Constitution/Bylaws

If your school requires a constitution or bylaws for an official school club, we have included a sample constitution and sample bylaws below. Your club can modify this for your purposes in partnership with your campus advisor. However, the “purpose” clause should not be changed. No changes should contradict the wording in the Campus Girl Scouts Application and Permission Agreemennt.

Constitution of [GROUP NAME]

Adopted [DATE]

PREAMBLE

Name: The name of this club shall be [GROUP NAME].

Purpose: [GROUP NAME] promotes female leadership, empowerment, and advancement, both on campus and in our surrounding community. Through volunteering and personal leadership growth, [GROUP NAME] builds a community of women who propel the global Girl Scout Movement forward and make the world a better place.

ARTICLE 1: MEMBERSHIP

A. Full members of [GROUP NAME] are required to:

1. be an enrolled student, faculty member, or staff member at [COLLEGE NAME]
2. be an annual adult member or lifetime member of Girl Scouts
3. support the principles of Girl Scouting, including the Girl Scout Law and the Girl Scout Promise

B. Membership in [GROUP NAME] shall not be restricted based on age, ethnicity, sex, gender identity or expression, race, marital status, national origin, disability, religion, or sexual orientation. No previous experience with Girl Scouts is required to join the group.

ARTICLE 2: REGULATIONS

This club shall comply with all [COLLEGE NAME] standards; with local, state, and federal laws; and with all rules and regulations set by [GIRL SCOUT COUNCIL NAME].

ARTICLE 3: LEADERSHIP

A. The officers of this club shall be president, vice president, secretary, and treasurer. Optional officers are program chairperson and marketing chairperson.

1. **President:** coordinates membership and oversees meetings; acts as official representative of the club; ensures that the club adheres to all standards of the college; acts as a liaison between the club and [Girl Scout Council Name]; and performs other duties that typically pertain to this office
2. **Vice President:** assists the president and assume the president’s role in their absence, coordinates events and activities, and oversees partnerships
3. **Secretary:** maintains a file of the club’s records, including accurate notes of each meeting, an official membership roll, and meeting agendas; sends out notices in before each meeting; and maintains the club’s media accounts
4. **Treasurer:** collects money, oversees club finances, and keeps an accurate record of all money received and disbursed
5. **Program Chairperson:** plans event activities
6. **Marketing Chairperson:** promotes all events (girl and college student activities)

B. Elections: Officers shall be elected once every year by majority ballot vote of all members present at the meeting. If a tie occurs, the ballot will be recast.

C. Terms: Officers shall serve full-year terms starting at the beginning of the fall semester.

D. Vacancies: vacancies in offices shall be filled by nomination and voting of active members.

ARTICLE 4: ADVISOR

A campus advisor to [GROUP NAME] is responsible for providing guidance and support to the club.

ARTICLE 5: ACTIVITIES

1. Meetings: This club will hold regular meetings at a time and place determined by the officers. Officers will notify all members about meetings in advance.

ARTICLE 6: FINANCES

1. All funds shall be used to support [GROUP NAME]. In the event that the club becomes defunct or is terminated, all funds of [GROUP NAME] shall be donated in full to the [GIRL SCOUT COUNCIL NAME] and any accounts officially closed, if permitted by guidelines governing student group accounts.
2. Dues and budget: annual budget and any club membership dues (which are separate from annual adult membership or lifetime membership in Girl Scouts of the USA), if applicable, are to be decided by members of the club, dependent on events and activities planned.

ARTICLE 7: AMENDMENT

This constitution may be amended at any regular meeting of the club by 60 percent vote of members present at a meeting at which a quorum is present. A quorum is a majority of members.