

# Bylaws of Troop 985

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## **NAME & PURPOSE:**

The National Organization will be referred to as Scouting America, formerly BSA (The Boy Scouts of America), all reference to BSA on Scouting America will refer to the same organization with all policies and procedures applying.

This organization shall be known as Boy Scouts of America Troop 985 of Whittier, California (hereafter referred to as Troop).

Chartered Organization: The chartered organization shall be the East Whittier United Methodist Church (EWUMC) which shall be responsible to appoint a Chartered Organization Representative.

## **Compliance**

The Troop shall comply with all provisions of Scouting America, or the Boy Scouts of America Rules and Regulations, Constitution, Bylaws, and official handbooks. No article of these bylaws shall in any way conflict with those of the BSA. If a conflict should exist, the BSA documents will take precedence.

## **Membership**

Scouts shall be at least 11 years old, or have completed the 5th grade, or have earned the Arrow of Light, but not yet be 18 years old at time of registration. There is no requirement that a boy must have been a Cub Scout or Webelos Scout to join the Troop.

The membership of the Troop shall consist of registered Scouts and registered adults (hereafter referred to as Scouters) who meet the qualifications set forth above by the Boy Scouts of America.

## **Guidelines**

The Troop shall operate to accomplish the aims of Boy Scouting: character development, citizenship training and mental, moral, and physical fitness. The Troop will use the approved methods of Scouting: the ideals of Scouting, the outdoor program, the patrol method, the uniform, personal growth, leadership training and advancement. Troop 985 traditionally runs 6-month leadership positions for boy's 1<sup>st</sup> class and above. Troop 985 has contracts for each position they are given to sign with guidelines, expectations and goals for them to accomplish in their 6-month position of leadership. Troop Advisors will advise boys of their progress set forth by the contracts for each position they hold.

Parents or Guardians of all applicants, as well as the potential Scout will meet with the Scoutmaster, an Assistant Scoutmaster, or the Committee Chair for a personal interview before registering with Troop 985. The purpose of this meeting is to explain how the Troop functions, what the boy's and parent/guardian's responsibilities are and allow the parent/guardian and potential Scout to ask questions about the Troop.

## **Parent Participation**

The Troop cannot function without the active involvement of parents. The parents are expected to volunteer for the committee or an adult leader position (Assistant Scoutmaster), participate in troop events, one activity annually in a supervisory capacity and sit on monthly Board of Reviews for Scouts.

## **Scout Commitment**

For a Scout to get the most out of the Scouting program, every family commits that his Scout will do the following:

1. Attend Troop meetings (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Tuesdays) 4<sup>th</sup> for PLC members.

2. Participate in Troop outings (day events and overnight)
3. Participate in Troop fundraising events (A Scout is thrifty)
4. Seek rank advancement within the program
5. Assume Patrol & Troop leadership positions that are appropriate for the scout and his rank.

### **Annual Parent Meeting**

The Troop Committee Chair will convene an annual Parent/Guardian Planning Meeting in August. The purpose of the meeting is to approve Troop operations for the next year. This includes activities, proposed budget and associated fundraising activities. All parents/guardians of Scouts should attend this meeting.

### **Transportation to Outings**

Parents support the troop by transporting Scouts to campouts and other Troop activities. Carpools will be coordinated by the adult in charge of the outing wherever possible; Parents may be responsible for transportation of their Scout to an event if the troop is not carpooling, or the parent has a schedule that differs from other troop members.

All carpool drivers must carry liability insurance of at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage). All passengers must wear seat belts while traveling as required by law. All adult drivers must be over the age of 21 years old to drive any Scouts to any Scout outings, no exceptions. This will comply with Scouts America rules and regulations.

### **Transportation Home**

Parents/guardians are responsible for picking up their Scout after a Troop activity or are responsible for making other arrangements with another Troop parent.

If a Scout is to be dropped off somewhere other than his residence, or to be picked up by someone other than a family member or the parent of another Scout in the Troop, the adult leader must be informed by the parent/guardian in writing prior to the Troop activity.

## **TROOP COMMITTEE RESPONSIBILITIES**

### **Troop Committee Organization and Responsibilities**

The Troop Committee will ensure that the Troop runs in a manner that achieves Scouting America's aims and methods, as found in the BSA Troop Guidebook.

