

Scout Troop 58

Committee By-Laws November 2010

I. Organization

A. Boy Scout Troop 58 is sponsored and chartered through St. Clare Church in Canyon Country, CA. The troop is part of the Bill Hart District of the Western Los Angeles County Council, Boy Scouts of America.

B. The Troop is supervised and directed by Unit Leaders (Scoutmaster and Assistants), a Committee consisting of registered adult committee members, consistent with the purposes and plans of the national program of the Boy Scouts of America and in accordance with these By-Laws.

C. The Scoutmaster and all Assistant Scoutmasters are called unit leaders and are considered working members of the Troop Committee. The Assistant Scoutmasters will have a vote on all committee actions as long as they have a son currently registered in the troop. All registered committee members have a vote on the committee.

D. The Committee, as a minimum, consists of the following positions and/or functions to be performed:

1. Chairman - Duties

- a. Organize the committee to see that all functions are delegated, coordinated, and completed.
- b. Maintain a close relationship with the Chartered Organization Representative and the Scoutmaster.
- c. See that troop leaders and committee members have training opportunities.
- d. Interpret National and Local Council policies to the troop.
- e. Does not have a vote on the committee, except as a tie breaker.
- f. Routine business matters are at the discretion of the Chairman.
- g. Fosters troop communication through monthly e-mail updates.

2. Secretary - Duties

- a. Keep minutes of committee meetings and send out notices for special committee meetings.
- b. Handle publicity when needed.

3. Treasurer - Duties

- a. Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the Troop Committee.
- b. Maintain checking account.
- c. Maintain scout accounts.
- d. Report to the committee at each committee meeting.
- e. Prepare the annual troop budget.

4. Advancement - Duties

- a. Submit advancement records online to the Council service center prior to the Quarterly Court of Honor
- b. Maintain updated records on all scouts using the TroopMaster program.
- c. Secure all advancement badges and certificates.

5. Board of Review Coordinator – Duties

- a. Encourage all scouts to advance
- b. Arrange and conduct Boards of Review

6. Registration/Re-Charter Coordinator - Duties
 - a. In March, send out notices for the annual re-registration fee, collect the approved re-registration fee and any paperwork required for registration and membership in the troop.
 - b. In November, fill out and make any corrections required on the re-charter form from the council.
 - c. Calculate fees due to council for re-charter and supply treasurer with correct amount for payment. Mail check with all required paperwork completed by date set by council.
 - d. Collect forms and fees from new scouts and send to appropriate committee member as they are completed.

7. Fund Raising Coordinator -Duties
 - a. Coordinate activities for raising funds, both for individual scout accounts and general troop funds.
 - b. Recruit volunteers to assist in major fundraisers, or appoint a coordinator for that specific fundraiser.

8. Summer Camp Coordinator - Duties
 - a. Obtain information for different summer camps, and present it to the Green Bar. This will aid the Green Bar in making an informed choice for the following summer.
 - b. Prepare and distribute flyers to inform the scouts about the location, dates, and costs of summer camp.
 - c. Prepare payment schedule and collect payments toward camp.
 - d. Acquire a list of all scout account credits from the treasurer. Apply scout account credits to camp registration of scouts where applicable.
 - e. Maintain communication between troop and selected camp's council office to ensure that all necessary information is distributed and required forms are returned on time.
 - f. Make transportation arrangements.

9. Class "B" Uniform shirt sales Coordinator - Duties
 - a. Procure and distribute Class "B" shirts for the troop members wishing to purchase them.

10. Uniform Exchange Coordinator - Duties
 - a. Collect pre-owned uniform components and distribute to the scouts who need available uniform components.

11. Religious Emblem Coordinator - Duties
 - a. Assist any scout who wishes to earn the religious emblem of his faith.

12. Mother's Ribbon Coordinator -Duties
 - a. Supply new mothers with the traditional Troop 58 Mother's Pin Ribbon.

13. Charter Representative - Duties
 - a. Head of the Scouting Department for the Chartering Organization.
 - b. Liaison with the troop via the Scoutmaster and the Committee Chairman.
 - c. Approves all adult leaders.
 - d. Aids in the selection of the Scoutmaster when necessary.

