

**BYLAWS  
OF  
Girl Scouts of Kansas Heartland, Inc.**

*Adopted at Annual Council Meeting, April 7, 2018*

**ARTICLE I: THE COUNCIL**

**Section 1. Corporation**

The name of this corporation shall be the GIRL SCOUTS OF KANSAS HEARTLAND, INC., referred to herein as “the Council.”

**Section 1.2. Purposes**

The Corporation is organized and shall be operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision or provisions of any subsequent United States revenue law (the “Code”). The Corporation shall carry out these purposes by, among other things, providing leadership building services to girls ages five (5) through seventeen (17).

**Section 1.3. Powers**

The Corporation is a nonprofit corporation and shall have all of the powers, duties, authorizations and responsibilities as provided by the State of Kansas; provided, however, the Corporation shall neither have nor exercise any power, nor engage directly or indirectly in any activity, that would invalidate its status as a corporation that is exempt from federal income tax as an organization described in Section 501(c)(3) of the Code.

**Section 1.4. Offices**

The Corporation may have, in addition to its registered office, offices at such places, both within and without the State of Kansas, as the Board of Directors may from time to time determine or as the activities of the Corporation may require.

**Section 2. Membership**

The members of the Corporation shall be members of the Girl Scout movement, fourteen (14) years of age or over, registered through the Corporation. Employees of the Corporation shall be non-voting members of the Corporation.

### **Section 3. Annual Meetings**

- A. Annual Meeting. The Council shall conduct an annual meeting of the membership.
- B. Notice. Notice of the date, time, and place of the annual meeting, accompanied by a tentative agenda, the slate of nominees for all positions, and any proposed amendments to these bylaws shall be made available to all members of the council not more than 60 days nor less than 30 days prior to the meeting.
- C. Quorum. The quorum for the annual meeting shall be met if the following conditions are met:
  - i. There are 100 members present in person, linked by telecommunication, or by means such that all members participating in the meeting are able to effectively communicate and participate in the proceedings.
  - ii. A majority of service delivery areas, as defined by the Council's current geographic boundaries, are represented.
  - iii. The majority of participants are non-Board members and non-Board Development Committee members.
- D. Business. At the annual meeting, the council shall:
  - i. elect officers, directors-at-large, members of the Board Development Committee, and in appropriate years, delegates and alternates to the National Council of the Girl Scouts of the United States of America. (If the election has been held by mail ballot, the results of the election shall be announced at the annual meeting);
  - ii. consider any proposed amendments to the Council bylaws;
  - iii. provide input on key issues affecting the Council and the Movement; and
  - iv. consider any other business appropriate to come before the Council in accordance with the process established by the board of directors.
- E. Nominations from the Floor. Nominations for any of the elected positions may be made from the floor at the annual meeting provided:
  - i. The individual to be nominated has consented in writing to serve if elected;
  - ii. The nomination has been submitted to the chair of the Board Development Committee, or her/his designee, at least seventy-two (72) hours before the convening of the annual meeting;
  - iii. The prospective nominee meets the qualifications for the office for which she/he is being nominated.
- F. Voting.
  - i. Each member of the Council participating in the annual meeting shall be entitled to one (1) vote.
  - ii. No member shall vote in more than one (1) capacity.
  - iii. Unless otherwise designated by statute, the Articles of Incorporation of the Council, or these bylaws, all matters shall be determined by the majority vote.
  - iv. Proxy, absentee, and/or e-mail voting shall not be allowed.

## **Section 4. Special Meetings**

### **A. Calling a Special meeting**

Special meetings of the membership may be called by the Chair of the Board of Directors (the "Chair") at any time and shall be called by the Chair within 14 days upon receiving a written request signed by (a) two-thirds of the members of the Board of Directors or (b) twenty-five percent (25%) of the members of the Council provided that at least a majority of service delivery areas (as defined in Article I: Section 5.D.) are represented.

