\_\_\_\_\_\_\_-, the Bylaws must be submitted to USAGSO.

ARTICLE IX. APPROVAL

1. Upon approval of these Bylaws, all previously published Bylaws are rescinded.
2. Approved by a majority vote on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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OCC Date

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Secretary Date