14. Other members at large to handle other duties as needed.
 - a. Hospitality
 - b. Transportation
 - c. Special Assignments
 - d. Eagle Coordinator/Mentor
 - e. Webmaster

E. It is the responsibility of the above-mentioned committee members to develop and/or maintain a current "How To" description for their individual position, to be placed in the Troop's Committee Manual. This will aid in the smooth transition to different committee members assuming that position.

F. It is also the responsibility of the Committee to select and approve the Unit Leaders. The following procedure is used:

1. Scoutmaster

- a. A sub-committee of 3 or more Troop Committee members is appointed by the Committee Chairman for the purpose of seeking out and interviewing potential candidate(s) for the position. The sub-committee meets to review guidelines for the selection process and to discuss potential candidate(s).
- b. The sub-committee interviews the candidate(s).
- c. A meeting is held with the candidate(s) and their spouse to inform them of the level of commitment and responsibilities involved with the position.
- d. Upon candidates' acceptance, the sub-committee presents the candidate(s) to the entire Committee for review.
- e. The Troop Committee makes its selection by majority vote.

2. Assistant Scoutmasters

- a. Using the same guidelines as for selecting a Scoutmaster, the Unit Leaders discuss the potential candidate(s).
- b. The Scoutmaster presents the candidate(s) to the Troop Committee.
- c. The Troop Committee reviews the candidate(s).
- d. The Troop Committee approves new Assistant Scoutmasters by majority vote.
- e. Concerns regarding the actions or character of a Scoutmaster/Assistant Scoutmaster should be brought before the Committee for investigation and discussion in order to protect the integrity of the scouting program.

G. The Unit Leaders and the Committee meet together, at a minimum, once monthly at a time and place of mutual consent. All committee members and Assistant Scoutmasters are encouraged to attend the monthly Committee Meetings. Assistant Scoutmasters are expected to attend the monthly Green Bar meetings.

H. A Quorum, consisting of a minimum of three (3) voting committee members attending a scheduled committee meeting, is required to conduct official business. All motions require a majority.

I. The Committee reviews each Eagle Project for appropriateness, and feasibility of implementation. The proper steps for approval are Scoutmaster to Troop Committee to District Eagle Board.

J. The Committee By-Laws shall be reviewed annually. If amendments are necessary, approval by a quorum of the voting committee is required. Any changes shall be distributed to the troop membership as soon as possible.

K. A copy of the Committee By-Laws shall be available at all activities for reference. Each family shall receive a copy of these By-Laws as part of the Troop 58 Information Packet upon registering with the troop.

L. It is Troop 58 policy that parents or guardians of each scout be active within the troop in some capacity to help the committee and/or unit leaders. All new parents or guardians are expected to attend a scheduled committee meeting soon after their son is registered, and to attend periodically thereafter.

M. The scouts develop an annual troop calendar and program of events in accordance with the purposes and plans of the National Boy Scout Program. The Scoutmaster then presents the Scouts' program to the Committee for its approval. This is usually done in August with the guidance of the Unit Leaders.

N. On an annual basis, the scouts, guided by the unit leaders, review and revise as needed an approved set of "Scout By-Laws".

II. Administrative

A. The entire troop generally meets on Monday evenings at St. Clare Church Hall from 7:00 PM to 8:30 PM. The time and/or location may be changed as required by the unit leaders. The troop Green Bar meets on the first Monday of each month in place of the normal troop meeting. Cleanup after each activity is essential. Scouts are expected to assist with cleanup after each activity.

B. If a boy misses three (3) consecutive troop meetings without good cause, a meeting with the Scoutmaster or an Assistant may be scheduled with the boy, his parents and the Committee Chairman to discuss any problems.

C. Awards earned are presented to the scouts at a "Court of Honor" held quarterly. A parent/guardian or adult representative is requested to attend. Families are always welcome.

D. Problems or complaints may be submitted to the Scoutmaster, Assistant Scoutmaster or any committee member, as parents or scouts deem necessary.

