



Girl Scouts
Western Oklahoma, Inc.

GIRL SCOUTS ~ WESTERN OKLAHOMA

Alumnae Operating Guidelines

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SUBJECT: INTRODUCTION

Purpose of this manual: This manual shall serve the Alumnae membership by providing criteria, guidelines and procedures necessary to carry out its purpose. This is a dynamic document that should reflect continued changes and improvements in the Alumnae organization as it grows and matures. Its objective is to be as complete as necessary to provide each Alumnae Chapter within the council districts necessary information to perform the functions of the Alumnae with cooperation and council oversight.

Approval of Alumnae Operating Procedures: All changes will require approval by the Chief Operations Officer of Girl Scouts Western Oklahoma council (or his/her designee).

1.00 SUBJECT: DEFINITIONS

The following terms and definitions shall apply in all matters pertaining to the Alumnae:

- **Alumnae** – is an association of adults that are registered Girl Scout members and that are 18 years of age or older and who opt-in to the association. This does not exclude men, but embraces women.
- **Chapter** – A branch of Girl Scouts Western Oklahoma Alumnae Association.
- **Council Districts** – 39 county coverage areas is broken down into seven districts (or areas):
 - **District/Area 1** = *Woodward, Harper, Woods, Ellis*
 - **District/Area 2** = *Custer, Roger Mills, Beckham, Dewey, Washita, Caddo*
 - **District/Area 3** = *Garfield, Logan, Alfalfa, Major, Blaine, Grant, Kingfisher*
 - **District/Area 4** = *Cleveland, Grady, McClain, Pottawatomie*
 - **District/Area 5** = *Comanche, Harmon, Greer, Kiowa, Jackson, Tillman, Cotton*
 - **District/Area 6** = *Carter, Jefferson, Garvin, Murray, Johnston, Marshall, Love, Stephens*
 - **District/Area 7** = *Oklahoma, Canadian, Lincoln*
- **COO** – Chief Operations Officer for Girl Scouts Western Oklahoma.

2.00 SUBJECT: STATEMENT OF PURPOSE

Organizational Statement: Alumnae members will provide services in the seven different council districts (aka Areas) that support the mission of Girl Scouts Western Oklahoma and that help the council achieve its goals and objectives.

The purpose of the Alumnae Chapters will be to:

- A. Build a strong Alumnae Association for Girl Scouts Western Oklahoma;
- B. Build a network to support council fund raising initiatives; and
- C. Support and grow girl and adult membership.

Members of the Alumnae Association:

- Want to share their past or present affiliation with Girl Scouts;
- Want to give back to Girl Scouting by supporting the councils goals and objectives;
 - Provide leadership and talent resources at Council programs and events for girls;
 - Honor Girl Scout Gold Award recipients;
 - Recognize and invite girls turning 18 years of age to join the association;
 - Recruit adults to the association;
 - Partner with the council to build financial support for girl programs.
- Want to have a role in the future of girls and young women in the community; and
- Want to have FUN!

Each Alumnae Chapter will be accountable to the Chief Operations Officer of the council or his/her designee.

3.00 SUBJECT: MEMBERSHIP

- 3.01** All registered Girl Scout members 18 years of age or older are offered the opportunity for membership in the Alumnae Association but they must OPT-IN.
- 3.02** Opportunities for Opting-In to the Alumnae will be administered through the council. Multi-channel offerings will be made available for opting-in (such as e-mail notifications, council web-site, facebook, etc.). Each Chapter will have a presence on the council web-site.
- 3.03** An Alumnae Association e-mail address will be setup where people can submit inquiries to the council when interest in learning more about the Alumnae and the Chapter in their area.

4.00 SUBJECT: BENEFITS OF MEMBERSHIP

Each member of the Alumnae Association will:

- Receive a LEADER magazine for adults in Girl Scouting;
- Receive a membership card,
- Be a member of Girl Scouts USA Alumnae,
- Receive an electronic quarterly newsletter and other electronic communications from the council; and
- Participate in special Girl Scout Alumnae activities and events.

5.00 SUBJECT: CODE OF ETHICS

Purpose: Members of the Alumnae Association must maintain a high standard of conduct in order to appropriately serve girls and adults.

