



Troop Bylaws

BANK USE ONLY	SCAN TO NAUTILUS
Bylaws Acct #:	

The Girl Scout Troop identified below is a member of the Girl Scouts of Hawai'i and has been organized to help promote girls' leadership development in the State of Hawai'i, which gives them the life skills that enable them to make a positive impact in the community and make the world a better place.

As members of Troop _____ of the Girl Scouts of Hawai'i, we understand the following Bylaws that govern troop finances:

- The Girl Scouts of Hawai'i and American Savings Bank has established a relationship that allows troops to open and maintain troop accounts with ease. All troops are encouraged to bank at their nearest branch of American Savings Bank.
- Each Girl Scout troop is required to open and manage a bank checking account which requires a minimum two (2) registered Adult Girl Scouts to be authorized signers on the account (signers may not be related) with valid (not expired) driver's license, state ID card, or passport.
- The requirement of 2 signatures on each check is a policy established by Girl Scouts of Hawai'i. All authorized signers on the troop account are responsible to adhere to this policy (not the responsibility of American Savings Bank to enforce).
- Debit cards and online banking are not allowed on the account.
- 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, in writing, a letter requesting an exemption to the limit and stating the intended use of funds and timeframe for use.
- Annually a Troop Finance Worksheet Annual Report is submitted to Council.
- When a troop disbands, funds remaining in their American Savings Bank account become the property of the Girl Scouts of Hawai'i. Prior to disbanding, the troop may decide to donate any unused funds to a worthwhile organization, to another troop, or to girl activities engaged in prior to disbanding. Before closing the account, be sure all checks and other debits or charges have cleared the account. Turn any remaining funds over to a council staff member.
- To add or change signatories to the troop account, an updated Troop Bylaws is submitted with two of the current authorized signers approving the change or an authorized signer from Council may approve the change. After presenting the approved Bylaws to any American Savings Bank Branch, the newly appointed authorized signers may visit any American Savings Bank with identification and sign the signature card. An authorized signer's name listed on the account may not be honored until the signature card is signed.

Girl Scouts of Hawai'i
410 Atkinson Drive
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Honolulu, HI 96814
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gshawaii.org



Troop Bylaws

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Troop Bylaws & Worksheet New Troop or Change to Existing Troop

NAMES OF AUTHORIZED SIGNERS			
Signer 1:	_____	_____	_____
	Print Name	Position Title	Best Contact Phone #
Signer 2:	_____	_____	_____
	Print Name	Position Title	Best Contact Phone #
Signer 3:	_____	_____	_____
	Print Name	Position Title	Best Contact Phone #
Signer 4:	_____	_____	_____
	Print Name	Position Title	Best Contact Phone #

APPROVAL OF TROOP AUTHORIZED SIGNERS (Two Options)			
<p>Present this approved "Troop Finance Bylaws" at any American Savings Bank Branch and a minimum of \$5 to open a new Girl Scout Troop account. The names of the authorized signers will be listed on the signature card however, their signature is not valid until the authorized signer visits an American Savings Bank branch with proper identification and signs the signature card.</p>			
OPTION 1:	Two of the current authorized signers must approve the change of authorized signers.		
<p><i>Two of the current authorized signers may approve the change of authorized signers.</i></p>	_____	_____	_____
	Print Name (current authorized signer)	Signature	Date
	_____	_____	_____
	Print Name (current authorized signer)	Signature	Date
OPTION 2:	An authorized signer of Girl Scouts of Hawai'i, Council may approve these authorized signers for this Troop.		
<p><i>An authorized signer of the Girl Scouts of Hawai'i Council may approve a new troop account or changes to existing signers.</i></p>	_____	_____	_____
	Print Name of Girl Scout Council Representative	Signature	Date

	Position in Girl Scout Council		

STATEMENT MAILING ADDRESS (Alternate Address)	
Name/Address Line 1:	Girl Scouts of Hawai'i
Line 2:	Girl Scout Troop _____
Line 3:	C/O (Name who's receiving mail)
Line 4:	ADDRESS
City ST & Zip Code	CITY ST ZIP

Troop Instructions: (Forms found at gshawaii.org)

1. For changes to existing Troop accounts or to establish a new troop account, complete Girl Scout Troop Finance Bylaws and obtain approval (two options).
2. Complete the names of all authorized signers.
3. Present the Girl Scouts Troop Finance Bylaws to any American Savings Bank Branch with acceptable identification and establish the account with a \$5 opening deposit. Other authorized signers listed may visit any American Savings Bank branch with acceptable identification and sign the signature card at any time however, a signer is not authorized until the signature card is signed.

Banker Instructions:

All Girl Scouts accounts are opened using the existing CIF # 0000304788. Do Not Change any Owner information. Biz Classic Checking Account. Add the troop as additional applicant.

Customer 1 = Girl Scouts of Hawai'i (SOW) Customer 2 = Girl Scout Troop _____ (AUT)

Must complete Account Alternate address.