The purpose of such meetings shall be stated in the written request. No business shall be transacted except that for which the meeting has been called. Notice of the time, place, and purpose of the meeting shall be given personally, mailed or electronically transmitted not less than ten (10) days before the meeting, to each member of the Council at the address last made known to the Council by such member.

### **B. Quorum**

A quorum shall consist of 100 members of the Council (as identified in Article I Section 2.).

### **C. Voting Procedures**

Each member of the Council participating in the special meeting shall be entitled to one (1) vote. Votes may be cast in person (by voice or by ballot) or by ballot, submitted electronically or by mail. The method of voting shall be determined by the Board of Directors in advance of the special meeting of the members of the Council, except that the vote may only be by ballot in contested elections. The act of a majority of the members of the Council present at any special meeting at which a quorum is present shall be an act of the members of the Council, unless the act of a greater number is required by law, the Articles of Incorporation, these Bylaws or parliamentary authority.

## **ARTICLE II: BOARD DEVELOPMENT COMMITTEE**

### **Section 1. Composition**

There shall be a Board Development Committee consisting of no more than nine (9) members, of whom approximately one half may be elected from the members of the board. In addition the CEO of the Council serves as an ex-officio nonvoting member. The chair of the Board Development Committee shall be ex-officio a member of the board, if not already a member of the board. All duly elected Board Development Committee members must establish and maintain membership in Girl Scouts of the USA.

## **Section 2. Election, Terms, Vacancies**

Members of the committee shall be elected by the members of the Council for a term of three (3) years or until their successors are elected, and shall serve for no more than two (2) consecutive terms. A member serving two (2) consecutive terms shall not be eligible again for Board Development Committee membership until after the lapse of three (3) years. Terms of office shall begin immediately following the annual meeting at which the elections are held, and shall expire at each annual meeting of the Council. The Board of Directors shall have the power to fill vacancies in the committee until the next annual meeting of the Council.

## **Section 3. Chair Selection and Term**

The chair of the Board Development Committee shall be appointed by the Board Chair, from among the members or nominees to the Board Development Committee for a term of one (1) year and may serve no more than three (3) terms as chair. A vacancy in the office of the chair shall be appointed by the Board Chair for the remainder of the unexpired term.

## **Section 4. Responsibilities**

### **A. Solicit and Recruit candidates for elected positions in the Council**

1. Work closely with the Board of Directors and the CEO in determining the skills, background, influence and experience that the Board needs to carry out the organization's strategic priorities and move the Council to high capacity/high performance.
2. The Board of Directors composition shall represent the jurisdiction of the Council.
3. Identify, cultivate, and recruit individuals to serve on the Board of Directors and the Board Development Committee, and provide a single slate of candidates to the membership.
4. Provide to the membership in accordance with the time frame established by Girl Scouts of the United States of America a single slate of delegates and alternates to the National Council Session of Girl Scouts of the United States of America.

### **B. Orientation, Development and Board Evaluation**

1. Develop in conjunction with the Board of Directors education materials and conduct training sessions as needed on Board orientation and Board development.
2. Recommend and/or develop with the Board of Directors tools for the annual board self assessment; report results of the assessment and identify areas for improvement.
3. Work in conjunction with key board leadership to identify needed skills and talents for the Council Board of Directors and committees.
4. Develop in conjunction with the Board of Directors methods for succession planning.

### **Section 5. Quorum**

A majority of the members of the Board Development Committee then in office present in person, or linked by telecommunication, or by means such that all members participating in the meeting are able to effectively communicate and participate in the proceedings shall constitute a quorum for the transaction of business; provided that the number of elected board members does not exceed the number of non-board members.

### **Section 6. Removal**

A member of the Board Development Committee may be removed, with or without cause, by a two-thirds (2/3) vote of the total membership of the Board of Directors.