The Troop Executive Committee is the Troop's "board of directors" and supports the Troop program. The Troop Executive Committee is part of the wider Troop Committee, The Troop Committee, under the direction of the Committee Chair, is responsible for the following:

- Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified Assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies from Scouting America's National Service Center and the chartered organization.
- Supports leaders in carrying out the program.
- Oversees financial operations of the Troop, including fundraising, budgets, accounting records, and reimbursements.
- Obtains, maintains, and properly cares for Troop property.
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### **Executive Committee Members**

1. Committee Chair
2. Scoutmaster
3. Treasurer
4. Secretary
5. Outdoor/Activities Coordinator
6. Advancement Coordinator
7. Membership Coordinator
8. Equipment Coordinator
9. Training Coordinator
10. Life to Eagle Coach

Persons to fill these positions will be approved by the Key 3 (Scoutmaster, Committee Chair & COR) There shall be no limit to the number of terms for any of these positions. Each year the troop Key 3 may remove or replace a member in the interest of the troop.

#### **Other Committee Positions and Subcommittee**

In addition to the Executive Committee Members, the Troop Committee Chair will ensure that these other positions are filled each year:

1. Refreshments/Court of Honor Subcommittee
2. Troop Equipment Coordinator/Quartermaster
3. Summer Camp Coordinator
4. Hiking Coordinator

#### **Executive Committee Meetings**

The Executive Committee officers shall meet as necessary to discuss Troop business. Meetings shall be scheduled by the Troop Committee Chair; A quorum will exist when any 6 of 10 Executive Committee officers are present.

#### **Expedited Approval**

Should a need arise to obtain Executive Committee approval of an expenditure or an urgent and necessary decision on an expedited basis, the Committee Chair shall be authorized to contact the other Executive Committee officers via electronic mail or other electronic or digital media to discuss the matter and conduct a vote.

#### **Board of Reviews**

It is the responsibility of the Troop Committee and the Advancement Coordinator to participate, as needed, in a timely manner, Board of Reviews for all Scouts who have completed all the requirements and Scoutmaster's conference for Scout, Tenderfoot, Second Class, First Class, Star, and Life.

It is the responsibility of the Scout to contact the Advancement Coordinator to arrange for a Board of Review by calling the Advancement Chair. No Scout shall advance without the Board of Review's approval.

Board of Reviews shall also be conducted for Scouts who are not advancing, to discuss what improvements need to be made by the Scout to earn advancement.

### **III. SCOUTMASTER'S RESPONSIBILITIES**

The Scoutmaster is the adult leader responsible for the Scout program of the Troop. The Scoutmaster and Assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the Troop. The Scoutmaster is selected according to the process outlined in the Troop Committee Guidebook.

The Scoutmaster's duties include:

- Train and guide youth Troop leaders.
- Work with other responsible adults to deliver the Scouting program.
- Use the methods of Scouting to achieve the aims of Scouting.
- Meet regularly with other adult leaders to coordinate efforts in support of the program.
- Meet regularly with the Patrol Leader's Council for training and coordination in planning Troop activities and outings.
- Attend all Troop meetings or when necessary, arrange for a qualified adult substitute.
- Attend all Troop Committee meetings.

### **Annual Planning**

Yearly from June to August, the Scoutmaster shall arrange meetings with the Patrol leader's council in conjunction with the patrol leaders with the goal of establishing a program for the next year. This program will include monthly campouts, hikes, backpacks and monthly themes and Summer Camp options for the next year.

### **Troop Adult Leadership:**

All adults registered with the troop: Scoutmaster, Assistant Scoutmasters, Committee members, Scouter reserve, Merit badge Councilor & Committee Chair, SHALL complete the required Scouts America position specific training, as outlined by Scouts America (formerly BSA)

All adults participating in troop outings will complete Scouting YPT & CA AB-506 training as required by state law.

Adults participating in outings agree to support troop leadership and assume supervising roles as directed by the Scoutmaster and designated leader.

### **Disciplinary Actions**

Every Scout is required to live by the Scout Oath and Scout Law at all times, but especially when wearing the Scout uniform and at any Troop outing or event. Troop 985 will foster an environment that encourages positive behaviors. The Troop has a strict policy regarding the following:

1. The use of foul or vulgar language, sexual innuendo, calling people names, ethnic jokes or Disparaging remarks. This includes all verbal, written, pictures, signs, texts, e-mails, social media or similar information.
2. The use of matches or flammable chemicals for other than their intended purpose.
3. Bullying, hazing, Harassment or any action that could result in injury to the Scout or anyone else.
4. The Troop will follow the guidelines as stated in Scouts America, Youth Protection training (YPT) regarding appropriate or inappropriate behaviors. All behaviors identified as inappropriate will be addressed.

