

# PARENT-SCOUT HANDBOOK OF TROOP OPERATING PROCEDURES

## Bylaws

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## INTRODUCTION

These bylaws are provided as a guide to all Boy Scouts, their parents and the Scouters of Boy Scout Troop 804. They outline the organization, policies, procedures, and activities of the Troop. Any questions relating to these bylaws should be referred to the Troop 804 Troop Committee. Recommendations for changes or enhancements to this document should be made in writing to the Troop Committee.

## ARTICLE 1: PURPOSE, PRINCIPLES, SCOPE AND ANNEXES

Section 1 – Purpose: Troop 804 BYLAWS establishes troop policies, procedures, and guidelines as expressed in the Scoutmaster’s Handbook (SH), Troop Committee Guidebook (TCG), Boy Scout Handbook (BSH) and other official BSA publications. Troop 804 operations information contained herein is in addition and supplemental to the charter and bylaws of the Boy Scouts of America and is intended to provide guidelines for Troop operations.

### Section 2 - Principles:

- a. In pursuing the purposes mentioned above, the principles or ideas of Boy Scouting will be promoted. These principles are the Boy Scout Oath, which is a pledge for good citizenship; the Scout Law, which is a simple formula for being a good Boy Scout; the Scout Motto; and Scout Slogan which are ways to live. In all activities, emphasis shall be placed on these principles through practice in daily life. Boys will be guided to develop traits of character which are expressed in consideration of, and help to others; personal courage; and, above all, in lives of useful citizenship. All Boy Scouts must know and subscribe to the Boy Scout Oath, Scout Law, Scout Motto, and Scout Slogan.
- b. All adult scouters (leaders) of Troop 804 must know and subscribe to the Boy Scout Oath and the Scout Law.
- c. The Troop uses and abides by the Scouting Program provided by the Boy Scouts of America. and the Troop works toward these aims:
  1. Growth in moral strength, character and citizenship;
  2. Development of physical, mental, and emotional fitness; and
  3. The opportunity to advance along the trail to Eagle.

The Troop stresses the ideals contained in:

1. The Scout Oath,
2. The Scout Law,
3. The Scout Motto, and
4. The Scout Slogan.

It is intended that the Troop Program encompass outings and service projects that further the goals of the Boy Scouts of America for the members of the Troop.

Section 3 - Scope: The Troop 804 “BYLAWS” describe how Troop 804 does things under the higher policies of the BSA rules and guidelines. In the event that any guideline set forth in this document contradicts a guideline set forth in any official BSA publication, the BSA publication will always take precedence. Any contradiction should be reported to both the Scoutmaster and the Troop Committee. These Procedures apply to all members of Troop 804, and to all authorized guests of members of Troop 804, when engaged in or representing the troop in any activity.

Section 4 – Annexes: Annexes may be a part of the BYLAWS or Troop Handbook and may be updated individually and distributed separately, subject to Committee approval, without effect on the rest of the BYLAWS.

## ARTICLE 2: ORGANIZATION AND OPERATION

Section 1 - Council and District Organization: Troop 804 is a member of the Capitol District, Baltimore Area Council, 701 Wyman Park Drive Baltimore, MD 21211.

Section 2 - Troop 804 Organization:

- a. Troop 804 is sponsored and chartered by Severn Cross Roads Foundation, Inc. Millersville, MD. Severn Cross Roads Foundation, Inc. shall, if an affirmative decision is made to sponsor the troop, re-charter it in January of each year. The Troop charter becomes effective in January and is valid through the last day of January the following year. The rights and privileges of all members of Troop 804 expire with the charter unless the Troop re-charters. The re-chartering shall be accomplished by the Troop Committee preparing the necessary forms, furnished by the Unit Commissioner.
- b. Troop 804 consists of a Troop Committee, Scoutmaster and Assistants, and Boy Scouts. The function of these organizations and leaders are outlined in detail in Sections 3 through 6 of this Article.
- c. The active adult leadership of the Troop shall be designated collectively as Scouters, and individually as parents, Troop Committee Chairman, Troop Committee Member(s), Scoutmaster, and Assistant Scoutmaster(s). These scouters shall be required to meet the same membership requirements and leadership responsibilities and shall have the same privileges and opportunities as provided for all unit scouters in the official bylaws of BSA.
- d. The boy membership of Troop 804 shall be organized on the patrol system. See Section 4 for more information.