## **ARTICLE III: OFFICERS**

### **Section 1. Title**

The officers of the Council shall be the Chair of the Board; First Vice Chair; Second Vice Chair; Secretary; Treasurer; and the Chief Executive Officer.

### **Section 2. Election, Term, Vacancies**

- A. The officers, except the CEO, shall be elected by the members of the Council at the annual meeting.
- B. The officers shall serve for a term of three (3) years, or until their successors are elected, and shall serve for no more than two (2) consecutive terms in any one (1) or more of these offices; except that, regardless of the number of consecutive terms any person shall have served in any one or more of these offices, other than that of Chair of the Board, such person shall be eligible to serve two (2) consecutive terms as Chair.
- C. A vacancy among the elected officers, other than the Chair of the Board, shall be filled by the Board of Directors. In case of a permanent vacancy in the office of the Chair, the Vice Chairs will succeed in order of their rank for the unexpired term. Terms of office shall begin at the close of the annual meeting at which elections are held.
- D. The Chief Executive Officer shall be appointed by the Board of Directors of the Council to serve at its pleasure and shall serve as an ex-officio officer of the corporation without vote.

### **Section 3. Responsibilities**

- A. **Chair of the Board.** The Chair shall be the chief elected corporate officer of the Council and shall preside at all meetings of the Council and the Board of Directors and the Executive Committee. The Chair of the Board shall assure support by the Board of Directors for the Council's strategic direction and appropriate oversight of performance. Report to the Council and to the Board of Directors on the conduct and management of the affairs of the Corporation. The Chair shall be an ex-officio member of all committees and ad hoc groups, except the Nominating/Board Development Committee and shall perform such other duties as are assigned by the Board or prescribed elsewhere in the bylaws.
- B. **Vice Chairs.** In the temporary absence or disability of the Chair of the Board, the Vice Chairs, in order of their rank, followed by the secretary or treasurer, shall preside at meetings of the Council and of the Board. They shall have such other powers and perform such other duties as may be assigned by the Chair or Board of Directors.
- C. **Secretary.** The secretary shall be responsible for seeing that notices are issued of all meetings of the Council, the Board of Directors and the Executive Committee; and shall see that minutes of such meetings are kept. The secretary shall be responsible for the custody of the seal of the corporation and ensure its safekeeping.
- D. **Treasurer.** The treasurer shall provide effective stewardship, control, and oversight of the corporation's finances. The treasurer shall exercise the power **and perform such other duties usually incident to the office of treasurer, and** shall exercise such other powers and perform such other duties as may be assigned by the Chair or Board of Directors. The treasurer shall be ex officio a member of the finance committee, if such committee shall be established by the Board of Directors.
- E. **Chief Executive Officer.** The Chief Executive Officer ("CEO") shall be the Chief Executive Officer responsible for providing advice and assistance to the Council, the Board of Directors, Chair of the Board and other officers, and committees and task groups; and shall be responsible for managing the total operations of the Council. The Chief Executive Officer shall have such other powers and perform such other duties as may be provided by the Board of Directors. The CEO shall have the authority to employ and release all employed staff in accordance with policies adopted by the Board of Directors.

### **Section 4. Removal**

An elected officer may be removed, with or without cause, by a two-thirds (2/3) vote of the total membership of the Board of Directors.

## **ARTICLE IV: BOARD OF DIRECTORS**

### **Section 1. Composition**

The Board of Directors shall consist of no fewer than 12 persons, including the elected officers of the Council, as outlined in Article III, Section 1. The chair of the Board Development Committee, if not elected to the Board of Directors, shall be ex-officio a member of the Board of Directors. All duly elected board members must establish and maintain membership in Girl Scouts of the United States of America.

The following persons are prohibited from serving on the Board of Directors: paid staff of the Council; spouses, children, parents, or siblings of paid staff of the Council; and any person who resides in the household of paid staff of the Council.

