



Peninsula Girl Scout Day Camp

BYLAWS 2022-2023

PREAMBLE - The Peninsula Girl Scout Day Camp is governed by the following principles:

We ensure the organization’s future through sound fiscal and ethical practices.

We create and sustain a continuous strategic future focus.

We seek inclusiveness and diversity in all aspects.

We will be accountable for results.

We uphold the Girl Scout Promise and Law.

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ARTICLE I - NAME AND LOCATION

1. The name of the non-profit organization is "Peninsula Girl Scout Day Camp" hereinafter referred to as "PGSDC", "PDC", "Day Camp" and/or "Camp".
2. The principal place of operations is at Huddart Park of San Mateo County.

ARTICLE II – PENINSULA GIRL SCOUT DAY CAMP

1. Day Camp is a non-profit organization and 100% run by volunteers. The mission of Day Camp is to help campers build courage, confidence and character.
2. Day Camp helps campers develop their individual potential; relate to others with increasing understand, skill and respect; develop values to guide their actions and provide the foundation for sound decision making; and contribute to the improvement of society through philanthropic means.
3. Day Camp is also designed for the parents/guardians to share in the adventure through available volunteer positions.
4. The obligations and mechanics of running Day Camp are handled by the Camp Director and the Camp Committee under the Girl Scout NorCal Council guidance.

ARTICLE III – CAMP POLICIES & NON-DISCRIMINATORY POLICY

1. Day Camp is a non-profit organization.
2. Day Camp's policies are reviewed annually in the Fall for the following summer. If issues arise after the policies are reviewed and approved, those amendments will be documented in the Camp Committee minutes and reviewed in the Fall to be formally added to the policies for the following camp year.
3. Peninsula Girl Scout Day Camp is non-discriminatory in its admissions and operations policies of its volunteer policies, admissions policies, campership program (financial aid) and/or other camp administered programs. Day Camp admits volunteers and campers based on the published policies and does not discriminate on the basis of financial need, race, creed, color, national origin, ethnic origin, special needs, sexual orientation, gender identity or gender expression.

ARTICLE IV – CAMP COMMITTEES

1. Peninsula Girl Scout Day Camp is a director-run volunteer camp which has historical chosen and continues to run and operate by Camp Committee. There are Executive Committee members, Camp Committee members, Camp Support Subcommittee members and Program Subcommittee members.
2. The Camp Committee will set the terms of the handbook, bylaws and policies and use those standards to conduct business for Day Camp.
3. All members of committees or subcommittees shall perform their duties as specified in **Job Descriptions** and serve as positive ambassadors for Day Camp, being respectful in their communications and keeping the camp's best interests in mind at all times.

4. No committee or subcommittee members or any camp volunteer shall prepare her/his own reimbursement check(s) and sign them. Only members of the Executive Camp Committee are approved signers on camp bank accounts and they shall verify, approve and sign reimbursement checks of other volunteers.
5. The Camp Director shall be responsible for the oversight of all areas of Camp.
6. New positions may be created and filled at any meeting of the committee meetings.
7. The Executive Committee of the Camp Committee shall consist of the Camp Director, Secretary, Business Manager, Aide Manager and Logistics Manager. The Executive Committee will deal with issues that come before the Camp Committee that cannot wait until the next scheduled meeting. Decisions made by the Executive Committee will be reported at the next scheduled Camp Committee meeting.
8. Board members shall perform their duties as per the **PGSDC Camp Committee Handbook**.

ARTICLE V – COMMITTEE MEETINGS

1. Meetings will occur monthly from August - June. Meetings are scheduled by the Camp Committee. Additional meetings may be called at the discretion of the Camp Director, Secretary or Business Manager.
2. Camp Committee meeting minutes will be taken at each meeting and approved at the following meeting.

ARTICLE VI – VACANCIES, REPLACEMENTS AND/OR REMOVAL OF MEMBERS

1. Executive Committee positions shall terminate in the event of death, resignation, withdrawal from active membership in Girl Scouts or failure to attend meetings of the Camp Committee without a valid excuse.
2. If an Executive Committee member accepts or holds a paid position with Girl Scouts, they will be removed from the Day Camp bank accounts as an approved signer, removed from the Executive Committee and placed on the Camp Committee.
3. Executive and Camp Committee members will all help fill the responsibilities of any vacant positions until the position is filled and do their best to help find new recruitments to fill any vacate positions.
4. All committee or subcommittee members will do their best to fill their position if they intend to resign.
5. Any member or volunteer can petition to remove any member of camp except the Camp Director. If a problem arises with an Executive or Camp Committee or Subcommittee member or a volunteer, the Camp Director shall review the issues with the Executive Committee members not involved. If the review determines that Day Camp could function more positively without the specific member(s) or volunteer(s), than the person(s) will be asked to resign. If the request to resign is refused, the Camp Director will consult with GS council before taking next steps of removal from the Day Camp organization.

6. Any issues with the Camp Director need to be addressed with the GS council directly.

ARTICLE VII - FINANCIAL PROCEDURE

1. The operation of Day Camp shall be based on an annual operating budget, which provides not only for current expenses but also makes provisions for appropriate contribution to reserve funds to cover depreciation, replacement and expenses not incurred at regular intervals.
2. The Fiscal Year shall run from September 1 – August 31.
3. Funds shall be derived from camp fees and gifts/donations.
 - a. The proposed fees will be discussed at the September/October meeting when the proposed budget is reviewed and approved.
 - b. Camp fees shall be fixed at the time camp registration opens to the public.
 - c. Funds derived from means other than camp fees shall be for general camp operations unless a specified purpose is stated at the time of receipt. Earmarked funds shall be carried in a general account showing their purpose specific purpose on the budget reports.
4. If at the end of any budget year if there is excess revenue over expenses, the Camp Committee may designate its use for specific purposes to be noted in budget reports. All amounts not designated will flow into the reserve account to later be used as designated by the Executive Committee.

ARTICLE VIII - BYLAWS

1. The PGSDC Bylaws may be repealed or amended at any Camp Committee meeting and noted in the meeting minutes. The document will be officially updated annually at its review.
2. Bylaws will be formally reviewed every year by the Camp Committee.

ARTICLE IX - DOCUMENT RETENTION POLICY

1. All camp documents will be maintained according to the GS Council retention policy.
2. The policy covers how important documents should be retained, protected and eligible for destruction. The policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.
3. Documents will be stored in a protected environment by Day Camp and then submitted to GS Council.
4. Documents will be destroyed by shredding or fire after they have been retained until the end of the Document Retention Schedule. Day Camp understand the timeframe to be 7 years and/or until the minors turn 18 years of age.
5. Documents requested and subpoenaed by legally authorized personnel will need to make all requests to GS Council. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

ARTICLE X - DISSOLUTION

1. The Peninsula Girl Scout Day Camp, non-profit organization, may be dissolved at the end of any Fiscal Year by the Camp Director.
 2. In the event of the dissolution of the organization, all property remaining after payment of all liabilities will be entitled to the local GS Council.
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