Section 3 - Troop Committee:

- a. The Committee will consist of at least three members who are at least 21 years of age and elected to positions as described in the TCG (Troop Committee Guide Book published by BSA). The term for each Committee member will be one year. Troop Committee elections shall be held in December with the term of office beginning

January 1 and ending December 31. Those persons holding or running for a position on the Committee will be published in the November Newsletter. Positions will be elected with a simple majority vote of those present at the December committee meeting and is open to all committee members and parents/guardians of scouts. In the event of a tie the COR will hold the tiebreaking vote. The Committee will meet on a monthly basis and will make periodic reports concerning the Troop to the Chartered Organization. The Committee meetings are open to all parents and others interested in the Troop. Only Committee members have voting privileges on troop operations and decisions separate from the annual vote on committee membership makeup. Executive sessions made up of Committee members only may be called by the Committee Chair for any Troop 804 disciplinary actions. The Committee will be responsible for raising funds, providing adequate equipment, administering the financing and records of the Troop. The Committee will also be responsible for providing Boards of Review for the Troop advancement program. Committee members and parents will be responsible for assuming Troop positions that are required for a quality Troop and a quality program.

- b. The Troop Committee is made up of the Committee Chair, Treasurer and at least one other member. Interested parents/guardians of Scouts, Scouts and interested community members are welcome to attend Troop Committee meetings. The Troop Committee individuals are required to be registered with BSA as adult "Scouters." In addition, any adult that wishes to work with the Scouts on advancement requirements must also be a registered adult leader and abide by the rules and regulations of BSA.
- c. The Troop Committee is responsible to the chartered institution for the sound operation of the Troop. The overall and detailed responsibilities of the Troop Committee are outlined in "The Troop Committee Guide Book" and:
  1. Oversees the Troop program for appropriateness and adherence to the policies and regulations of the Boy Scouts of America;
  2. Makes sure that the Troop is responsive to the needs of the Chartering Organization;
  3. Meets monthly on the date and time established by the Committee;
  4. Ensures that regular Boards of Review are held;
  5. Is responsible for fiscal policies including the approval of the budget, adequate funding, disbursements, and fund raisers;
  6. Is responsible for overseeing the acquisition, maintenance, and care of needed equipment;
  7. Assures the Troop has a camping and outdoor program;
  8. Nominates the Committee Chair and Scoutmaster and approves adult membership as required and will also submit a recommendation for approval or subsequent removal to the COR;
  9. Will sign and abide by the two Deep Leadership Statement of Understanding; and
  10. Is responsible for an annual review each May of the bylaws and audit of the

financial statement.

11. Troop Committee members shall be positioned trained. Troop 804 requires this training to be Youth Protection and Troop Committee trained. All registered adults shall have Youth Protection training if participating in any Troop activities. Specifically, any adult (whether registered or not) shall have Youth Protection training prior to participating in overnight Troop activities

d. The Troop Committee should try to have the following eight positions with responsibilities; Chairperson, Secretary, Treasurer, Outdoor/Activities Coordinator, Advancement Coordinator, Chaplain, Training Coordinator, and Equipment Coordinator. Additional members should be assistants to these primary positions and there is no limit to the number of persons on the Committee.

#### 1. Duties of the Chairperson

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organization's representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and recharter annually.
- Plan the charter presentation.

#### 2. Duties of the Secretary

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Prepare a family newsletter of troop events and activities.
- Conduct the troop resource survey.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.

#### 3. Duties of the Treasurer (Finance/Records)

- Handle all troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the troop committee
- Maintain checking and savings accounts
- Train and supervise the troop scribe in record keeping.
- Keep adequate records in the *Troop/Team Record Book*.
- Supervise the camp savings plan.
- Lead in the preparation of the annual troop budget.
- Lead the Friends of Scouting campaign.

- Report to the troop at each meeting
- Keep adequate records of expenses

#### 4. Duties of Outdoor/Activities Coordinator

- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of one outing per month.
- Secure tour permits for all troop activities.
- Report to the troop committee at each meeting.

