



Troop Bylaws

As members of the Girl Scouts of Hawai'i, Troop _____, we understand we are here to build girls of courage, confidence, and character who make the world a better place with the financial literacy skills to be the leaders of today and tomorrow. The following Bylaws govern troop finances:

- Girl Scout Troops opening a Troop Bank Account are required to open the troop checking account at any branch of American Savings Bank using the standard account title of Girl Scouts of Hawai'i, Troop xxxx. No other naming conventions will be accepted.
- The Troop Bank Account requires a minimum of two (2) adults to be authorized signers and responsible to manage the Troop funds, both of which must be active registered members of Girl Scouts of Hawai'i. Each signer must present a valid (not expired) driver's license, state ID card or passport and sign the signature card before authorized to transact.
- The authorized signers of the Troop Bank Account are responsible to follow the Girl Scouts of Hawai'i policy that requires two (2) signatures on each check. It is not the responsibility of American Savings Bank to enforce. Debit cards are not allowed on the account. Please see the Troop Finance Guide for policies and procedures.
- After all authorized signers have signed the signature card and at least two (2) of the authorized signers provide an email address, the Troop can request to enroll in Business Online Banking. After receiving an email that confirms enrollment, sign on to Business Online Banking and change option from paper statements to eStatements in order to avoid a monthly paper statement fee of \$5.00. Every month, the online account statement should be reviewed by at least two of the authorized signers.
- Troops are allowed to carry over funds from one membership year to the next to facilitate participation in programs year-round. If a troop's carryover amount exceeds the carryover limit (see Troop Finance Guide for level-specific limits), the leader/adult-in-charge must submit to council a letter requesting an exemption to the limit and stating the intended use of funds and timeframe.
- Annually a Troop Finance Worksheet Annual Report is submitted to Council by 6/30 of each membership year.
- When a troop disbands, funds remaining in their American Savings Bank account become the property of the Girl Scouts of Hawai'i.
- To add or change signatories to a Troop Bank Account, an updated Troop Bylaws must be completed (with a complete list of all names authorized) and approved by an authorized signer from Council. An updated and approved Troop Bylaws submitted will supersede any prior Bylaws on file including any previous signers.

Girl Scouts of
Hawai'i

410 Atkinson Drive
Box 3, Suite 2E1
Honolulu, HI 96814
808.595.8400

gshawaii.org



Troop Bylaws

Girl Scout Troop _____

BANK USE ONLY	SCAN TO NAUTILUS
Bylaws Acct #:	

 New Troop Account
New Account # opened: _____

 ***Update to Troop Account #:** _____

**These Bylaws, when approved by Council replace any previous Bylaws for this account. Any name not listed are no longer authorized and no longer have access to Online Banking.*

TROOP MAILING ADDRESS (Account Alternate Address)	
Name Line 1	Girl Scouts of Hawai'i
Line 2	Troop Number: Girl Scout Troop _____
Line 3	c/o Troop person's Name: c/o
Line 4	Troop person's Mailing address:
City ST Zip	City ST Zip:

ALL NAMES AUTHORIZED ON ACCOUNT (TO SIGN AND/OR ACCESS BUSINESS ONLINE BANKING)			
Signer 1:	_____	_____	_____
	Print Name / GS Position Title	Mobile Phone #	Email Address
			**Requested Login ID (Min 8 digits)
Signer 2:	_____	_____	_____
	Print Name / GS Position Title	Mobile Phone #	Email Address
			**Requested Login ID (Min 8 digits)
Signer 3:	_____	_____	_____
	Print Name / GS Position Title	Mobile Phone #	Email Address
			**Requested Login ID (Min 8 digits)
Signer 4:	_____	_____	_____
	Print Name / GS Position Title	Mobile Phone #	Email Address
			**Requested Login ID (Min 8 digits)

**** You will be contacted by ASB's Online Banking Team with your login ID and temporary password.
 Your email address, mobile phone number and/or login ID may be requested over the phone to verify your identity.**

Business Online Banking and Girl Scouts of Hawai'i agreement requires a minimum of two (2) signers to provide an email address and phone number to enroll. After all of the listed signers have been properly identified and signed the signature card, the Troop can request Business Online Banking access. Within two business days after submitting the request, each signer that provided an email address and phone number will be contacted by ASB's Online Banking Team to receive their login ID and temporary password. Upon completion of enrollment, one of the online users will need to sign in and choose to receive eStatements in order to avoid a monthly paper statement fee. Business Online Banking access is limited to Viewing and Deposit only.

