

SCOUT TROOP
58
COMMITTEE BY-LAWS
FEBRUARY 2015

I. Organization

- A. Boy Scout Troop #58 is 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 the scoutmaster and assistant scoutmasters (herein called “troop leaders”). The committee will operate with the purposes and plans of the national program of the Boy Scouts of America and in accordance with these By-Laws.
- C. The committee shall consist of the scoutmaster and all assistant scoutmasters over the age of 21, as well as those who hold the positions described below (collectively called “unit leaders”). The assistant scoutmasters and committee members have a vote on all committee actions as long as they have a son currently registered in the troop.
- D. The committee, consists of the following positions and/or functions to be performed:
 - a. **Chairperson** – Duties
 - i. Organize the committee to see that all functions are delegated, coordinated, and completed.
 - ii. Maintain a close relationship with the chartered organization representative and the scoutmaster.
 - iii. See that the troop leaders, and committee members have training opportunities.
 - iv. Interpret national and local council policies to the troop.
 - v. Routine business matters are at the discretion of the chairperson.
 - vi. Keep parents informed of troop communication via e-mail, website, and/or other social media channels.
 - vii. Does not have a vote on the committee, except as a tiebreaker.
 - b. **Secretary** – Duties
 - i. Keep minutes of committee meetings.
 - ii. Handle publicity when needed.
 - c. **Treasurer** – Duties
 - i. Handle all troop funds, pay bills as directed by the scoutmaster and authorized by the troop committee.
 - ii. Maintain checking account and scout accounts
 - iii. Report finances to the committee at each committee meeting.
 - iv. Prepare the annual troop budget.
 - d. **Advancement** – Duties
 - i. Adhere to the national BSA policies regarding tracking and inputting rank, badges and awards as described in the official BSA website.
 - ii. Collect blue cards, input necessary information to *Troopmaster* software, and submit to the council for the quarterly Court of Honor.
 - iii. Maintain updated records on all scouts using the *Troopmaster* software program.
 - iv. Maintain troop rooster
 - v. Purchase all rank advancement badges, merit badges, parent pins and miscellaneous awards.
 - vi. Maintains records of leadership positions.
 - e. **Board of Review Coordinator** – Duties
 - i. Encourage all scouts to advance.
 - ii. Arrange and conduct Board of Review, ensuring there is no fewer than three committee member conducting the Board of Review.

- f. **Registrar Coordinator – Duties**
 - i. Collect applications, forms and fees from new scouts and new adults, process them accordingly. Gather all required signatures for them to be properly processed.
 - ii. In charge of the Red Folders, responsible for assembling, updating and passing out to all our new scouts.
 - iii. In March of each year, send out notices for the annual registration fee, collect the approved registration fee from all families of scouts and adults.
 - iv. Re-charter the troop in accordance to the on-line process set forth by the council, and follow due dates.
 - v. Calculate fees due to council for re-charter and supply treasurer with correct amount for payment. Make appointment with the district executive with all required paperwork, applications, and youth protections needed.
- g. **Fund Raising Coordinator – Duties**
 - i. Coordinate activities for raising funds, for individual scout accounts and general troop funds.
 - ii. Ensure funds are properly collected and work closely with the troop treasurer so that the money is distributed correctly into scout accounts.
- h. **Summer Camp Coordinator – Duties**
 - i. Obtain information for different summer camps, and present it to the committee. Then present them to the scouts at Green Bar. This will aid the troop leaders in making an informed decision for summer camp.
 - ii. Prepare and distribute flyers to inform the scouts about the location, dates, and cost of summer camp.
 - iii. Prepare payment schedule and collect payments toward camp.
 - iv. Acquire a list of all scout account credit from the treasurer. Apply scout account credit to camp registration.
 - v. Maintain communication between troop and camp's council office to ensure necessary information is distributed and required forms are returned on time.
 - vi. Make transportation arrangements.
 - vii. Enroll scouts into merit badge classes according to their preferences.
- i. **Class "B" Uniform Shirt Sales Coordinator – Duties**
 - i. Procure and distribute Class "B" shirts for the troop members wishing to purchase them. Work closely with the treasurer so funds are collected for the shirts.
- j. **Uniform Exchange Coordinator – Duties**
 - i. Collect pre-owned uniform components and distribute to the scouts who need them.
- k. **Religious Emblem Coordinator – Duties**
 - i. Assist any scout who wishes to earn the religious emblem of his faith.
- l. **Mother's Ribbon Coordinator –Duties**
 - i. Buy, assemble, and distribute to new mothers, the traditional Troop #58 Mother's Ribbon.
- m. **Charter Representative – Duties**
 - i. Head of the scouting department for the chartering organization.
 - ii. Liaison with the troop via scoutmaster and the committee chairperson.
 - iii. Approve all registered adults.
 - iv. Aid in the selection of the scoutmaster when necessary.
- n. **Miscellaneous Positions - Duties**
 - i. Hospitality
 - ii. Transportation
 - iii. Special Assignments
 - iv. Eagle Coordinator/Mentor
 - v. Webmaster
 - vi. Pancake Breakfast Coordinator