#### 5. Duties of Advancement Coordinator

- Encourage Scouts to advance in rank
- Work with the troop scribe to maintain all Scout advancement records.
- Arrange quarterly troop boards of review and courts of honor.
- Develop and maintain a merit badge counselor list
- Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets.
- Report to the troop committee at each meeting.

#### 6. Duties of Chaplain

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in time of sickness or need.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Report to the troop committee at each meeting

#### 7. Duties of Training Coordinator

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with the district training team in scheduling Fast Start training for all new leaders.
- Be responsible for BSA Youth Protection training within the troop.

- Encourage periodic junior leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting.

#### 8. Duties of the Equipment Coordinator

- Supervise and help the troop procure camping equipment.
- Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage troops in safe use of all outdoor equipment.
- Report to the troop committee at each meeting.

Section 4 - Adult Leaders: Adult leaders consist of the Scoutmaster and at least one Assistant Scoutmaster, whom shall be Youth Protection and position trained. They will sign and abide the two deep leadership statement of understanding. They shall be guided by the program as laid out in the SH and TCG as well as by direction from the Troop Committee.

**\*\*Baltimore Area Council Training Requirements (2010) state that all direct contact leaders (age 21 and over) MUST complete basic training for their position by the units re-chartering date or they will NOT register the person in that position.**

Section 5 - Youth Leaders: Troop 804 may consist of new scout and regular patrols. If enough interest is shown by the boys, a Venture Patrol may be incorporated within the troop. Exact numbers and composition of any patrol will be in accordance with established BSA guidelines. The youth leaders of the Troop shall consist of the Senior Patrol Leader (SPL), one or more Assistant Senior Patrol Leaders (ASPL), Patrol Leaders (PL) and Troop Guides (TG). Other youth leadership positions, as described in the BSH and SH, may also be filled as needed. The Troop shall use the Patrol Leaders' Council, described in the BSH and SH, as the primary planning and programming group.

#### Section 6 - Program Planning:

- a. The basic policy of BSA and Troop 804 is that the PLC is responsible for conducting a yearly planning meeting each summer to prepare a calendar of proposed activities for the next 12 months (January to December). The calendar of events is presented to the Troop Committee by the Scoutmaster for approval and assistance in making the program work. This calendar is then fine tuned at the PLC meeting held each month.
- b. The yearly planning meeting will be attended by the members of the PLC, Scoutmaster, Assistant Scoutmaster(s) and other interested members of Troop 804 (Scout or Adult). Only those Scouts holding a voting position on the PLC will be allowed to vote on activities presented. The Baltimore Area Council yearly calendar and the Baldwin Hall calendar will be used in the planning process to prevent conflicts with the meeting place and council activities.

- c. The PLC meeting will be conducted each month for the purpose of fine tuning the next month's schedule and confirm the following month's schedule to ensure that every action required has a person responsible for ensuring it is completed.
- d. All changes to the yearly calendar will be brought before the Troop Committee for approval.
- e. All Scouts registered with Troop 804/BSA will be eligible to attend all planned activities for their patrol or Troop 804 unless the provisions of Article 3, Section 5 apply.

### ARTICLE 3: MEMBERSHIP AND REGISTRATION

#### Section 1 - Boy Scout Eligibility:

- a. Boys must meet BSA criteria.
- b. "Scouters" is the collective designation for all registered Boy Scout officials and adult leaders. All Scouters shall serve on a voluntary basis and shall meet the requirements outlined by BSA and in Articles 1 and 2 of these Bylaws.

#### Section 2 - Membership Eligibilities:

- a. Any eligible boy who wants to join Troop 804 must complete a Boy Scout application form and comply with all other BSA joining requirements.
- b. Any eligible adult who wants to participate in Troop 804 activities must complete an adult application form, get it signed by the Committee Chairman, a representative of the chartering institution and forward it to the council.

#### Section 3 - Registration:

- a. All Boy Scouts shall pay a registration fee when he registers with Troop 804. This fee shall be used to register the boy as a member of BSA, provide a subscription to Boy's Life Magazine, and to cover the cost of insurance. The difference between the above costs and the registration fee will go into the troop budget to help defray the costs of running the troop. These costs include but are not limited to position patches, troop committee supplies, and working capital for fund-raising activities.
- b. Adult leaders shall pay the appropriate BSA registration fee and insurance fees. This includes a subscription to Scouting Magazine.
- c. Registered Scouts transferring from another Troop will pay the BSA transfer fee and the yearly registration fee minus the actual registration, insurance, and Boys Life costs.
- d. Annual re-registration fees will be collected at re-charter time.

