

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:

- Each Girl Scout Troop is required to open a 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. Girl Scouts of Hawaii is the owner of record of all Troop checking accounts.
 - The Troop account requires a minimum of two (2) adults that are actively registered with Girl Scouts of Hawai'i to be authorized signers and responsible to manage the Troop funds. 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 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.
 - After all authorized signers have signed the signature card and at least two (2) of the authorized signers provided 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.**
- 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 account, an updated Troop Bylaws is 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.
 - Email a copy of the Bylaws to customercare@gshawaii.org (ATTN: Troop Finance) or mail to Girl Scouts of Hawai'i, c/o Troop Finance, 1164 Bishop Street, Suite 200, Honolulu, HI 96813.



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*

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:

LIST ALL AUTHORIZED TO SIGN AND ACCESS BUSINESS ONLINE BANKING ON THIS TROOP ACCOUNT

| | | | | |
|-----------|--------------------------------|----------------|---------------|---------------------|
| Signer 1: | _____ | _____ | _____ | _____ |
| | Print Name / GS Position Title | Mobile Phone # | Email Address | *Requested Login ID |
| Signer 2: | _____ | _____ | _____ | _____ |
| | Print Name / GS Position Title | Mobile Phone # | Email Address | *Requested Login ID |
| Signer 3: | _____ | _____ | _____ | _____ |
| | Print Name / GS Position Title | Mobile Phone # | Email Address | *Requested Login ID |
| Signer 4: | _____ | _____ | _____ | _____ |
| | Print Name / GS Position Title | Mobile Phone # | Email Address | *Requested Login ID |

***Login ID Requirements - Must have at least 1 letter, 1 number, and 1 special character (use only @, \$, !, &, -) Must be between 8 - 32 characters.**

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 receive an email with log in instructions, and will be prompted set a password for their online account. 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.

APPROVAL BY GS COUNCIL FOR NEW TROOP ACCOUNT OR CHANGE TO EXISTING TROOP ACCOUNT

ADD THE FOLLOWING MANAGER OR COORDINATOR TO ALLOW "VIEW & DEPOSIT" ACCESS FOR BUSINESS ONLINE BANKING

Print Name

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

Oahu
Membership Mgr

Maui Island
Coordinator

Kauai Island
Coordinator

Hawai'i Island
Coordinator

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

Troop Instructions & Worksheet

*Do not Ingest this page
into Nautilus*

Troop Instructions: *Forms can be found at gshawaii.org >> Members (hover over) > For Volunteers > Forms and Documents (link in middle of page) > Troop Bylaws (finance section)*

1. To establish a new troop account or changes to an existing Troop account, complete Troop Bylaws. List all names to be authorized on the account.
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.
5. Enrolling in Business Online Banking may be requested **after** all listed names have signed the signature card.
6. After the last person has signed the signature card, request to submit Bylaws to enroll in Business Online Banking.
7. Within two business days after submitting the request, each signer that provided an email address and phone number will receive an email with log in instructions, and will be prompted set a password for their online account. 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.
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 instructions: [myASB](#) > Retail Resources > Branch Procedures > New Accounts - Girl Scout Troops*

1. The Bylaws presented should be approved by an authorized person from GSH Council. (Confirm to signature card)
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

Business Online Banking

1. To enroll in Business Online Banking, all those listed as authorized on the Troop Bylaws must have presented acceptable identification and signed the signature card before the request to Business Online Banking can be submitted.
2. 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 onlinebanking@asbhawaii.com
3. Inform Troop that each signer that listed an email address and phone number on the Bylaws will receive an email with log in instructions, and will be prompted to set a password for their online account within 2 business days after submitting.
4. Remind that 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. Online Banking access is limited to Viewing and Deposit ONLY.

Do Not Scan Instructions Page to Nautilus