

# **Troop 415 Bylaws**

*Revised: May 6, 2006*

## A. General

### 1. Registration

Registration date for Troop 415 is January 1<sup>st</sup> of each year. Registration and re-registration fees and yearly dues are due at that time.

- a) Boy registration fees include registration, insurance, Boys Life and yearly dues.
- b) Adult registrations (committee members at large, scoutmaster and assistant scoutmasters) are paid by the troop.
- c) Scouts transferring from another troop will pay the transfer fee and furnish a completed "Youth Transfer Application" with up to date scout record signed by the previous unit's leader.
- d) Previous scouts not presently registered with a troop or unit must have a letter of recommendation from their previous unit leaders/leader. Proof of all advancement must also be presented.
- e) Boy Registration fee as determined by the committee should be made payable to Troop 415. The treasurer will then issue checks to Northern Star Council to register the adults and the boys and a check to the insurance company for the supplemental accident insurance.
- f) All scouts and scouters are subject to the policies of B.S.A. and Troop 415 rules and regulations.
- g) All scouts will be required to sign and abide by the Troop 415 Code of Conduct. Violations of the Code will be subject to the provisions detailed in the Discipline Section of these Bylaws.

### 2. Funds

#### a) Troop Funds

- 1) The Troop Treasurer will provide a quarterly record of the troop's income and expenses for each committee meeting and for the annual report.
- 2) All payments to the troop shall be made by check only.
- 3) Accounts of all money collected and receipts of money spent will go to the Troop Treasurer for troop records. No reimbursements will be made without receipt unless approved by the committee at a committee meeting.
- 4) A maximum budget will be given to the chairperson of a special committee.

- 5) Emergency situations will be evaluated and dealt with by members of the committee present. Notification of the situation will be given as soon as possible to the treasurer and committee chairperson.
- 6) Before activities involving fees are approved or reimbursements are promised, a project budget will be submitted by the scoutmaster and approved by the committee and then filed with the Treasurer.
- 7) All purchases over \$15 must be approved by a majority of the committee.

b) Patrol Funds

No patrol will set up patrol dues or have patrol fund raisers.

c) Individual Funds

- 1) All individual accounts are maintained by the troop treasurer in the troop's bank accounts
- 2) The troop will attempt to provide opportunities for each scout to earn money to support his scouting activities (camporees, Klondike Derby, summer camp, troop dues, etc.) Any other expenses/withdraws (camping, equipment, uniforms, etc.) must have prior approval by the committee.
- 3) An individual fund for each scout/scouter will be set up and maintained.
- 4) Money transferred from other troops or packs for each incoming scout will be placed in the scout's individual account and treated as a deposit.
- 5) A Scout/Scouter leaving the troop will have six months from the time of re-charter to rejoin Troop 415 or another scouting unit for the moneys in his/her individual account to be returned. Upon notification, the treasurer will transfer to that unit's individual account in his/her name all funds from his/her individual account. Six months after re-charter all moneys will be treated as a donation to Troop 415's general funds.  
(Amended 12/98)
- 6) Any other transfer of individual funds must be approved by the committee.

d) Dues and Camp Fees

- 1) The amount of the dues and camp fees will be evaluated and established by the committee at the time of re-charter. Dues are due and payable on a yearly basis and shall be paid at the time of the re-charter for scouts who were members the prior

year. Any scout joining during the year shall pay pro-rated dues for the remainder of the year at the time the scout joins the troop. (amended 12/98)

- 2) Dues and fees must not be in arrears in order to:
  - a. Participate in any extra activity
  - b. Receive advancements or awards (amended 10/97)
  - c. Re-charter
- 3) If a scout cancels a campout, a refund will only be made up to the amount that has not been disbursed. (Amended 5/06)

e) Troop Fund Raising

- 1) The troop committee will attempt to provide opportunities for a scout to earn money for the troop fund as needed.
- 2) The amount that is placed into the scouts account for a particular fund raising event is determined by the amount of fund raising that particular scout does for that event.
- 3) Parents and boys are not expected to support fund raising events.
- 4) Ideas for fund raisers are welcome. They should be given to a committee member for presentation to the committee.
- 5) Before final approval of any fund raiser, a project budget must be submitted to the troop committee.

