



Girl Scout Alumnae Operating Guidelines

Adopted by member vote 7.26.2020

Article 1: Name and Purpose

1.1 Name

This organization shall be known as the Girl Scout Alumnae (GSA) of the Girl Scouts of Northern California (GSNorCal) – San Francisco Bay Area Chapter.

1.2 Purpose

The purpose of this organization is to provide a way for adult supporters of Girl Scouting to remain connected to GSNorCal and the Girl Scouts of the United States of America (GSUSA).

Article 2: Membership

2.1 Members

The membership of the Girl Scout Alumnae (GSA) shall be open to any adult who has been a Girl Scout or is interested in supporting GSNorCal.

2.2 Dues

Members shall pay annual dues in such amount, and under such terms and conditions, as may be determined by the GSA Steering Committee, and approved by a majority vote of the GSA membership. Dues are payable upon enrollment and thereafter annually on or before September 30th. Lifetime memberships are also available at an amount to be determined by the GSA Steering Committee. Financial Aid is available upon request.

Dues:

- \$20.00/annually
- \$100.00/lifetime

2.3 Volunteer Position Membership Requirements

All GSA members who are in elected and appointed leadership positions, who serve as committee chairs or members, or others deemed necessary, shall be members in good standing of GSUSA.

2.4 Conduct

Members shall abide by the policies and guidelines of the GSUSA and GSNorCal, including Safety Guidelines, in the most current version of [GSNorCal's Volunteer Essentials](https://www.gsnorcal.org/en/for-volunteers/volunteer-essentials.html), which is only available online at <https://www.gsnorcal.org/en/for-volunteers/volunteer-essentials.html>.

Article 3: Meetings

3.1 Number of Meetings

The GSA shall hold at least two general membership meetings and at least two Steering Committee meetings each year. One shall be known as the Annual Meeting (generally conducted Saturday of Women's Weekend). Meetings may be held in conjunction with other GSA events.

3.2 Meeting Notification

The Chair and/or Co-Chair shall give reasonable advance notice to the membership of the date and time, place, draft and distribute the tentative agenda for the meeting, and convene and close the meeting. The Chair and/or Co-Chair shall use their best efforts to rotate the site of the meetings to accommodate the members.

3.3 Quorum

Ten members of the GSA present at any meeting of the membership shall constitute a quorum for the transaction of business. Binding action shall be by a simple majority vote of the members present.

Article 4: Elected Positions

4.1 Officers

The officers of the GSA shall be the Chair and/or Co-Chairs, the Vice-Chair, the Secretary, and the Treasurer. All officers must be members of GSA and GSNorCal, in good standing. Please refer to GSA Volunteer Position Descriptions for more detailed information regarding each officer's duties and responsibilities.

4.2 Chair or Co-Chairs

The Chair or Co-Chairs shall preside at all meetings of the members of GSA and the Steering Committee. She/he shall appoint the chairs and members of all committees as may be necessary. She/he shall perform such other duties and acts as usually pertain to her/his office or as may be designated by the Steering Committee.

4.3 Vice-Chair

The Vice-Chair shall aid the Chair in the performance of her/his responsibilities in such manner and to such extent as the Chair may request. She/he shall perform such duties and have such powers as usually pertain to her/his office or as may be designated by the Steering Committee or the Chair.

4.4 Secretary

The Secretary shall consult with and assist all the GSA officers and shall take the minutes of all general membership meetings and all Steering Committee meetings. She/he shall be the liaison between the GSA and the Council with respect to the retention and maintenance of books, records, papers, documents, and information in any form or other proceedings of all meetings of GSA and the Steering Committee and shall maintain and distribute as necessary a current copy of the GSA Operating Guidelines. In addition, the Secretary shall ensure minutes are distributed promptly after each meeting, and hard copies are available for all participants at the annual and mid-year meetings.

4.5 Treasurer

The Treasurer shall consult with and assist all the GSA officers and shall be the primary person responsible for depositing money to the GSA bank account(s). The Treasurer shall keep accurate electronic historical records of all receipts and disbursements. Each Event/Committee Chair shall submit their event budget (prior to) and financial reporting documentation promptly to the Treasurer. The

Treasurer shall be responsible for oversight and approval of all budgets of all committee events. The Treasurer and one other GSA officer shall approve all vouchers for payment of bills on behalf of the GSA. The Treasurer shall also present hard copies and electronic versions of the financial report to at least two general meetings. The Treasurer is responsible for submitting a yearly financial report and current bank statement to Council at the end of the GSA fiscal year.

4.6 Succession Planning

GS Alumnae key officer roles of Vice-Chair and Chair/Co-Chairs are designed to be one year positions, renewable for a maximum of two years. Ideally, a person would be nominated and elected to Vice-Chair and then be nominated and elected to Chair, and then serve as Most Recent Retired Chair. Example: If the current Chair is willing to serve a second term as Chair, then the current Vice Chair will also have the opportunity to serve a second year as Vice Chair, subject to nomination and membership vote.