Section 4 - Physicals: Each Scout and scouter will be required to have a physical completed each year.

Section 5 - Permission Slips: Permission slips/medical power of attorneys will be issued for each Scout activity/outing. The Scout is responsible for ensuring that a permission slip is handed in prior to an activity or outing.

Section 6 - Transfers Out:

- a. Registered Scouts/Scouters will notify the Scoutmaster, Committee Chairman, or Advancements Committee Member as soon as possible of their expected departure from the Troop.

Section 7 - Inactive Status:

- a. Boy Scouting is designed to aid a boy in becoming a good citizen. To do this requires adherence to certain basic rules of attendance in order to have a successful troop.
- b. To be considered an active troop member, the boy must be present at a minimum of 75% of the troop and patrol functions prior to each Court of Honor or Troop outing. Excused absences with just cause will count as present in designating a boy as "active". After a Scout joins the Troop he is expected to maintain regular attendance at Troop meetings and activities. If a Scout will miss two consecutive meetings, he is to notify his Patrol Leader in advance. Excused absences will be considered by the Patrol Leaders Council. Extended absences must be approved in advance by the Patrol Leaders Council. Junior Leaders are required to attend 75% of all Troop meetings and Patrol Leader Councils to fulfill their leadership requirement.
- c. Boys active in other approved activities (i.e. sports, school plays) that require short-term absences from the troop will not be considered inactive upon notification of the troop leadership and will be granted all rights and privileges of an active troop member.
- d. A Scout may become inactive when he has three or more un-excused consecutive absences. In order to progress in rank the inactive Scout must return to active participation in 75% of the meetings and activities, and participate in a Scoutmaster/Assistant Scoutmaster Conference indicating his commitment to the satisfaction of the Scoutmaster/Assistant Scoutmaster.
- e. The PL or SPL will contact any boy who has missed two consecutive meetings. The Scoutmaster or an Assistant Scoutmaster will contact with the parents of a boy who has missed three consecutive meetings. If this contact does not resolve the situation, the Scoutmaster may refer to the Troop Committee a boy whom he feels should be removed from the Troop or placed in inactive status. Based on the information received during the discussion between the boy, parents and Scoutmaster/Assistant Scoutmaster, a decision will be made concerning the boy's status with the Troop.
- f. In addition to missing two consecutive troop meetings as outlined above, disciplinary problems will be cause for placing a boy in an inactive status for a period of time to be determined by the troop committee.

Section 8 - Disciplinary Problems: Misconduct is not permitted at any troop event. Scouts who choose to misbehave, and are not living by the Scout Law, Oath, or Outdoor Code make Scouting less fun for everyone.

- a. A disciplinary problem is considered any Scout who is disruptive to the proper operation of the Troop or his Patrol who does not respond to the corrective actions taken by the PL, SPL, Scoutmaster/assistants.
- b. It is the responsibility of all Scouts present at each troop meeting or activity to ensure to the proper conduct of all Scouts present. If there is a problem with a Scout, the PL/SPL (or senior Scout present) will be responsible for correcting the Scout's behavior.
- c. If the PL/SPL feels additional action is required, the SPL may call a special PLC meeting to decide the appropriate action to be taken with the consent of the Scoutmaster. Only the Troop Committee may suspend a Scout or remove him from the troop.
- d. If the PLC is unable to correct the actions of a Scout, then the Scoutmaster will try to correct the problem. It will be the responsibility of the Scoutmaster to notify the parents of a Scout when the problem persists. In the event all of these actions fail, the Scoutmaster will refer the problem to the Troop Committee for appropriate action.
- e. Discipline Procedures: Misbehavior is defined as violating any of the Scout Laws by deed, vocal action, physical gesture or action, and/or lack of action which offends others, shows disrespect or disobedience to those appointed in authority or causes a serious disruption in troop activities. Examples of misbehavior include: fighting; cursing; swearing; obscene or indecent language; belittling accomplishments; false statements; obscene or indecent gestures; insults to religious or ethnic customs or traditions; and other such activities which violate one of the 12 Scout Laws. Offenses committed at other than Scouting activities shall not be judged as misbehavior under this section unless the unacceptable behavior violates local laws, ordinances, military laws and regulations, or is of such a nature as to bring discredit upon the Troop. The procedures for dealing with misbehavior are as follows:
  1. Scouts who misbehave will be addressed by the PLC for their first offense. The PLC will assess such restrictions or limits to activities and probation period (not to exceed 30 days) as are reasonable with respect to the offense, with approval of both the Scoutmaster and the Troop Committee Chairman.
  2. Scouts who misbehave either while performing the terms of their limitations or restrictions assessed by the PLC, or for a second time within the set probation period, will be counseled by the Scoutmaster or Committee Chairperson who will assess more severe penalties, restrictions, or limitations as warranted by the second offense.