E. Scouts are expected to exhibit appropriate behavior at all times. Troop policy classifies the following as some of the examples of inappropriate behavior: hitting, pushing, degrading comments regarding another individual, profane language, any aggressive physical contact, and any other behavior which the Scoutmaster deems inappropriate.

1. Consequences of inappropriate non-physical behavior:

- a. First offense - Discussion with a minimum of two (2) unit leaders concerning the behavior. Scoutmaster, if available should attend this meeting.
- b. Second offense - Will require the scout to leave the activity at the parent's expense. A meeting will be held with the scout, his parents, the Scoutmaster and any other leaders as required.
- c. Third offense - Expulsion from the troop.

2. Consequences of inappropriate physical behavior:

- a. First offense - immediate expulsion from the activity. Meeting with the parents will be held before the scout is allowed to attend a scout activity.
- b. Second offense - will result in immediate expulsion from the troop.

III. Financial

A. The troop committee establishes an annual budget plan and, using it as a guide, approves all expenditures.

B. The troop charges an annual fee per boy. This is set annually when the budget is approved. The fee is payable when the boy joins the troop and at annual re-registration in March. There is a discounted price for siblings. The troop fee includes a subscription to Boy's Life Magazine.

C. Individual scout accounts are established for each scout. Funds are earned through popcorn sales, other fund-raisers and/or family contributions. This account's main function is to help pay the boy's fees for BSA camps, outings, BSA Trainings and the National Jamboree. The boy's annual troop registration fee may also be paid for out of his scout account. Any other scout-related disbursements are by Committee approval, and must be applied for by the scout using the form "Request to Troop 58 Treasurer for Payment". Any funds left in this account after the boy leaves the troop will revert to the general fund. If the scout has a sibling in the troop, the funds may be transferred to the sibling. If the scout transfers to another troop, these funds may be transferred to his new troop, providing that troop utilizes the individual scout account system. The Treasurer of the new troop must request the funds transfer and the transfer must be approved by Troop 58's Committee.

D. Troop 58 conducts two different types of fund raisers.

1. Benefiting the individual scout: BSA popcorn sale; candy; fund raisers which can be tracked individually, and "other".
2. Benefiting the troop general fund: car wash, bake sale, pancake breakfast or "other."
3. As a matter of policy, all fund raising projects should be submitted to the committee then to the local council for approval.

E. Portions of summer camp fees may be paid by the Troop Committee. The total amount allocated for this purpose will be determined each year by the committee based on available funds. Individual amounts will be based on the participation of the scouts in the annual fund raising programs.

H. Financial aid for summer camp is occasionally available to scouts in need through the troop general fund and the generous contributions of donors. Requests are to be approved by the Troop Committee.

G. The troop offers a 'Sustaining Eagle' membership fee of \$50.00 for older Eagle Scouts who are semi-active in the troop.

H. It is troop policy that excessive funds not accumulate beyond levels reasonably expected to be required for anticipated or budgeted expenditures.

I. The Scoutmasters and Assistant Scoutmasters may be reimbursed for the cost of training courses, which have been approved by the Troop Committee. This is at the discretion of the Committee.

J. Earned badges, medals, and patches are purchased by the Committee and awarded at appropriate ceremonies.

IV. Uniform

A. A specially designed neckerchief is the official neckerchief of Troop 58. This will be given to each boy upon registration in Troop 58.

B. Boys will wear complete uniforms to all scout activities. The Troop tee shirt may be substituted for the Boy Scout Shirt at the discretion of the Scoutmaster. This is Class 'B'. Class 'B' may be worn at Green Bar and Planning Meetings.

C. For certain outings, the Scoutmaster may specify Class 'C' to be more compatible with the needs of a specific activity. This would normally be less than a full uniform (Street Clothes).

D. A complete uniform is required for all Scoutmasters and Assistant Scoutmasters at all scout functions unless otherwise mutually agreed upon.

E. Uniforms shall be kept up to date with the current rank and troop office patches.

V. Outings

A. The Annual Health and Medical Record is valid for 12 calendar months. Parts A and C are to be filled out by a parent or guardian once each year. Both parts are required for all events that do not exceed 72 hours, where the level of activity is similar to that normally expended at home or at school. Part B (physical exam) is required with parts A and C for any event that exceeds 72 consecutive hours, a resident camp setting, or when the nature of the activity is strenuous and demanding.