B. Troop Activities

1. Meetings

- a) Troop meetings will be held except when a troop activity is substituted or because of the unavailability of a meeting place.
- b) All scouts will be in appropriate uniform for all troop activities.
- c) A minimum of four Courts of Honor will be held each year. Dates will be determined by the committee, Scoutmaster and PLC.
- d) Patrol meetings will be held regularly.
  - 1) Failure to attend regular meetings or contact patrol leaders for a period of two consecutive months will result in a scout being placed on inactive status and removed from troop rolls. (Added 10/97)
- e) All adults that participate in scouting events are expected to take the Youth Protection Training.
- f) The troop committee will meet at least once a month.
  - 1) The troop committee shall consist of, but not limited to, a Committee Chairperson, Secretary, Treasurer, Advancement Chairperson, Equipment Coordinator, Activities Coordinator, Chaplain, Webelos Liaison, Training Coordinator, Chartered Organization Representative, and Committee Members at large.

- 2) A simple majority of the active committee is required to approve or disapprove issues.
- 3) No vote can be taken in the absence of a quorum.
- 4) A quorum consists of at least five (5) committee members.

## 2) Outdoor Activities

### a) Camping General

#### 1) Requirements:

- a) A current “Class 1 and Class 2 Personal Health and Medical Records must be on file with the troop.
- b) In order to participate on any campout or activity the Scout’s account must not be in arrears.

#### b) Weekend Short Term Camp – Meet general camping requirements.

#### c) Long Term Camping – Meet general camping requirements and the rules and regulations as set forth by the camp grounds or facilitates.

### d) Breaking of Rules

- 1) If a rule is broken at camp, the boy may be sent home when appropriate, will not be allowed to participate in any activities, or will be required to do a special chore as assigned by the senior patrol leader and approved by the scoutmaster.
- 2) After being sent home, the boy will undergo a personal growth conference to see if he should remain in scouting or to determine what can be done to prevent a reoccurrence in the future. If a boy stays in the troop, he will have to show that he can handle the situation next time by demonstrating scout spirit at troop meetings.

### e) Patrol Activities (hikes, field trips, campouts, etc.) are encouraged

- 1) The patrol needs SPL and Scoutmaster or Outdoor Chairman’s approval for any outing.
- 2) All patrol outings must have plans and a scheduled submitted to the scoutmaster or the outdoors chairperson before departure.
- 3) All expenses must be covered by patrol members unless otherwise approved by the troop committee on a troop budget form.

- 4) Adult supervision, meeting the requirements of B.S.A. youth protection guidelines, is required for all patrol activities.

f) Troop Activities – All activities must be approved by the PLC and troop committee.

- 1) Adult supervision, meeting the requirements of B.S.A. youth protection guidelines, is required for all troop activities.

## C. Leadership

### 1. Youth Leaders

- a) The Assistant Senior Patrol Leader will be chosen by the scouts. He must be at least first class rank or above and cannot be holding the position of troop guide. This election will take place before patrol elections. This will be a six month term.
- b) The Senior Patrol Leader will automatically be succeeded by the Assistant Senior Patrol Leader. This will be a six month term.
- c) The Assistant Patrol Leader will be chosen from the scouts within the patrol. Troop guides are not eligible for election. There will be a vote taken by the scouts in the patrol to choose the Assistant Patrol Leader. This will be a six month term.
- d) The Patrol Leader will automatically be succeeded by the Assistant Patrol Leader. This will be a six month term.
- e) Troop Guides will be chosen based on a consensus of the Scoutmaster and Assistant Scoutmasters. This position will run from February through December.
- f) Other troop positions will be filled based on consensus of the Senior Patrol Leader, Scoutmaster and Assistant Scoutmasters. These will be six month terms.
- g) Elections for youth leadership positions will take place twice a year at the first regular troop meeting in the months of March and September. Regular troop meeting is defined as a meeting where the whole troop would attend at either the school or the summer meeting site. ( Amended 8/99)

