

Bylaws of Troop 985 – Boy Scouts of America

I. PARENT'S RESPONSIBILITIES

Joining Troop 985. Parents or Guardians of all applicants must meet with the Scoutmaster, an Assistant Scoutmaster, or the Committee Chair for a personal interview before a boy will be registered with the Troop. The purpose for this meeting is to explain how the Troop functions, what the boys and parents responsibilities are, and allow the parents and boy to ask questions about the Troop.

The Troop cannot function without the active involvement of parents. The Troop expects parents to volunteer for a committee or an adult leader position, participate in at least one outing, one activity annually in a supervisory capacity and sit on monthly Board of Reviews for Scouts on a rotating basis.

Scout Commitment. In order for a scout to get the most of the scouting program, every family commits to the following:

1. Attend at least 5 monthly outings during the year.
2. Attend all Courts of Honors, Advancement Weekends, and Camporees.
3. Participate to the best of his ability in Scout Sunday and Scouting for Food.

Annual Parent Meeting. The Troop Committee Chair will convene an annual Parents' Planning Meeting in August. The purpose of the meeting is to approve plans for the next year. This includes activities, proposed budget and associated fund-raising activities, approve key committee officers, adult leaders and troop bylaws. This meeting is suggested for the parents/guardians of all boys currently registered with the troop.

Transportation to Outings. Parents are responsible for transporting their sons to campouts and other troop activities. Carpools will be coordinated by the adult in charge of the outing wherever possible; however the ultimate responsibility will lie with the parents. All carpool drivers must carry liability insurance of at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage). All riders must wear seat belts while traveling as required by California law. Parents and adult leaders must provide updated information about their vehicle(s) and associated insurance to the Troop annually. All drivers who take scouts in their vehicle must be 21 years of age or older, on all Troop outings, no exceptions.

Transportation Home. Parents are responsible for picking up their sons after a Troop activity, or make other arrangements with another Troop parent. As a general rule, no leader should leave a scout at home after a Troop activity unless a responsible adult is present. If a boy is to be dropped off somewhere other than his residence address 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 in writing prior to the Troop activity (e.x. a note on the permission slip for the activity). Adult leaders are to use common sense, and consider what is in the best interest of the scout, should the occasion arise that a parent is not available when a scout must be dropped off, or no parent is available to pick up a scout.

II. TROOP COMMITTEE RESPONSIBILITIES

Troop Committee Organization and Responsibilities. The Executive Committee will insure that the Troop runs in a manner that achieves the BSA aims and methods, as found in the BSA Troop Guidebook. (3 aims and 8 methods)The Troop committee is the Troop's board of directors and supports the Troop program. The Troop committee does 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 The National Boy Scout Office and the chartered organization.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for Troop property.
- Ensures the Troop has an outdoor program (minimum 10 days and nights per year).
- Serves on boards of reviews and court of honors.
- Supports the Scoutmasters in working with individual boys and problems that may affect the overall Troop program.
- Provides for the special needs and assistance some boys may require.
- Help with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavioral problems.

Executive Committee: The Executive committee comprises:

1. Committee Chair
2. Scoutmaster
3. Vice Chair
4. Treasurer
5. Secretary
6. Outdoor/Activities Coordinator
7. Advancement Coordinator
8. Fundraising Coordinator
9. Membership Coordinator
10. Chaplain
11. Equipment Coordinator
12. Training Coordinator

Persons to fill these positions will be elected at the Annual Parent Meeting, with the exception of the Scoutmaster, who is selected according to the process outlined in the Troop Committee Guidebook. There shall be no limit to the number of terms for any of these positions. Any person elected to one of these positions is expected to serve until the following annual Parent's Planning Meeting.

Other Committee Positions and Subcommittees. In addition to the Key Committee Positions, the Troop Committee Chairman will see persons to carry out numerous other tasks such as:

1. A Refreshments/Court of Honor Subcommittee
2. Troop Equipment Coordinator/Quartermaster
3. Uniform Exchange
4. Transportation Coordinator
5. Summer Camp Coordinator
6. High Adventure Coordinator

Open Committee Meetings. The Executive Committee Officers shall meet monthly to discuss Troop business. Meetings shall be scheduled by the Troop Committee Chair, who will provide a written agenda. The meetings shall be open to parents, registered members of Troop 985, and non-key committee officers. A quorum will exist when any five of nine key committee officers are present at the committee meeting. Meetings are permissible without a quorum; however no matter requiring a vote may be decided.

Expedited Approval. Should a need arise to obtain committee approval of an expenditure or an urgent and necessary decision on an expedited basis, the Committee Chairman shall be authorized to contact the other key committee officers by telephone or electronic mail to discuss the matter and conduct a vote. In any such instance where a telephone or e-mail vote has been conducted, the results of that vote shall be ratified at the next regular committee meeting and sent out to the rest of the Troop.

Amending the By-laws. The amendment will be voted upon at the next Executive committee meeting. The proposed amendment will be sent out to the Troop via a Newsletter or by Electronic Mail.