### **Section 2. Election, Term and Vacancies**

The members-at-large shall be elected by the members of the Council for a term of three (3) years unless otherwise specified, or until their successors are elected, and shall serve for no more than two (2) consecutive terms. Terms of office shall begin at the close of the annual meeting at which elections are held.

Regardless of the number of consecutive terms any person shall have served as a member-at-large, such person shall be eligible to be a member of the Board of Directors when serving as an officer or as chairman of the Board Development Committee.

Except as provided in Article IV, Section 2, of these bylaws, vacancies in the Board of Directors occurring by death, resignation, creation of new directorships, or otherwise, shall, according to the laws of the State of Kansas for filling vacancies, be filled for the remainder of the unexpired term by a vote of the majority of the remaining directors then in office. Those directors may elect a replacement to serve until the next annual meeting at which time the unexpired term will be filled by the Council election process.

### **Section 3. Powers, Responsibilities, and Accountabilities**

The corporate business and affairs of the Council shall be governed under the direction of the Board of Directors, except as may be otherwise provided in these bylaws or the articles of the Council. The Board of Directors is accountable: to the elected membership for governing the affairs of the Council; to the Board of Directors of GSUSA for compliance with the charter requirements; to the State of Kansas for adhering to state corporate law; and to the federal government in matters relating to legislation affecting nonprofit and non-stock organizations.

### **Section 4. Regular Meetings**

Regular meetings of the board shall be held at such time and place as may be determined by resolution of the Board of Directors, except that the board shall meet a minimum of four (4) times each year. Notice of time, place, and purpose of the meeting shall be given personally, mailed or electronically transmitted to each director not less than seven (7) days before the meeting to the address last made known to the Council by such member.

## **Section 5. Special Meetings**

- A. Special meetings may be called by the Chair of the Board. Special meetings also may be called by the Chair upon written request of one third of the directors. The purpose of such meetings shall be stated with the request, and no business shall be transacted except that for which the meeting has been called. Notice of the date, time, place and purpose of each special meeting of the Board of Directors shall be given to each member of the Board of Directors at least 48 hours prior to such meeting. For the purpose of this section, notice will be deemed to be duly given to a member of the Board of Directors if given personally, mailed or electronically transmitted to the address last made known to the Council by such member.
- B. Voting Procedures. Votes may be cast by voice or by ballot; in person, submitted electronically, or by mail. The method of voting shall be determined by the Chair of the Board and provided to the Board of Directors with the meeting notice.

## **Section 6. Quorum**

A majority of the Board members then in office present in person or linked by telecommunication or by means such that all members participating in the meeting are able to hear one another and participate in the proceedings shall constitute a quorum for the transaction of business.

## **Section 7. Attendance**

Members are expected to attend all Board meetings. Absence from three (3) consecutive meetings in their entirety without good cause acceptable to the Chair of the Board or designee shall result in the member's removal from the Board by a majority vote of the Board members present and voting at any regular meeting of the Board. Any Board member, including officers, may be removed with or without cause by a three-fourths (3/4) vote of the total number of the Council Board of Directors.

## **ARTICLE V: PARTIAL TERMS**

A person who has served more than half a specific term in an office (elected or appointed), as that specific term is set forth in the bylaws, shall be considered to have served the full term for the purpose of determining eligibility to serve additional terms in that office or in another position.



## **ARTICLE VI: BOARD AND ADVISORY COMMITTEES**

### **Section 1. Establishment**

The Board of Directors and/or the Executive Committee may establish board committees, advisory committees, task groups, and /or ad-hoc committees as deemed necessary by a majority vote of all the members of the Board of Directors.

### **Section 2. Composition and Appointment**

The Board Chair shall be authorized by the Board of Directors to appoint the chair and the members of any committees.

### **Section 3. Duties**

These committees shall provide research and analysis of topics assigned to them by the Board of Directors and/or Executive Committee. The committee shall then be responsible for recommending courses of action to the Board of Directors or Executive Committee based upon the research, knowledge and general business and community experience. However the Board of Directors and/or Executive Committee may not delegate any of its authority to any committee or task group.