3. Scouts who misbehave a third time within 45 days of a second offense will be referred to the Troop Committee for further disciplinary action with parental inclusion including dismissal from the Troop if necessary.
  4. All limitations, restrictions, penalties, and other disciplinary action taken will be limited in nature, but designed to assist the Scout in recognizing the wrongdoing and taking corrective action to address the deficiency. No action will be taken which would ridicule, cause physical injury, or infringe upon personal privacy in correcting a Scout's misbehavior. Restrictions and limitations will be set for specific periods of time, aimed at next major events, campouts, or other activities.
  5. A serious offense is anything risking injury or damage to someone or a violation of a law. Examples of serious offenses include: acts of violence with intent to injure including assault; possession of alcoholic spirits or illegal drugs; possession of a weapon not approved by the Scoutmaster; theft; arson; possession of tobacco products by anyone under 18 years of age; immoral exposure or touching; conduct of a romantic or sexual nature; hazing; and vandalism. A serious offense is grounds for immediate action by the Scoutmaster, which can include sending a Scout home from a troop activity. (Parents must be prepared to pick their son up at any time during a troop meeting, campout, or other activity.) The case will then be considered by the Troop Committee, with recommendations from the Scoutmaster and Assistant Scoutmasters. Possible actions by the Troop Committee include temporary suspension from troop activities or dismissal from the Troop.
- e. Reinstatement of suspension is a Troop Committee responsibility.
- g. Activities or behavior not specifically covered here, which violates regulations, attempts to circumvent rules, poses hazards, or offends the common sense and decency of others will be dealt with in an equal manner as offenses listed.

#### ARTICLE 4: FINANCES AND DUES

Section 1 - Funds: All Funds, whether donated or generated by fundraising activities of the Scouts, leaders, parents or entities not related to BSA Troop 804, are to be controlled by the BSA Troop 804 Committee, acting under the Charter of the Boy Scouts of America and the Severn Cross Roads Foundation, Inc.

Section 2 – Management: Accounting for, spending of, and dispersal of BSA Troop 804 funds will be done by the BSA Troop 804 Committee, in accordance with the guidelines set forth in this document. *Changes and amendments to this policy can be made by a majority vote of the BSA Troop 804 Committee members. Such a vote will take place at a regularly scheduled and announced Committee meeting. Only BSA registered Committee members shall be eligible to participate in these votes.*

Section 3 - Responsibilities of the Troop Treasurer:

- a. In order to establish a framework for expense guidelines and revenue fundraisers, the Troop Treasurer will prepare an annual budget for presentation to the Troop Committee in May. After consultation with the SM and PLC, the Troop Committee shall approve the budget no later than the July Committee meeting.
- b. The Troop Treasurer shall maintain a checking account with any Banking facility in the Millersville/Crownsville/Crofton area. The Treasurer will act as the primary account holder, and will be responsible for the upkeep of the checking account. The Troop Committee will be responsible for appointing a minimum of three other Scouters (4 Total) who will be eligible to sign checks. Two signatures will be required on each check.
- c. The Treasurer shall make monthly reports to the Troop Committee detailing all income and expenses for the previous month. He/she will be responsible for paying all Troop bills. The Treasurer will also be responsible for maintaining an accounting of all Individual Scout Accounts (see section E. titled Individual Scout Accounts).
- d. The Troop Treasurer shall submit all financial records for an annual review/audit by the Troop Committee in May.
- e. The Fiscal year for Troop 804 shall run from September 1 to August 31.