Executive Committee Approvals. As a minimum, the committee must approve the following:

- Scouts to attend training events paid for by the Troop
- Adults to attend training events paid for by the Troop
- **Board of Review.** It is the responsibility of the Troop Committee and the Advancement Coordinator to arrange timely Board of Reviews for all scouts who have completed all the requirements and Scoutmaster's Conference for Tenderfoot, Second Class, First Class, Star, Life, Eagle and Eagle Palms. It is the scout's responsibility to contact the Advancement Coordinator to arrange for a Board of Review by phone. No scout shall advance without the Board of Reviews approval.
- The agenda for monthly meetings shall be conducted in an orderly manner, per the BSA Troop Committee Guidebook.

Boards of Review shall also be held for Scouts who are not advancing, to determine how the program is working for the Scout.

We believe that in order to get the most out of the program the Scout should not advance too quickly. Therefore, we recommend a scout advance based on his ability and knowledge. There is no time limit as each boy has to set his own pace and outside activities that may interrupt or delay his advancement.

III. SCOUTMASTER'S RESPONSIBILITIES

Delivering the Promise. The Scoutmaster is the adult leader responsible for the public image and program of the Troop. The Scoutmaster and assistant Scoutmasters work directly with the Scouts. The important 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 boy leaders.
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of scouting to achieve the aims of Scouting. Meet regularly with 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.
- Attend all Troop meetings or when necessary, arrange for a qualified adult substitute.
- Attend Troop committee meetings.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.

Annual Planning. The Troop supports the BSA goal of encouraging a "boy-run" Troop. In June to August of each year, the Scoutmaster shall arrange meetings with the youth leaders of the Troop with the goal of establishing a program for the next year. This program will include monthly campouts, monthly themes for the meetings and upcoming Summer Camp options. The Scoutmaster is encouraged to discuss the financial issues related to the Scouts' chosen activities.

Disciplinary Actions. Every Scout is required to live by the Scout Oath and Law at all times when wearing the Scout uniform, or present at any Troop outing or event. In particular, the Troop has a "zero tolerance" policy regarding the following:

1. The use of foul or vulgar language, sexual innuendo, calling people names, ethnic jokes or disparaging remarks.
2. The use of matches or flammable chemicals for other than their intended purpose.
3. Bullying, hazing, or any action that could result in injury to the scout or anyone else.

It is the discretion of the Scoutmaster and the Assistant Scoutmasters to determine if the violation of the zero tolerance policy has occurred. Violation will result in the following, in order of severity or recurrence:

1. A verbal reprimand.
2. A conference with a scoutmaster, in order to work out the problem, and set a course of better behavior.
3. Notification of the committee 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 boy will be required to make arrangements to take custody of the boy. The Troop shall not be liable for any costs involved; these will be solely the parents'/guardians' responsibility.
5. A Board of Review, with the purpose of discussing the problem and setting a course for better behavior.
6. 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.

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

With regard to the above guidelines, the Committee Chair is empowered to act on behalf of the committee, so that disciplinary actions can be dealt with on a timely basis. The parent of a Scout involved in a disciplinary action, who is the Scoutmaster, outing leader involved, or the Committee Chair, shall defer to another leader or committee member during problem resolution.

IV. SCOUT EXPENSES

Fee to Join Troop 985. The parents of each new scout registering with Troop 985 shall pay a joining fee. Additionally, as explained below, each Scout and his family will be required to contribute the Prorated Program Fee toward the Troop's operating expenses for the year.

Uniform. It is the parent's responsibility to provide a complete uniform for the scout. This includes shirt, pants or shorts, socks, hat, insignia and green web belt or any other approved scout belt. The Troop maintains a uniform exchange so parents and scouts are encouraged to donate used uniform items to the Troop uniform exchange. When a scout joins Troop 985 or bridges over, he will be provided with a hat, neckerchief, woggle, Troop number patch, green loops and class "B" T-shirt.

Scout Dues. \$2 per month or merit badge book was decided to facilitate the financing of scout activities throughout the year. The troop encourages the parents/guardians to have their sons pay their own dues. This will emphasize the 9th Scout Law – A Scout is Thrifty.

Summer Camp. Summer camp costs are always increasing. Each Scout should be encouraged to earn this money himself through participation in Troop fundraisers or his own enterprise. Each year the Summer Camp Coordinator will provide parents with a month payment schedule, starting in December or January, in order to minimize the financial burden of paying for summer camp. At the Committees discretion, 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 (if applicable) for each campout or activity. Each Patrol Leader will be responsible for establishing the menu with his patrol, shopping with his patrol and advisor. Camping permission slips and activity fees (if applicable) shall be collected by the Scout coordinator for that event and turned into the appropriate Adult-in-Charge one week prior to the activity.

Additional Expenses. Each Scout is expected to provide their own Mess Kit, knife/fork/spoon set, cup, sleeping bag, ground pad, flashlight and necessary personal articles (when applicable, for each outing).

With the exception of any registered Boy Scout or Webelos Scout transferring into Troop 985 whose fee will be pro-rated.