2. The Scoutmaster will be nominated by the outgoing Scoutmaster and is subject to the approval of a simple majority of the present committee members who are registered adults of Troop 415. Final approval must come from the charter organization.

3. Assistant Scoutmasters are nominated by the Scoutmaster and approved by the troop committee. Approval is by a simple majority of the present committee members who are registered adults of Troop 415.
4. Committee Chairperson is chosen by a simple majority of the committee members who are registered adults of Troop 415. Final approval must come from the charter organization.
5. Other adult positions will be filled in on a voluntary basis based on a consensus of the troop committee.

#### D. Miscellaneous

##### 1. Discipline

- a) The troop committee will, at least once a year, review rules and regulations and discipline procedures for troop activities.
- b) All violations of the Rules and Regulations will be addressed by following the Discipline Guidelines.

##### 2. Troop Library

- a) Troop Librarian will work with the Advancement Chairperson according to the job description.
- b) All troop literature must be returned in usable condition or paid for.
- c) No marks should be made in any scout literature loaned from the troop library.
- d) Inventory will be taken at least once a year, compared to the prior year's inventory and replacement obtained as necessary.

##### 3. Troop Equipment

- a) All equipment acquired by the troop patrol belongs to the troop/sponsoring organization.
- b) Whenever possible, troop equipment will be used rather than personal equipment. The troop is not responsible for the personal equipment unless use is requested and approved by the troop committee prior to its use.
- c) No Foods, perishables, candy or edible items of any sort may be stored inside of any tent (troop or personal)
- d) No troop equipment will be used by anyone unless it is a troop related function or has prior approval by the outdoor chairperson or scoutmaster and one other committee member.
- e) Quartermaster and Outdoor Chairperson will organize a troop equipment cleanup and inventory at least once a year.

#### 4. Troop Website

The troop may maintain a website as a way to disseminate information to troop parents and scouts, promote the troop to others, or other appropriate purpose. The intent is to have the website adhere to the principles and traditions of scouting and the B.S.A. The following guidelines shall be followed in the implementation of the site:

- a) A Webmaster and Assistant Webmaster shall be appointed by the committee to develop and maintain website content and handle technical issues.
- b) The overall content of the website shall be approved by the troop committee. The Webmaster and Assistant Webmaster can make decisions about content details, per the guidelines in this document.
- c) Advertising should be minimized, and be of appropriate content.
- d) The website content should be kept current.
- e) A release form shall be signed by all adults 18 or over who have their name or contact information published on the website. The adult may rescind the release at any time, and the information shall be removed from the website in a timely basis.
- f) For scouts under age 18, a release form shall be signed by the scout's parent if the scout's image or name is to be published on the website. The scout or parent may rescind the release at any time, and the information shall be removed from the website in a timely basis.
- g) All release forms shall be kept on file by the Webmaster.
- h) Only a scout's first name shall be published. No scout contact information shall be published.
- i) Written permission shall be obtained for any copyrighted material, and conditions set by the copyright owner must be followed.
- j) Links to external websites shall be screened for appropriate content by the Webmaster and Assistant Webmaster.

#### 5. Statement of Intent

- a) It is the intention of this troop that all rules and regulations and the stipulations of the B.S.A., Northern Star Council and Three Rivers District be followed and enforced.
- b) If there is a conflict between these bylaws or troop rules and regulations and the policies the B.S.A., Northern Star Council or Three Rivers District, the B.S.A, council, or district policies take precedent.