Section 4 - Inclusion Policy: The Troop desires that all boys be able to participate in the Scouting program. No boy will be kept from joining Troop 804 or participating in its activities because of financial difficulties. Special financial situations should be discussed with the Scoutmaster or Troop Committee Chair. These situations will be kept confidential. A portion of the Troop Budget may be reserved to assist Scouts in financial need; this reserve will be reviewed to ensure sufficient funds at the July budget approval meeting.

Section 5 - Individual Scout Accounts:

- a. In accordance with the principle of “A Scout Pays His Own Way”, BSA Troop 804 establishes Individual Scout Accounts with the purpose of allowing each Scout the opportunity to earn money to be used toward any Scout-related expense.

- b. The Troop Treasurer shall have the responsibility of maintaining the Individual Scout Accounts for each Scout. He/she will ensure that the amount required to support the total of all separate ISA's is available in the Troop checking account at all times.
- c. Fair Share Amount: The total Annual Troop Budget shall be divided by the number of registered Scouts participating for that year. This amount will be designated the "Fair Share" cost for each Scout to participate in the Troop for that year. (Example: \$6000 annual budget divided among 50 Scouts equals \$120 Fair Share amount) Scouts and their families will commit to paying the "Fair Share" amount through either fundraising efforts (Sales Based or Activity Based) or personal contributions. The Fair Share amount will be identified by the July Committee Meeting.
- d. Each Scout participating in a **SALES BASED** fund raising activity will have credited to their ISA a dollar amount based on the following formula:

For each Sales Based fundraiser that the Scout participates in, the Troop Budget shall receive all profits up to the designated "Fair Share" amount. Any and all profit over the Fair Share amount will be deposited into the ISA for that Scout. In the event that the Scout does not wish to participate in the fundraisers, or is unable to meet his Fair Share amount through fundraising efforts, his family agrees to make a personal contribution to the Troop for the remaining balance of the Fair Share amount. This contribution shall be made by the family no later than March.

- e. Each Scout participating in an **ACTIVITY BASED** fund raising activity will have credited to their ISA a dollar amount based on the following formula:

The total amount earned during the fundraising activity will be shared by the Scouts who participated. To calculate the amount earned by each Scout, the Treasurer will total all the hours worked by all the participating Scouts (i.e., 1 Scout worked 8 hours, 3 Scouts worked 4 hours each, and 1 Scout worked 5 hours =25 hours) then that number is divided into the total income from the event. This will determine an hourly rate (x) for each Scout. [Mathematically this is represented as  $1(8)(x) + 3(4)(x) + 1(5)(x) = \$\$\$\$$  or  $25(x) = \$\$\$\$$

Then in our example, the Scout who worked 8 hours gets  $8(x)$ , the Scout who worked 4 hours gets  $4(x)$ , etc.]

- f. Individual Scout Account funds may be used **ONLY** for Scouting- related purchases or outings. Examples of this include (but are not limited to) uniforms, camping equipment, summer camp fees, National Jamboree fees, High Adventure trips, etc.
- g. The Scoutmaster, along with the Scout and Parent/guardian, must approve of the scouting expense. Reimbursement requires a receipt. A form will be provided by the Treasurer which requires parental signature to ensure that both the Scout and parent are making the request.

- h. Overdue and unpaid scouting bills may be deducted from the ISA by decision of the SM or Troop Committee.
- i. Updated account status will be available to each Scout or family at quarterly Courts of Honor, through the Treasurer. Requests can be made to the Treasurer, SM or Committee Chair to provide the information at any other time, assuming adequate advance notice.
- j. If an individual leaves Scouting or when he reaches the age of 18, his ISA balance reverts to the Troop 804 General Account. If a Scout transfers to another Troop, he can request the Treasurer send his ISA balance to the new Troop for deposit into his ISA at the new Troop. If the new Troop does not maintain ISA's, then he may request his account be donated to his new Troop. If no request is made within 3 months, the monies will revert to the Troop 804 General Account.
- k. Adult members of Troop 804 will not have ISA's.
- l. Individual Scout Accounts will not accrue interest.