V. TROOP EXPENSES

Major Expenses. The Troop shall be responsible for paying the following expenses from the general fund:

- Troop registration (annually)
- Boy's Life (annually).
- Troop insurance (annually)
- Troop equipment (as needed – Committee Approval required)
- Advancement pins, merit badges, rank patches, etc.
- Leadership Training Costs for selected Scouts and Adults from the Troop. (Committee Approval required)
- Troop neckerchiefs, Class B shirts, woggles, Troop numbers.

Routine Expenses. In addition, the Troop has ongoing expenses, which are normally paid from the general fund:

- Bank charges and check printing
- Office Supplies
- Propane, and other immediate outing necessities
- Court of Honor expenses
- Copying, postage and refreshment expenses associated with the annual parent's meeting.

Expenditure Approval. A vote of the Executive committee members will be necessary to approve any expenditure of Troop funds beyond the expenses described above or identified in the Troop Budget. Approval must occur prior to the expense, or the individual runs the risk of non-approval and non-reimbursement.

VI. TROOP FINANCING AND FUND RAISING

Goals of the Troop Financing Program. The Troop Financing Plan has been designed to provide funds to operate the Troop on an annual basis. The program is intended to encourage the parents to have their sons participate in fundraising events with the goal of having them pay for 100% of the costs of operating the Troop. The program is intended to reward those scouts that participate in fundraisers by having the funds collected reduce their contribution to the program.

Fiscal Year. The Troop's fiscal year corresponds to the calendar year.

Annual Budget. A proposed budget for the coming year will be prepared by the Treasurer during the Troop's Annual Planning meeting in August. The budget should provide an itemized month-by-month breakdown of all expected expenses needed to support the program for the next year. The annual budget will be reviewed and approved by the Executive Committee, then presented to the Parents/Guardians at the Open Committee Meeting in September or October.

Scout Personal Accounts. The Treasurer may create a personal account for each scout depending upon the situation. Contributions to this account will be made for each scout that participates in the fundraising events. The Treasurer will make this information available at each parent meeting and when requested to any parent/guardian. The scout account can be used to pay for all or a portion of the program fee. In addition, the parent/guardian can elect to use the personal account to pay for Summer Camp, camping fees or scouting related expenses. Individual account money earned by any scout and not used by the time that the scout leaves the Troop shall be returned to the Troop General Fund. The Treasurer will deduct the scout dues from the personal account at the beginning of each quarter.

Fundraisers. The Troop encourages the organization of fundraising events to allow the scouts to pay for the program fees, camping equipment and the cost of Summer Camp. The success (and failure) of this endeavor rests with the parents by encouraging the scouts to participate. The parents should encourage the scouts to participate in every fundraiser. In this way, the costs of the program can be borne by those that gain from it – the scouts.

Fundraising activities shall be supervised by the Fundraising Coordinator, but all parents are encouraged to participate. These activities will include spaghetti dinners or other activities decided by the PLC. Participation in at least one Council-sponsored fundraiser (i.e. Trails End Popcorn) and other activities suggested by the PLC.

75% of the money raised through fundraising events will be distributed to the individual scout account when applicable. The remaining 25% will be deposited into the Troop general fund to pay for any costs associated with the fundraiser and to supplement the program.

Monies collected through fundraisers will be proportioned to the individual scout accounts of those scouts that participate. The method of this distribution will be determined by the Fundraising Coordinator with Committee Approval.

Annual Financial Obligation. The program fee represents the cost per scout of providing the services and events for the upcoming year. The Annual Financial Obligation can differ from the Program Fee as described below. By continuing to be registered in the Troop, all parents agree to comply with the following obligations:

- The Annual Financial Obligation will be the Program Fee reduced by the amount in the individual scout accounts at the time of the Parent's Planning Meeting. Should there be a balance remaining, it will be due and payable at the Parent's Planning Meeting. A family may choose to pay this amount in two or three installments, in October, November and December. If this obligation is not paid by December 1st each year when the troop re-charters, the scout will not be re-registered with the troop and will not be allowed to participate with the troop. The Treasurer must be notified of and agree to the payment schedule.
- The annual obligation will be prorated on a quarterly basis for new scouts who join the troop at different times during the year.
- The troop will work with any family that may have a financial hardship with meeting the Annual Financial Obligation. This should include an agreement to make a reasonable attempt to assist the troop with its financial obligations, including significant effort during troop fundraisers. All requests for financial assistance should be directed to the Committee Chair.

VII. INQUIRIES AND COMPLAINTS

All Troop related complaints and/or inquiries shall be directed to the Executive Committee by way of the Committee Chair.

VIII. RATIFICATION

The By-laws as set forth above were reviewed by the Executive Committee and approved by a majority vote during an Open Committee Meeting.

Scoutmaster- Mike Warren

References:

The Boy Scout Handbook The Junior Leader Handbook The Scoutmaster Handbook

Committee Chair- Greg Herrington

The Troop Committee Guidebook Guide to Safe Scouting
Boy Scout Field Book