### **Section 4. Meetings**

Meetings of the committees or task groups shall be called by the chair of such committee or task group.

### **Section 5. Quorum**

The quorum for the transaction of business of any committee, ad hoc or task group shall be a majority of the members then in office present in person or linked by telecommunication or by means such that all members participating in the meeting are able to effectively communicate and participate in the proceedings.

## **ARTICLE VII: STANDING COMMITTEES**

The Council shall have three standing committees: the executive committee; the finance committee; and the audit committee.

### **Section 1. Executive Committee**

**A. Composition.** There shall be an executive committee which shall consist of the officers of the Council, Nominating/Board Development Chair, the Chief Executive Officer ex-officio without vote, and any other Board members at large as deemed necessary. The Chair of the Board shall be the chair of the executive committee.

**B. Responsibilities.** The executive committee shall have, and may exercise, the powers of the Board of Directors in the interim between Board of Director meetings, except that the executive committee shall not have the power to take any action that is contrary to, or a substantial departure from, the direction established by the Board of Directors, or that represents a major change in the affairs, business, or policy of the Council. The executive committee shall submit to the Board reports on action taken.

### **Section 2. Finance Committee**

The finance committee of the Council shall consist of such members and a chair as are appointed by a majority vote of the Board of Directors. The Treasurer of the Council shall be an ex-officio voting member of the finance committee. The finance committee shall assist the Board of Directors in discharging and performing its responsibilities with respect to the financial affairs of the Council.

Regular meetings of the finance committee shall be called by the chair of such committee. Notice of the date, time, place and purpose of the meeting shall be given personally, mailed or electronically transmitted to each member of such committee not less than 48 hours before the meeting to the address last made known to the Council by such member.

### **Section 3. Audit Committee**

The audit committee of the Council shall consist of such members and a chair as are appointed by a majority vote of the Board of Directors. The audit committee shall assist the Board of Directors in discharging and performing its responsibilities with respect to the auditing functions of the Council.

Regular meetings of the audit committee shall be called by the chair of such committee. Notice of the date, time, place and purpose of the meeting shall be given personally, mailed or electronically transmitted to each member of such committee not less than 48 hours before the meeting to the address last made known to the Council by such member.

### **Section 4. Quorum**

The quorum for the transaction of business of any standing committee shall be a majority of the members then in office present at the meeting in person or linked by telecommunication or by means such that all members participating in the meeting are able to effectively communicate and participate in the proceedings.

## **ARTICLE VIII: NATIONAL COUNCIL DELEGATES**

### **Section 1. Eligibility**

Delegates and alternates to the National Council of the Girl Scouts of the United States of America shall be United States Citizens age 14 years and older. They shall be members of the Girl Scout Movement registered through the Council at the time of election and throughout the term of service.

### **Section 2. Election**

The delegates and alternates to whom the Council is entitled to elect to the National Council of the Girl Scouts of the United States of America shall be elected in accordance with the time frame established by the Girl Scouts of the United States of America and shall serve a term of three (3) years or until their successors are elected and assume office.

### **Section 3. Vacancies**

The Board of Directors or Executive committee shall fill delegate vacancies from among the elected alternates. If there are not adequate alternates to fill the delegate positions, the vacancies may be filled from amongst the eligible members of the Council.

## **ARTICLE IX: FISCAL RESPONSIBILITIES OF BOARD OF DIRECTORS**

### **Section 1. Fiscal Year**

The fiscal year of the Council shall be October 1 through September 30.

### **Section 2. Contributions**

Any contributions, bequests, devices, and gifts for the purpose of Girl Scouting within the Council shall be accepted or collected only as authorized by the Board of Directors. Guidelines for accepting contributions should be established by the Board of Directors.