Section 6 - Special Purpose Accounts: These accounts exist to aid in the administration of activities and special events. These accounts are generally short term in their existence, and when dissolved, remaining funds should be rolled into the Troop 804 General Account.

Examples of this type of account are:

Troop 804 Eagle Scout Fund – This fund is long term in nature. Its purpose is to help fund Troop 804 Eagle Scout Projects and/or Award Ceremonies.

Special Needs Campership – This fund is long term in nature. It will be reviewed annually to ensure sufficient funds (as per section D. Inclusion Policy).

Section 7 – Dues:

- a. Troop Annual Dues: Troop annual dues will be payable to the Treasurer on September 1st of each year and due no later than September 30. Troop annual dues total will be determined annually and communicated to the Troop once approved by the committee.
- b. Meeting Dues: Scouts bring \$.50 to each meeting, payable to the Scribe, who will record attendance and dues payment.
- c. National Dues and Boys Life: National dues and Boys Life subscriptions are also payable to the Treasurer on September 1st for re-chartering of the Troop each calendar year. The costs will be determined by BSA and will reflect an amount respectively, per registered Scout or Scouter registered with the Troop.

## ARTICLE 5: THE UNIFORM

Section 1 - The Troop uniforms will consist of the following:

### BSA Official Uniform

#### Class A

- Scout shirt with all insignia and rank patches properly positioned
- Troop 804 scarf
- Scout hat (optional)
- Scout-green colored or khaki colored shorts or long pants (blue jeans are not allowed)
- Socks
- Closed toe shoes (tennis shoes may be substituted)

#### Class B – Troop

- Scout activity shirt (an activity shirt is a Scouting related shirt only - no other logos or prints are acceptable)
- Scout-green colored or khaki colored shorts or long pants (blue jeans are not allowed)
- Socks
- Closed toe shoes (appropriate shoes for activity may be substituted)

In all cases, the uniform presents an image that must be maintained appropriately. Shirts must be tucked in the shorts or pants. Pants will not be worn low slung or excessively baggy. The Senior Patrol Leader (SPL) will designate the required uniform for wear at Troop meetings, Troop activities and campouts.

## ARTICLE 6: ADVANCEMENT

Section 1 - The responsibility for each Scout's advancement lies with the Scout. Each Scout is required to have his own Boy Scout Handbook. The Troop program is structured to provide opportunities for learning the skills and completing all of the requirements for the Scout, Tenderfoot, Second Class and First Class ranks and opportunities to work on the merit badges required for the higher ranks of Star, Life and Eagle. As the Scout progresses through the Scout ranks, he should aim for mastery of the Scout skills, including leadership and service requirements. This he can accomplish by active participation in the Troop meetings and activities. The emphasis for new Scouts is learning and completing the requirements for Scout, Tenderfoot, Second Class and First Class. The emphasis then shifts to merit badges, leadership and service required for the higher ranks. It is the parent/guardian's responsibility to support his attendance and to encourage him in his advancement.

Section 2 – Requirements for Advancement:

- a. The requirements for the ranks of Scout, Tenderfoot, Second Class, and First Class may be signed by the Scoutmaster, Assistant Scoutmasters, Junior Assistant Scoutmasters, the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guide, or another Scout that is of the Star rank or above. The Junior Leader (Scout) who is signing the particular skill must be acting within an assigned responsibility for teaching a

particular skill during an advancement opportunity for younger Scouts.

*Parents/guardians may not under any circumstances "sign off" any requirements for advancement or be present for a Scoutmaster Conference or Board of Review for their son.*

- b. Scouts may only work on merit badges with a registered Merit Badge Counselor. Work must be under a registered Counselor's direction from the beginning to the end. Before a Scout begins work on the merit badge, the Scout must have the Merit Badge Counselor fill out the Counselor section of the card, have the front of the merit badge card signed and dated by the Scoutmaster or an Assistant Scoutmaster showing approval of the Merit Badge Counselor, and be recorded by the Troop Advancement Record Keeper. Upon completion, all necessary signatures must be on the merit badge card before turning the merit badge card into the Advancement Record Keeper. Scouts are reminded to use the buddy system when working with a Counselor outside of Troop Meetings.
- c. Scouts must be active in attendance at meetings, camp outs, and other activities in order to fulfill the Scout spirit requirement for rank advancement. Please refer to the attendance policy.