It is the discretion of the Scoutmaster and the Assistant Scoutmasters to determine if a violation of the policy has occurred. A Violation will result in the following,

1. A verbal reprimand.
  2. A conference with a Scoutmaster, to work out the problem, and set a course of better behavior.
  3. Notification of the Committee Chair and a conference between the parents, Scout, and Scoutmaster to discuss the problem.
  4. The Scout is sent home from the activity (including Summer Camp). In the event this occurs, the parents/guardians of the Scout will be required to make arrangements to take custody of the Scout. The Troop shall not be liable for any costs involved; these will be solely the parents'/guardians' responsibility.
  5. If the Scout is suspended from the Troop, should this action be taken, the Scoutmaster and the Committee Chair will work with the parents with the goal to integrate the youth back into the Scouting program. A final decision to retain or remove a Scout will rest with the COR.
6. The troop leadership may be required to notify Scouts America via the on-line reporting tool, or calling the designated hot-line. (as outlined in the Guide to Safe Scouting)

Disciplinary actions will be dealt with in strict confidence. The Scout's parents/guardians will be fully informed of the issue. Together, the Key 3 and parents/guardians will work toward a solution with the Troop's best interest in mind.

If the parent of a Scout involved in a disciplinary action, is the Scoutmaster, outing leader involved, or the Committee Chair, they shall defer to third party to represent the Troop.

#### **IV. SCOUT EXPENSES**

##### **Fee to Join Troop 985**

The parents of each new Scout registering with Troop 985 shall pay a joining (or Troop fee), which covers the items that a Scout is issued upon joining Troop 985.

##### **Scout Uniforms**

It is the parent/guardian's responsibility to provide a complete uniform for the Scout. This includes a uniform shirt with required insignia, uniform pants or shorts, socks, hat, green web belt or any other approved Scout belt. A merit badge sash can be worn when a Scout has been awarded at least 6 merit badges. A merit badge sash is worn with a formal Class A uniform.

- When a Scout joins Troop 985, he will be provided with a Troop hat, neckerchief, woggle, unit number patch, green epaulets, and a "Class B" t-shirt.
- Official Boy Scout Shirt (Short or Long Sleeved, properly worn).
- Uniform Insignia – Properly affixed GLAAC Council Patch U.S. Flag Patch Troop 985 Numerals (Available from Troop Treasurer)
- Current Rank and Patrol Patch
- World Brotherhood of Scouting patch Other approved temporary patches
- Name tag, Journey to Excellence Patch Approved Neckerchief w/Slide,
- Neckerchief is required for Scoutmaster Conference, Board of Review and Court of Honor.
- Long pants or shorts w/ belt loops ( No sweat pants, gym shorts or cut-offs. Belts will be required with pants and shorts for inspections. Socks and shoes required. (Tennis shoes permitted, but no open toed shoes). Merit Badge sash should be worn at Scoutmaster's Conferences, Board of Review, Court of Honor.

- Class B Uniform adopted by Troop 985: Troop 985 T-shirt, green BSA pants, troop hat. No street clothes(jeans), sweatpants, gym shorts or cut-offs, unless specifically stated by the SPL or adult leader.
- Scout Belt will be required with pants and shorts, Scout socks and appropriate shoes required. (Tennis shoes permitted, but no open toed shoes).

The Troop may maintain a uniform exchange, so parents/guardians and scouts are encouraged to donate used uniform items to the Troop uniform exchange.

### **Scout Dues**

The Troop collects dues of \$1 per regular Troop meeting from each scout to help fund Troop activities and outings. PLC meetings are exempt from dues.

### **Summer Camp**

Troop 985 attends summer camp every year. Each year, the Summer Camp Coordinator will provide parents with a payment schedule, to help minimize the financial burden of paying for summer camp. At the Committee's discretion or the Scoutmaster & Committee Chair(conferring), one or more camperships may be given each year to help Scouts attend summer camp who would not otherwise be able to go.

