

BYLAWS

USA GIRL SCOUTS – KUWAIT LONE TROOP COMMITTEE

ARTICLE I. DUTIES OF OFFICERS

1. The Lone Troop Committee Chair (LTCC), shall chair the meetings of the Lone Troop Committee (LTC) and Lone Troop Association (LTCA) and perform duties in accordance with Girl Scouts of the USA (USAGS) and USA Girl Scouts Overseas directives, policies, and procedures. The LTCC is responsible for interpreting Girl Scout programs, requesting logistical support, and offering Girl Scout services to the community.
2. The Secretary shall be responsible for written records, minutes of all LTC and LTCA meetings and the distribution therefore to all members.
3. The Treasurer shall be responsible for accurate accounting records of the financial transactions of the Lone Troop Committee. Accounting records shall be kept in accordance with Accounting SOP. Annual report will be submitted to USAGSO.

ARTICLE II. APPOINTMENT AND TERM OF LONE TROOP COMMITTEE CHAIR (LTCC)

1. The LTCC is appointed in accordance with GSUSA procedures for governing the activities of USA Girl Scouts – Kuwait Lone Troop Committee and registering USA Girl Scouts Overseas troops. The Director USAGSO appoints an LTCC from the selected candidate presented by the Referral Committee (RC) after endorsement by the LTCA. The term of office shall be one year beginning 1 June.
2. If the LTCC is unable to complete the term of office, the referral process is resumed whereby the Nominating Referral Committee shall submit candidates to fill the vacancy to the Director USGSO after endorsement by the LTC for appointment to fill the expired term.
3. The LTCC may serve no more than three consecutive terms.

ARTICLE III. LONE TROOP COMMITTEE ASSOCIATION (LTCA)

1. **FUNCTION:** The LTCA provides an opportunity for Girl Scout adult and girl members 14 years or age or older in the community to advise the LTCC of troops needs and accomplishments; to assist the LTCC in planning for Lone Troop committee activities; to endorse the RC's selection of candidates for the appointment of LTCC; to review the Lone Troop Committee's plan of Work, budget, SOP's, Constitution and Bylaws.
2. **MEMBERSHIP:** All registered Girl Scouts 14 years of age or older in jurisdiction or USA Girl Scouts – Kuwait lone Troop Committee are members of the LTCA.
3. **MEETINGS:** the LTCA shall meet at least twice a year. Notification shall be by telephone, by letter e-mail, or by announcement at a previous meeting.

4. QUORUM: At least a majority of active members shall constitute a quorum. A show of hands, secret ballot, telephone, e-mail, or mail can make votes.

ARTICLE IV. LONE TROOP COMMITTEE (LTC)

1. FUNCTION: The LTC 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 Lone Troop Committee Responsibility stated in the Blue Book of Basic Documents; GSUSA.
2. MEMBERSHIP: The LTC is composed of the LTCC and at least two additional committee members. The troop committee members are appointed by the LTCC.
3. MEETINGS: The LTC shall have scheduled monthly meetings. Notification shall be by telephone, by letter, e-mail or by announcement at a previous meeting.
4. UNSCHEDULED MEETINGS: Notification will be provided at 24 hours in advance by phone.
5. QUORUM: Fifty-one percent (51%) of the LTC shall constitute a quorum. A show of hands, secret ballot, telephone, e-mail, or mail can make votes.

ARTICLE V. REFERRAL COMMITTEE (RC)

1. A RC of 5 members is appointed by the LTCC and endorsed by the LTCA. In the first year two members will be appointed to a two-year term and three will be appointed to a one-year term. In future years each member will serve a two-year term. If a Referral Committee member were to leave Kuwait a new member will be appointed to complete that person's term. After serving two years the incumbent cannot be reappointed to this committee for four years.
2. The RC chair is appointed from among its members and is accountable to the LTCA.
3. The RC selects qualified candidates for LTCC and presents the candidates to the LTCA spring meeting. Upon endorsement by LTCA the RC chair presents the candidates to USAGSO.
4. The RC shall carry out the preceding procedure at any time during the year that a vacancy in the position of LTCC occurs.
5. The RC shall also seek and recommend to the LTCC qualified candidates for appointment to other positions within USA Girl Scouts – Kuwait Lone Troop Committee.

ARTICLE VI. LONE TROOP COMMITTEE FINANCING

1. Expenditures shall be limited to those required in support of the activities listed in the Constitution.
2. The fiscal year for the Lone Troop Committee is 1 October to 30 September.

3. A budget shall be prepared by the LTCC and then be endorsed by the LTC and approved by the LTCA. Once approved, it governs the LTC spending for the fiscal year. Additional items not budgeted must be presented to the LTC for approval.
4. The Lone Troop Committee shall be funded by fund raisers conducted within the policies and approved methods of GSUSA to meet the operational needs of the Lone Troop Committee and to provide for program opportunities for girls and training for adults.
5. Accounting records shall be maintained to reflect the assets, liabilities and financial transactions of the Lone Troop Committee. An accounting SOP describing the accounting system used by the Lone Troop Committee shall be prepared and maintained in a permanent file for reference and inspection. Financial statements shall be prepared monthly and presented to the LTC for review. Copies of the monthly financial statements will be made available to any LTCA member upon request.
6. An audit of the Lone Troop Committee financial records is to be conducted annually, or at any change of LTCC and/or Treasurer, by a qualified person not serving on the LTC. A copy will be sent to the Director USAGSO.
7. The LTCC, Treasurer and at least one other registered adult shall be authorized to sign checks for the Lone Troop Committee Fund Account and shall comply with all banking procedures to insure such authority. Each check drawn from the Lone Troop Committee Fund Account must be co-signed by two of the individuals so authorized.
8. All members, in accordance with host nation laws, may be personally liable to creditors if the assets of the Lone Troop Committee are insufficient to discharge all liabilities.
9. If the USA Girl Scout-Kuwait Lone Troop Committee is dissolved, funds and assets will be used to meet outstanding debts, liabilities or obligations. The balance of assets shall be forwarded to USAGSO.
10. When the total cash on hand and in the bank exceeds \$1000, any official having access to the funds shall be covered by a position bond (i.e., bonding insurance) procured at organizational expense in an amount sufficient to provide full protection of assets.
11. A foreign comprehensive general liability policy is carried by GSUSA, which provides legal liability protection for approved Girl Scout activities of registered Lone Troops outside of the US. Coverage is also included for the individual liabilities of leaders and Girl Scout volunteers in the Lone Troop Committee as respect to liability arising out of the performance of their Girl Scout activity. The amount of this insurance coverage is \$500,000.

ARTICLES VII.

AMENDMENTS

1. These Bylaws may be amended by a simple majority vote of the members of the LTC present at a regular or special meeting.

ARTICLE VIII.

APPROVAL

Upon approval of these Bylaws, all previously published Bylaws are rescinded.

Approved by a majority vote on _____.

Lone Troop Committee Chair

Lone Troop Committee Secretary