#### Section 3 - Boards of Review:

- a. For a Scout to be eligible to be considered for the Board of Review, his Patrol Leader must notify the SPL (or ASPL) at least one meeting prior to arrange for the Scoutmaster conference and to allow the Troop Committee to prepare the proper paperwork prior to the board.
- b. All Scouts will be in "Class A" uniform with merit badge sash (if applicable), with their handbook, and present at the start of the troop meeting (7:00 PM) when scheduled to go before a Board of Review.

### ARTICLE 7: MISCELLANEOUS

#### Section 1 – Meetings

##### a. General Troop Meetings

Troop meetings will began promptly at 7:00 p.m. every Tuesday night at the meeting place designated by the troop committee. Troop meeting plans are the responsibility of the Senior Patrol Leader and the PLC.

##### b. Patrol Leaders' Council Meetings

Patrol Leaders' Council (PLC) meetings are held at least once a month. The purpose of the monthly PLC meetings, in general, is to detail plans for the regular troop meetings and for any troop campout or other troop activities scheduled in the coming month.

- c. Additional PLC meetings can be called by the Senior Patrol Leader for planning purposes. Such meetings must be announced in advance so that participants can make the necessary arrangements. These meetings, when called, require adult Scouter support.

## Section 2 – Prohibitions on Outings

Prohibited on troop outings are:

- Electronics of any sort (radios, Game Boys, Walkmans, etc.)
- Flammable liquids other than propane provided by Troop.
- Carbonated beverages (Pepsis, Cokes, etc.)
- Candy
- Obscene material as defined by the Scoutmaster
- Any knife other than a folding or lock blade knife.
- Any clothing or item with off-color remarks
- Foul/abusive language

Section 3 - Service Projects: Service projects are an important method for teaching Scouts their responsibility to the community. Scouts may participate in Troop service projects and individual service projects for the requirements for rank advancement. The Committee member responsible for Community and Service projects will designate Troop service projects that have been approved by the Scoutmaster and the Troop Committee. A Scout who wishes to work on an individual service project must obtain approval of the Scoutmaster before beginning any work. The Scoutmaster and Committee member responsible for Community and Service projects will record the service project specifics and have it available to provide the Scout upon completion of the work for recording in their Scout Handbook. The Scout will present this record to the Board of Review. The Scoutmaster will also be responsible for signing the Scout's handbook.

Section 4 – Equipment: Troop 804 equipment is the property of the Chartered Organization and is maintained by the Troop Committee. The Equipment Coordinator will be responsible for the inventory of the equipment. Troop equipment will be stored in the area provided by the Chartered Organization. Equipment may be stored at any registered adult leader's residence if the equipment is too big to be stored elsewhere. When Troop equipment is removed from the Troop storage area, except for a Troop activity, the Troop Quartermaster must be notified. The Troop Quartermaster must also maintain an inventory of all Troop equipment stored outside the Troop storage area. The Committee must approve purchase of Troop equipment. The Committee may hold financially responsible any adult or Scout who intentionally, or negligently, damages Troop equipment, up to and including the replacement cost of said equipment. The Troop Committee will provide the Scouts with tents (for first year Scouts) and other available equipment as necessary. Equipment will be returned in clean, dry and proper working order. The Scout will be responsible for providing his personal sleeping gear and mess gear to include knife, fork and spoon. The Equipment Coordinator is the only one authorized to borrow equipment to be used as Troop equipment. If borrowed equipment is damaged, Troop 804 assumes full responsibility for the damaged, or lost property.

Section 5 - Acknowledgment

TROOP 804 BYLAWS AND POLICIES AGREEMENT

I have read and understand the Bylaws and Policies of Troop 804 and agree to follow them. I intend to be an active member of Boy Scouts of America and Troop 804.

\_\_\_\_\_  
Scout

\_\_\_\_\_  
Date

I/We have read and understand the Bylaws and Policies of Troop 804. I/We will support our son's active participation in Troop 804 activities and his efforts to advance. I/We will help him to follow the Scout Law and live within the Scout Oath and Motto.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date