B. A troop permission slip must be filled out and signed by a parent / guardian and turned in by the date specified before each outing or the scout CANNOT attend. This form gives specific permission for the outing and provides a 'carry along copy' of the emergency medical release so that the responsible adult can obtain medical treatment for the scout, if required. The permission slip will be given to the appropriate driver just before departure, to be retained in his vehicle.

C. A tour permit obtained through the council is required for all scout outings, both troop and patrol. This requirement also applies to Eagle Service projects. Applications for tour permits should be requested 2 weeks before the date of the outing.

D. Troop outings are usually planned to occur once each month.

E. BSA Guide to Safe Scouting policy requires two-deep leadership, i.e. two registered adult leaders, or one registered leader and a parent of a participating Scout or other adult, one of whom must be at least 21 years of age or older, are required for all trips or outings. No fewer than four individuals (always with a minimum of two adults) go on any backcountry expedition or campout.

F. The Scoutmaster, Assistant Scoutmaster, or Hike master (designated leader), on a camp out or hike, is responsible for the safety on, and the overall conduct of, the outing. He has the ultimate authority to accept or reject both boys and adults for the camp out or hike.

G. The Buddy System will be observed during all outings. This requires that the scout notify an adult leader and get permission for any 'excursion' away from the main group and have a buddy with him for safety.

I. All requirements for Youth Protection as set forth in BSA *Guide to Safe Scouting for Unit Activities*, as well as those requested by St. Clare Church and the Archdiocese of Los Angeles, must be adhered to.

VI. Advancement

A. Scouts learn by advancing in rank, learning new skills, having leadership, and service opportunities. The Scoutmaster may require a specific rank for an activity, due to the nature of that activity.

B. The first three ranks emphasize basic skills. The higher ranks emphasize leadership and service. Advancement through the six ranks consists of performance in the following seven categories:

1. Active service - A scout must meet the Troop's active service standard for meetings, campouts, and other activities to be eligible for ANY rank advancement. A scout must Meet the standard for at least the minimum period of active service required for each rank. The troop considers 50% of all activities to be the determining number. (50% of troop meetings, 50% of campouts, and 50% of all other activities).

2. Basic Scout Skills - The rank requirements for the Tenderfoot, Second Class and First Class must be signed off by a Troop 58 scout with the rank of First Class or higher, preferably the scout's patrol leader, or by a BSA trained adult leader. A sibling is not allowed to sign for a brother's advancement. Parents may certify a skill only with the Scoutmaster's approval. The intent of the advancement plan is to let scouts learn leadership and develop their own skills by teaching other scouts.

3. Merit Badges - There are about 120 merit badges. A scout of any rank may earn any merit badge. The merit badge system is designed to propel the scout beyond the home, to learn to communicate with strangers, and to learn about a subject from a local expert. Scouts desiring to earn a badge must first secure the name of a counselor and a blue card from the Scoutmaster or an Assistant Scoutmaster.

4. Leadership - A scout must hold an approved troop office and execute it in an acceptable manner for at least the minimum period of active service required for Star, Life, and Eagle. For Star and Life, a scout may also carry out a specific leadership project approved by the Scoutmaster.

5. Service Projects - These are to be of service to a church, school, community or Scouting, performed under the direction of the troop leaders or with the Scoutmaster's approval. It is important for future citizens to develop the habit of service to the greater community. An Eagle Scout candidate must be the leader in charge during his project. The Eagle project must benefit the community outside of Scouting.

6. Scoutmaster Conference - After completing all requirements for rank, and prior to the Board of Review, a scout meets with the Scoutmaster or an Assistant Scoutmaster to discuss past progress and future plans.

7. Board of Review - After completing all requirements for rank, and having completed the Scoutmaster Conference, a scout appears before the Board of Review. The troop Board of Review Coordinator, along with other committee members, conducts reviews for all ranks except Eagle. The Eagle Board of Review is conducted by the District.