ALSO ADD AS AUTHORIZED ON BUSINESS ONLINE BANKING TO "VIEW & DEPOSIT":

_____	_____	_____	_____
Print Name	Mobile Phone #	Email Address	Login ID (Min 8 digits)

My position in the Girl Scouts of Hawai'i is:

Oahu Membership Mgr
 Maui Island Coordinator
 Kauai Island Coordinator
 Hawai'i Island Coordinator

GIRL SCOUT COUNCIL APPROVAL			
As an authorized representative of Girl Scouts of Hawai'i Council, I am approving these Girl Scout Troop Bylaws to establish a new Girl Scout Troop account or change an existing troop account (as selected above). The names listed above will now be authorized to sign checks and access Business Online Banking. Any previously authorized person that is not on these current Bylaws is no longer authorized on this account.			
Authorized signer of _____	_____	_____	_____
GSH Council.	Print Name / Position in Girl Scout Council	Signature of authorized Council Representative	Date

Scan Bylaws (page 1 & 2) to self and forward to IPS-Image Services

Troop & Banker Instructions

*Do not Ingest this page
into Nautilus*

Troop Instructions: *Forms can be found at gshawaii.org > Forms > (Volunteer Resources) Girl Scout Troop Bylaws*

1. To establish a new troop account or to make changes to an existing Troop Bank Account, complete Troop Bylaws. List all names to be authorized on the account. All authorized signers must be active Girl Scouts of Hawai'i adult members for every year of service as an authorized signer.
2. Obtain approval from an authorized representative of GSH Council.
3. Present the approved Troop Bylaws to any American Savings Bank Branch and establish the account with a \$5 opening deposit.
4. Any name listed on the Bylaws that is not present at initial opening may visit any American Savings Bank Branch at a later time to sign the signature card and present acceptable identification. A person is not considered authorized on the account until the signature card is signed at any American Savings Bank Branch.
5. Enrolling in Business Online Banking may be requested **after** all listed names have signed the signature card. When the last person that is listed as authorized visits a branch and signs the signature card, also request the branch to scan a copy of the signature card and Bylaws to billpayer@asbhawaii.com to enroll in Business Online Banking.
6. Each individual that provided an email address and phone number will be contacted within 2 business days by ASB's Online Banking Team to receive their login ID and temporary password.
7. One of the Business Online Banking users must sign on and select eStatements in order to avoid a monthly paper statement fee.
8. Any changes to the list of authorized signers will require a new Troop Bylaws listing all names and approved by Council. Any name that is not listed on the most current Bylaws for the Troop will no longer be authorized and will no longer have access to Business Online Banking.

Banker Instructions: *For procedures: [myASB](#) > Retail Resources > Branch Procedures > New Accounts - Girl Scout Troop*

1. The Bylaws presented should be approved by an authorized person from GSH Council. (Confirm to signature card SAV 3002004151)
2. All Girl Scout Troop accounts are opened under the Girl Scouts of Hawai'i existing CIF # 0000304788 which is owned by GSH Council. Troop is NOT authorized to change any CIF information including primary address.
3. Create customer record for Girl Scout Troop ___ ___ ___ which will be an additional applicant.
4. Create new account by opening a **Biz Essentials** Checking Account with a \$5 minimum opening deposit.
5. Assign relationship as Girl Scouts of Hawai'i (SOW) and Girl Scout Troop ___ ___ ___ (AUT).
6. Account Alternate address is required. Must follow the exact information and format from Bylaws.
7. Type the names and titles of all authorized signers listed on the Bylaws (even if not present) on the signature card.
8. Identify any signers present with acceptable ID and have them sign the signature card, upload to Nautilus.
9. Scan Bylaws to self and forward to IPS-Image Services to upload to Nautilus.

Business Online Banking

1. To enroll in Business Online Banking, all those listed as authorized on the Troop Bylaws must visit a branch. If an authorized signer visits the branch to sign the signature card, obtain acceptable identification. From Nautilus, print the Troop Bylaws (confirm name is listed) and the signature card. Have authorized signer sign signature card and scan updated signature card back to IPS-Image Services to upload to Nautilus.
2. The Online Banking for Business Enrollment Form (using a Tax ID #) has been signed by GSH Council and is already on file.
3. If all authorized signers that are listed on the Troop Bylaws have presented acceptable ID and signed the signature card:
 - a. Print the Troop Bylaws and signature card.
 - b. Scan both documents to self and forward to billpayer@asbhawaii.com.
4. Inform Troop that each signer that listed an email address and phone number on the Bylaws will be contacted by ASB's Online Banking Team to receive their login ID and temporary password within 2 business days after submitting.
5. Once a user is enrolled, they should change the statement option from paper statements to eStatements (only set one time on the account to avoid a monthly paper statement fee).
6. Online Banking access is limited to Viewing and Deposit ONLY.

Do Not Scan Instructions Page to Nautilus

REV JUL 2019