

**O UWCampus Scouts D{ny u
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A. NAME

The name of the organization shall be the Murray State University Campus Scouts. It is both a student organization at Murray State University and a group of adult Girl Scout volunteers affiliated with the Girl Scouts of Kentuckiana Council.

B. PURPOSE

Campus Scouts is established:

1. To support and provide service to the Girl Scout program in the Girl Scouts of Kentuckiana Council.
2. To provide students an opportunity for leadership development, personal growth and personal development.
3. To provide an opportunity for Scouting activities for members.

C. MEMBERSHIP

1. Any Murray State University student who is willing to uphold the principles of Girl Scouting, as described in the Girl Scout Promise and Laws may be a member.
2. A student's membership shall become effective when the student registers as a Girl Scout Adult Volunteer through the Campus Scouts. This may require a registration fee and does require the completion of a form authorizing a background check.

D. MEETINGS

1. Regular meetings of the association shall be held on a schedule made aware to the membership. Special meetings may be called by the President, with seven days notice and notification to the membership by email and/or by Facebook.
2. All executive officers and committee chairs are expected to attend meetings.
3. Those members present at a regular called meeting of the organization constitute a quorum for conducting business.
4. Meetings are conducted following Robert's Rules of Order Revised.

E. DUES

Membership dues in addition to the registration fee may be set by the Executive Committee with the approval of the membership.

F. OFFICERS AND DUTIES

1. The officers of the club shall be President, Vice-President, Secretary, and Treasurer.
2. Qualifications: Each candidate for any office and each holder of an elective and/or appointive office must be an active member of the Murray State University Campus Scouts. No member may hold more than one elective office at any one time.
3. Elections and Terms of Office:
 - a. The President, Vice-President, Treasurer, and Secretary shall be elected from the members of the organization. They shall be elected within the last eight weeks of the spring semester. Voting for these officers shall be by secret ballot. Every registered student member may cast one vote. These officers' terms shall begin at the end of spring semester and shall be for the next academic year.
 - b. An officer who consistently does not discharge the duties assigned to his/her office may be dismissed by action of the Executive Committee. In the event, an officer is dismissed, refer to [G. Vacancies] for directions on replacement of that officer.
 - c. An officer may not serve more than two terms in any one office, but may seek another office in the organization.
4. Methods of Nominating and Electing Officers:
 - a. At the first regularly scheduled meeting of the organization during the time prescribed for election of officers, the sitting President shall with the advice of the Executive Committee and any other members that President chooses, forming an ad hoc Nominating Committee shall:
 - i. Present a slate of officers compiled by that ad hoc Nominating Committee to the membership and call for additional nominations for President, Vice-President, Secretary, and Treasurer. Seven days shall be allowed for additional nominations.
 - ii. Initiate the compiling, scheduling, planning for, and publicly announcing the names of all candidates, the date, time and place of voting by secret ballot, or arrange to have the election conducted by email in a way that preserves the secrecy of the balloting.

- iii. Conduct and oversee the election as scheduled (including taking appropriate measures to ensure against any irregularities in casting ballots).
- iv. The ad hoc Nominating Committee and faculty advisor(s) will count and tally the votes. The results of the election will be announced by the ad hoc Nominating Committee.

G. POSITION VACANCIES

- 1. If the office of President should become vacant, the Vice-President shall immediately and automatically become President and shall fulfill the duties of that office until the next election.
- 2. In the event both the office of President and Vice-President should become vacant at the same time, the Secretary should serve as presiding officer of the association until a special election can be held to fill the vacancies.
- 3. In the event of a vacancy in any other elective office, the President, in consultation with the Executive Committee shall be responsible for the vacancy being filled by appointment.
- 4. Vacancies in appointive offices shall be filled as soon as arrangements can be completed and the President shall publicly announce all such appointments at the next regular business meeting.

H. DUTIES OF THE OFFICERS

- 1. The President shall:
 - a. Arrange for location for meeting, notify members of meetings and preside at all meetings of the organization, voting only in case of a tie.
 - b. In consultation with the Secretary, prepare the agenda.
 - c. Call special meetings of the organization, when necessary.
 - d. Serve as chair of the Executive Committee.
 - e. Act as the organization's official representative to all other groups, except where this responsibility is delegated to some other member.
 - f. Have the power to appoint committee chairs and fill vacant offices, as previously described.

2. The Vice-President shall:

- a. Act for the President, including presiding at meetings, and shall become President of the organization for the remainder of the term of office if the office of President should become vacant.
- b. Assists and advises the chairs of other committees as the need arises and oversees the programs of the organization.

3. The Secretary shall:

- a. Record, maintain, and keep a copy of the minutes of all meetings.
- b. Distribute or make available copies of the by-laws including all amendments and/or revisions to all members of the organization.
- c. Have final responsibility for all correspondence pertaining to the business of the association.
- d. Read the minutes of the previous meeting and/or make an oral report to the organization at each business meeting. At the discretion of the organization and/or Executive Committee, the Secretary may be required to provide written minutes by email or to post copies of the minutes, in lieu of an oral reading of them.
- e. Record a summary of the proceedings of each Executive Committee meeting and make a report to the organization.

4. The Treasurer shall:

- a. In cooperation with the faculty advisor, collect any required registration fees or dues.
- b. Be responsible for funds generated by the organization and arrange for the payment of proper debts.
- c. Keep an up-to-date record of all the association financial affairs, maintain notebook with current bank/credit union statements and regularly balance check book.
- d. Make a regular financial report to both the Executive Committee and the organization, on at least a monthly basis.

e. Be responsible for conducting all other financial affairs of the organization except when stipulated otherwise by the by-laws or as directed by a vote of the association.

I. COMMITTEES

1. The Executive Committee shall be the only standing committee of the organization. The four elected officers shall comprise the Executive Committee.
2. The Executive Committee shall:
 - a. Act as a general steering committee for the organization, and do the business of the organization between the regularly scheduled organization meetings.
 - b. Meet and plan for the orderly and efficient administration and functioning of the association.
 - c. Be advised, as needed, by a faculty advisor.
3. Ad hoc and special committees may be established by the Executive Committee as the need arises.

J. PROCEDURES FOR AMENDMENTS

1. These bylaws may be adopted and/or amended as deemed necessary to carry out provisions for more effective administration of the activities of this association.
2. Such bylaws may be adopted, amended, or repealed at any meeting by a simple majority vote of the members present at the meeting where the adoption or amendment is being considered.
3. Formal notice of intended action relative to the bylaws shall be posted and announced at least two weeks prior to action on these bylaws.
 - a. Any member of the organization may present an amendment to be considered for adoption.
 - b. A vote on the proposed amendment shall be held at the first regular meeting of the organization following its original presentation provided the time of posting requirement has been met.