The **Code of Ethics** directly align with the Girl Scout Promise and Law and states that each member be:

1. **Friendly & Helpful** - Cooperative and team oriented; willing to help; steps in when needed. Maintains effective working relationships with fellow Alumnae members, council staff, volunteers and girls. Tolerant of other peoples working styles. Constructively engaged in making Girl Scouts of Western Oklahoma successful.
2. **Respect Myself, Others & Authority** - Respects fellow Girl Scouts and acknowledges the value they bring. Provides prompt response to requests, questions and complaints; does not become defensive or irritated when times are tough.
3. **Responsible for What I Say & Do** - Delivers excellence in programs and services with a passion for accountability, quality, timeliness, and service. Resolves conflicts through collaboration and consensus. Displays drive and is self motivated to take action. Avoids the same problems in the future by establishing effective solutions.
4. **Be a Sister/Brother to every Girl Scout** - Demonstrates genuine concern for people; builds mutual trust, respect, credibility, fairness, pride and camaraderie; listens and communicates well.

6.00 SUBJECT: OPERATING PROCEDURES

- 6.01** There will be an Alumnae Chapter for each of the seven council districts. Each Alumnae Chapter will make up the Alumnae Associate and shall:
- Nominate a Chairperson, Vice-Chairperson and a Chapter Treasurer and submit the names of these individuals to the COO for approval;
 - Select committee members as needed;
 - Meet monthly;
 - Come together annually with members from all seven Alumnae Chapters. Semi-annual meetings may be held at a time and place if needed.
- 6.02 Term of Service:** Each alumnae chapter chair, vice-chair, treasurer and committee members serve from October 1 to September 30 of the following year, with the exception of the Treasurer, which is a two-year term. Committee members may seek to serve on a committee for more than one term.
- 6.03 Alumnae Chapter Chair:**
- A. Serve a one-year term but may serve no more than two consecutive terms as Chair.
 - B. Be responsible for the administration of all the chapter activities.
 - C. Be the chapter chairperson to the GSWestOK Alumnae Association.
 - D. Call regular and special meetings of Alumnae Chapter.
 - E. Establish meeting locations, dates and times.
 - F. Preside over all regular and special meetings of Chapter.
 - G. Preserve order and enforce Alumnae Operating Guidelines.
 - H. Select or hold nominations for committee chairs.
 - I. Perform such other duties as customarily pertain to the Chapter Chair.
- 6.04 Alumnae Chapter Vice-Chair:**
- A. Hold a one-year term.
 - B. Succeed to the Chapter Chair.
 - C. Perform such duties as the Chair may delegate or the council may prescribe.
 - D. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.
 - E. Should the Chair vacate the position for any reason, the council will appoint the Vice-Chair to assume the duties of the chair with all its privileges and responsibilities. The Vice-Chair would complete the vacated term in addition to his/her term.
 - F. Serve in an advisory capacity to the Committees. In the absence of or the inability of the committee members to serve, the Vice-Chair shall provide continuity and continued activity of the committee.
 - G. Provide leadership to coordinate the annual and/or semi-annual Alumnae Association meetings in conjunction with the Vice-Chairs from the other Alumnae chapters.

6.05 Alumnae Chapter Immediate Past-Chair:

- A. Service a one-year term.
- B. Serve in an advisory capacity to the present Chair.
- C. Perform other duties as prescribed by the Chair.
- D. Attend the annual and/or semi-annual Alumnae Association meetings when the Chair or Vice-Chair are unable.
- E. Be responsible for receiving and presenting proposed Guideline changes.

6.06 Alumnae Chapter Treasurer. The Treasurer of each chapter shall:

- A. Hold a two-year term of office, but may serve no more than two consecutive terms of office.
- B. Handle all monies in accordance with council financial management policies and procedures.
- C. Make the financial records and receipts available for audit upon direction of the council.
- D. Deliver an annual financial statement to the Chapter members as well as to the council.
- E. Deliver the records to their successor promptly upon completion of their term or upon removal from this seat.
- F. Perform other duties as prescribed by the Chair.

