

## **Bylaws and Constitution Instructions**

1. Add your community name in highlighted areas
  - a. Example: USA Girl Scouts Overseas - Camp Zama or USAGSO - Camp Zama
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 our 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 [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org).

### **Constitution Article III**

Item 3: Consult with your base or installation Private Org office regarding what items they need you to submit, and amend this item as needed.

### **Constitution Article IV**

Item 2: Decide among your OCMT whether you will require any percentage of members to be DOD ID holders.

Item 4: You may choose to open a Daisy troop to pre-k if there is a need or interest from caregivers.

### **Constitution Article V**

Item 1: Determine what OCMT members you will require based on the needs of your community and requirements of the Private Organization Office. Examples include Overseas Committee Chair (OCC), Registrar, Secretary, Cookie Manager, 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. If your local Private Organization Office requires positions or responsibilities from certain OCMT members, be sure to list them here.

### **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 term limits for the OCC and any other OCMT positions as you deem necessary.

### **Bylaws Article III**

Item 5: Decide what type of majority you would like. This can be a simple majority of 51%, a 2/3 majority, etc.

### **Bylaws Article IV**

Decide if you want to use a Referral Committee and amend or omit as necessary.