The Treasurer can serve for up to four years in succession, and upon completion of her/his term regardless of its duration, should be prepared to promptly transfer all relevant documents for the GSA finances, including electronic statements, bank records, receipts, and all other documentation in an organized manner to the incoming Treasurer.

The Secretary can serve up to four years in succession.

Article 5: Committees

5.1 Compensation

No salary or compensation for services shall be paid to or by any officer, member of the Steering Committee, member-at-large, or any member of any committee.

5.2 Steering Committee Powers and Functions

The Steering Committee shall be vested with the powers and duties necessary for the supervision and control of the affairs of the GSA. The Steering Committee shall authorize all commitments or contracts which shall entail the payment of money in accord with an approved budget. The Steering Committee can approve expenses up to \$500 for expenses outside the approved budget. may authorize the expenditure, in addition to current revenues, of such amount or all of any surplus or previously accumulated reserve funds of the GSA as it shall deem advisable.

Between meetings of the membership, the Steering Committee shall have authority to perform the functions that the membership might perform. The Steering Committee shall report to the membership at each meeting any actions taken since the last meeting of the membership.

The Steering Committee may direct a referendum by e-mail or online ballot of the members. A majority of the votes cast in the referendum shall determine the policy of the GSA with respect to the question submitted.

5.3 Steering Committee Composition

The Steering Committee shall be composed of the following individuals:

- Elected Officers (Chair or Co-Chairs, Vice Chair, Treasurer & Secretary)
- The Most Recent Retired Chair
- Up to five members-at-large appointed to the Steering Committee by the Chair

5.4 Steering Committee Terms of Service

The terms for Steering Committee members are described in the GSA Volunteer Position Descriptions.

5.5 Steering Committee Meetings

The Steering Committee will normally hold at least two meetings prior to the two general membership meetings each year.

Members of the Steering Committee when personally present at a meeting of the Steering Committee shall vote in person, but when absent may communicate their vote, by e-mail or in writing upon any proposition, to the Secretary and have it counted with the same effect as if cast personally at such meeting.

If a meeting of the Steering Committee is not feasible, the Chair or Co-Chairs, upon her/his own initiative or upon the written request of three members of the Steering Committee, shall submit to the members of the Steering Committee any items to be considered by written request or e-mail. The Secretary shall record the items to consider and the votes on the matter. Any decisions made shall be disseminated to the GSA membership via minutes.

5.6 Steering Committee Vacancies

If any member of the Steering Committee shall fail to attend two successive meetings of the Steering Committee, or resign their seat, her/his seat on the Steering Committee shall be automatically vacated

unless she/he is excused for good cause by action of the Steering Committee. Between Annual Meetings, the Steering Committee may fill vacancies in the seat of the members-at-large appointed to the Steering Committee.

5.7 Executive Committee

There shall be an Executive Committee which shall consist of the elected officers, and the Most Recent Retired Chair. The Executive Committee shall have full authority to act for the GSA at all times between meetings of the Steering Committee.

5.8 Nominating Committee

At any time not later than the close of the Mid-year Meeting, the Chair shall appoint a Nominating Committee consisting of three to five members from the organization to make nominations for positions of GSA officers and members-at-large of the Steering Committee.

5.9 Nomination by Petition

Nominations other than those by the Nominating Committee may be made for the same offices by communication to the Nominating Committee, Chair or Co-Chairs, or taken from the floor at the Annual Meeting.

Article 6: Appointed Positions

6.1 Appointed Positions

The Steering Committee may appoint members to the positions of Newsletter Editor, Membership and Database Manager, Web Page Manager, Product Sales Manager, Event Chair, Activity Chair and Historian. There is no term limit for these positions.

6.2 Council Liaison

The Council Liaison is a staff member of Girl Scouts of Northern California. She/he offers guidance and feedback as requested and provides the GS Alumnae with updates from GSNorCal and GSUSA.

6.3 Appointed Position Descriptions

Please see the Volunteer Position Descriptions for details on these volunteer opportunities.

Article 7: Fiscal Responsibility

7.1 The Executive and Steering Committees

The Executive and Steering Committees shall ensure that GSA complies with all fiscal responsibilities outlined in the GSNorCal Bylaws. The fiscal year for GSNorCal ends September 30th of each calendar year.

7.2 Fundraising and Events

Any fundraising or event activities must be approved by a majority vote of the Steering Committee and recorded in the minutes of the Steering Committee meetings. All fundraising and event activity budgets must be submitted by the Event Chair or Activity Chair to the Steering Committee for approval.

7.3 Dissolution

In the event of the dissolution of GSA, the assets of GSA remaining after the discharge of all its liabilities shall be turned over to the GSNorCal.