6.07 Meetings. Each Alumnae Chapter shall have regular meetings at least quarterly but preferably monthly. Special meetings may be held upon the request of the chairperson. Meeting locations should be established in an area of the district where the largest population of members can participate.

If the Chapter members decide to have committee meetings in different areas of the district, they must come together at least quarterly for the Alumnae Chapter meetings. Committee meetings held in different areas of the district must have no fewer than 10 members to form a committee in an outlying area in the district.

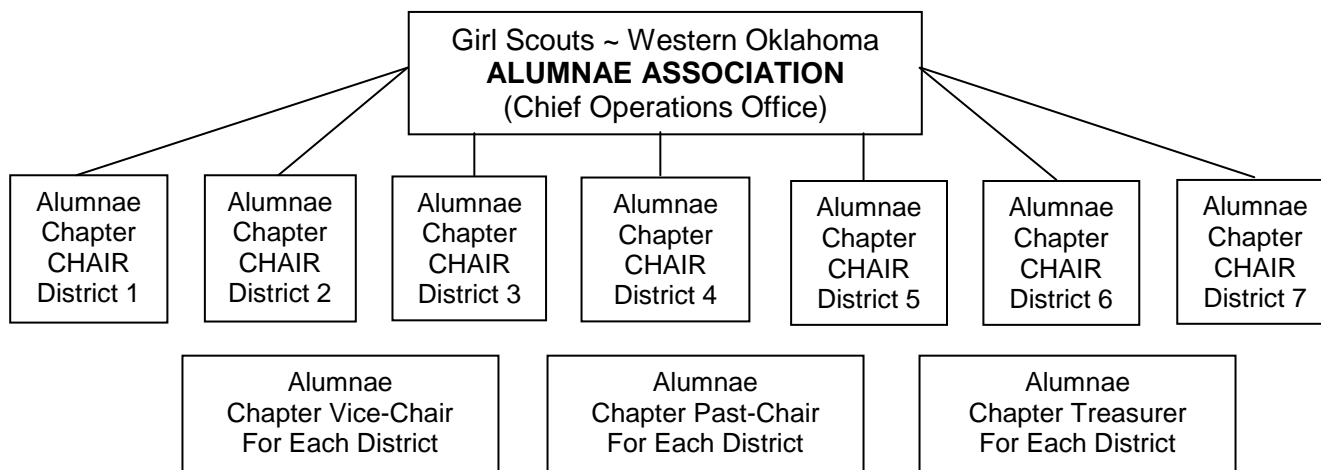
Purpose of Meetings. Meetings shall be held for the purpose of receiving committee reports and transacting other business as may properly come before such meetings. Special meetings may be called at the discretion of the chair.

An annual gathering of all members of the Alumnae Association shall be held each year at a time and place to be designated by the council and in coordination with the seven chapter chairs. Semi-annual meetings may be held at a time and place if needed.

6.08 Notice. All members shall be notified of the date and location of each meeting at least ten (10) days prior to the meeting.

6.09 Committees. Each Chapter shall have special and standing committees as needed.

6.10 Chapter Organizational Structure.



7.00 SUBJECT: FINANCIAL PROCEDURES

7.01 Bank Accounts. Each Chapter shall setup a Girl Scout bank account and any funds received or expended must be done through this bank account.

7.02 Signers on the Bank Account. The Chapter Treasurer, Chair and CEO of GSWestOK are required to be signers on the bank account..

7.03 Money Earning. Any need for money earning must be submitted to the council and approved in advance of money earning activities.

7.04 Handle all monies in accordance with council financial management policies and procedures. Receipts are recorded if any cash is collected and receipts are kept on file with the Chapter for at least two years beyond the Treasurers term. Funds are disbursed only upon the receipt of original bills and properly executed vouchers.

Bank Services Charges: Includes check orders and monthly service charges.

Postage: Any costs related to the mailing of Alumnae Chapter information.

Printing: All printing costs, including brochures, flyers, memos, etc.

Printing - Stationary: Printing costs incurred for letterheads, envelopes, and thank you cards.

Supplies: The costs of miscellaneous supplies incurred in conducting Alumnae business.

Miscellaneous: All unspecified expenses incurred while conducting Alumnae business.