### **Section 3. Depositories**

All funds of the Council shall be deposited to the credit of the Council, under such conditions and in such financial institutions as shall be designated by the Board of Directors.

### **Section 4. Approved Signatures**

Approvals for signatory authority in the name of the Council and access to funds and securities of the Council shall be authorized by the Board of Directors.

### **Section 5. Bonding**

All persons having access to or responsibility for the handling of monies and securities of the Council shall be bonded in the amount authorized by the Board of Directors.

## **Section 6. Budget**

The Board of Directors shall approve the annual operational and capital budgets. No expenses shall be incurred in the name of the Council in excess of the budgeted amounts without prior approval of the Board of Directors.

## **Section 7. Property**

Title to all property shall be held in the name of the Council.

## **Section 8. Audits**

An independent certified public accountant shall be retained by the Board of Directors to perform an annual audit of the financial statements of the Council. A report of the audit shall be submitted to the Board of Directors and to the Girl Scouts of the United States of America.

## **Section 9. Financial Reports**

A summary report of the financial condition of the Council shall be presented to the membership at the annual meeting.

## **Section 10. Legal Counsel**

Independent legal counsel may be retained by the Board of Directors in order to: (a) ensure compliance with federal and state requirements; and (b) review and advise on legal instruments the Council executes, such as leases, contracts, property purchases, or sale.

## **Section 11. Investments**

The funds of the Council shall be invested in accordance with the policy established by the Board of Directors or any committee appointed by the Board of Directors for such purpose.

## **Section 12. Voting of Stock in Other Councils**

Any stock in other Councils which may from time to time be held by the Council, may be represented and voted at any meeting of members of such other Councils by any officer, or by corporate proxy, duly authorized by the Board of Directors or, in the absence of such authority, by the Chair of the Board of Directors

### **Section 13. Indemnification of Directors, Officers, and Employees**

Each person who is or was a director, officer or employee of the Council or is or was serving at the request of the Council as a director, trustee, officer or employee of another Council (including the heirs, executors, administrators or estate of such person) shall be indemnified by the Council as of right to the full extent permitted or authorized by the laws of the State of Kansas, as now in effect and as hereafter amended, against any liability, judgment, fine, amount paid in settlement, cost and expense (including attorneys' fees) asserted or threatened against or incurred by such person in his or her capacity as or arising out of his or her status as a director, officer or employee of the Council, or as a director, trustee, officer or employee of such other Council with which he or she is then serving at the request of this Council.

The indemnification provided by this bylaw provision shall not be exclusive of any other rights to which those indemnified may be entitled under any other bylaw or under any agreement, vote of members or disinterested directors or otherwise, and shall not limit in any way any right which the Council may have to make different or further indemnifications with respect to the same or different persons or classes of persons. The Board of Directors may, but shall not be required to, purchase liability insurance for its directors, officers and employees.

### **Section 14. Non-Discrimination**

There shall be no discrimination in the selection of officers, members of the Board of Directors, or any other representative of the Council on the basis of race, sex, creed, national origin, or socioeconomic status, and such members shall be selected so that the group can reflect the spread of points of view of various community resources within the territory covered by the Council charter, such as ethnic, racial, educational, civic, religious and socioeconomic.

### **Section 15. Dissolution**

In the event of the dissolution of the Council, assets of the Council remaining after the discharge of all liabilities shall be put in trust for the benefit of Girl Scouting, pending the inclusion of the jurisdiction of the dissolved Girl Scout Council in the jurisdiction of another Girl Scout Council.

## **ARTICLE X: Robert's Rules of Order Newly Revised**

The current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority of the Council,

## **ARTICLE XI: AMENDMENTS**

These bylaws may be amended by a majority vote of those members present in person, or linked by telecommunication or by means such that all members participating in the meeting are able to effectively communicate and participate in the proceedings and voting at a meeting of the Council provided that the proposed amendments have been included in the notice of the meeting.