### **Outing Costs**

Each Scout shall pay for his own food and activity fee, generally the fee designated by the troop to participate (if applicable) for each camp-out or activity. Each Patrol Leader will be responsible for establishing the menu with his patrol and shopping with his patrol and advisor.

Appropriate event paperwork and activity fees (if applicable) shall be collected by the outing coordinator for that event. The time schedule for fees and related paperwork will be determined by the nature of the activity.

Costs of outings include:

- Camp site fees (Campground at: 1. Scout facility, 2. A City, County, State or Federal agency.
- Food
- Transportation (fuel for vehicle carpools, troop trailer tow vehicle, parking fees, gate fee's, tolls, etc.)
- Actives at the event location (costs from outside vendors)

When an event cost is estimated, consideration is given to the expected costs. After evaluation of expected costs, a determination of the number of participants (Scouts & adults) attending will result in a division of expected costs divided by people. *i.e. \$500.00 cost, 25 participants = \$25.00 each.*

### **REFUNDS:**

The troop estimates each outing and associated costs. Once reservations are made, often required to be paid in advance, a refund to an individual or the troop is limited, or not allowed. If a member of the troop signs up to participate in an outing and cancels, for any reason, a refund will only be provided if the troop does not incur the cost of the cancellation, the Committee Chair & Scoutmaster have the final determination.

Some troop sponsored events may be called "family event". In the event the troop sponsors a family event, the total cost of participation rests on all person attending. The troop should not incur extra costs associated with family events. i.e. *Family camp*.

Federal properties (NFS, NPS, BLM, etc, campgrounds are reserved via RECREATION.GOV; California State Parks are reserved via WWW.ReserveCalifornia.com (All fees and restrictions apply)

### **Additional Expenses**

Each Scout is expected to provide their own mess kit, knife/fork/spoon, drinking cup or water bottle, sleeping bag, ground pad, flashlight, and necessary personal articles, as applicable for each outing.

The Troop maintains some camping equipment available for borrow to assist a Scout who does not have some necessary equipment (i.e. Backpacks, tents, small stoves, ground cloths and sleeping bags)

## **V. TROOP EXPENSES**

### **Major Expenses**

The Troop is responsible for paying the following expenses from the general fund:

- Troop registration (annual)
- Troop insurance (annual)
- Troop equipment (as needed; Executive Committee approval required)
- Advancement pins, merit badges, rank patches, etc.
- Leadership training costs for selected Scouts and adults from the Troop  
Committee Chair shall oversee this expense.
- Troop neckerchiefs, Class B shirts, woggles, unit number patches (as needed)

### **Routine Expenses**

In addition, the Troop has ongoing, operational expenses, which are paid from the general fund including, but not limited to:

- Bank charges and check printing
- Office supplies
- Propane and other outdoor activity necessities
- Biannual Troop Court of Honor expenses
- Copying, postage, and refreshment expenses
- Trailer operating costs (registrations and repairs)

### **Expenditure Approval**

A vote of the Committee members will be necessary to approve any expenditure of Troop funds beyond the expenses described above or identified in the Troop budget if these expenses exceed \$300.00 and is not related to annual or recurring expenses.

Out of pocket expenses paid by Troop members must be approved prior to purchasing if submitting for Troop reimbursement.

## **VI. TROOP FINANCING AND FUNDRAISING**

### **Fiscal Year**

The Troop's fiscal year follows the calendar year, January- December.

### **Fundraisers**

The Troop encourages the organization of fundraising events to allow the ~~Scouts~~ Troop to pay for Troop camping equipment and to offset the cost of outings.

Fundraising activities shall be supervised by the Fundraising Coordinator/Troop Committee, but all Scouts and parents/guardians are encouraged to participate.

Fundraising events may include, but not limited to:

1. Pumpkin Patch
2. Mistletoe
3. Taco night (or similar dinner event)

### **VII. INQUIRIES AND COMPLAINTS**

All Troop related complaints and/or inquiries shall be directed to the

1. Committee Chair
2. Scoutmaster or
3. COR.

### **VIII. RATIFICATION**

Bylaw edits may be submitted to the Committee Chair by any parent/guardian registered with the Troop. Adoption of new or edited bylaws must be approved by a majority vote of the KEY 3 (Committee Chair, Scoutmaster & Chartered Organization Representative).

These bylaws were adopted by the Key 3 on 2/23.