E. Committee position descriptions are described on the troop website. If there are changes to the position description within the bylaws, the changes must be reflected on the website. It is the responsibility of each outgoing committee member to meet with his or her replacement to perform a knowledge transfer of the position. If they are unable to perform this function, then the

committee chairperson shall work with the incoming committee member to facilitate the transfer of knowledge.

- F. It is also the responsibility of the committee to select and approve the unit leaders. The following procedure is used:
- a. **Scoutmaster**
 - i. A sub-committee of 3 or more troop committee members is appointed by the committee chairperson 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).
 - ii. The sub-committee interviews the candidate(s).
 - iii. A meeting is held with the candidate(s) to inform them of the level of commitment and responsibilities involved with the position.
 - iv. Upon candidates' acceptance, the sub-committee presents the candidate(s) to the entire committee for review.
 - v. The troop committee makes its selection by majority vote. Quorum cannot count when voting on a new scoutmaster and the entire committee must vote or abstain.
 - b. **Assistant Scoutmasters**
 - i. Assistant scoutmasters are appointed by the scoutmaster and approved by the committee chair
 - c. **Chairperson**
 - i. A sub-committee of 3 or more troop committee members is appointed by the committee scoutmaster 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).
 - ii. The sub-committee interviews the candidate(s).
 - iii. A meeting is held with the candidate(s) to inform them of the level of commitment and responsibilities involved with the position.
 - iv. Upon candidates' acceptance, the sub-committee presents the candidate(s) to the entire committee for review.
 - v. The troop committee makes its selection by majority vote. Quorum cannot count when voting on a new scoutmaster and the entire committee must vote or abstain.
- G. The committee meets, at a minimum, once monthly at a time and place of mutual consent. All committee members are encouraged to attend the monthly committee meetings. Troop leaders are expected to attend the monthly Green Bar meetings.
- H. Quorum consists of a minimum of three 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 project coordinator.
- J. The committee By-Laws shall be reviewed annually. If amendments are necessary, approval by a quorum is required. Any changes shall be distributed to the troop as soon as possible. By-Laws can be changed at any time by a majority vote of the committee. Parents should be notified of amended By-Laws via troop announcements and publication on the troop's website.
- 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 Red Folders upon registering with the troop and an updated PDF copy should be posted on the troop website.
- 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 troop 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 guidelines set forth by the Boy Scouts of America. The scoutmaster then presents the scouts' program to the committee for its approval. This is usually done in August with the guidance of the troop 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 scout misses three (3) consecutive troop meetings without good cause, a meeting with the scoutmaster or an assistant scoutmaster may be scheduled with the scout, his parents and the committee chairperson to discuss the absences and the potential consequences due to lack of participation.
- C. Awards and badges 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. Troop related problems or complaints may be submitted to the scoutmaster, assistant scoutmaster or the committee chairperson, 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.
 - a. Consequences of inappropriate non-physical behavior:
 - i. First offense - Discussion with a minimum of two (2) unit leaders concerning the behavior. Scoutmaster, if available should attend this meeting.
 - ii. 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.
 - iii. Third offense - Expulsion from the troop.
 - b. Consequences of inappropriate physical behavior:
 - i. First offense - immediate expulsion from the activity. Meeting with the parents will be held before the scout is allowed to attend a scout activity.
 - ii. Second offense - will result in immediate expulsion from the troop.

III. Financial

- A. In order to protect its tax-exempt 501(c)(3) status and that of its chartering organization, Troop 58 acts in its best ability to be in accordance of US Federal Tax laws and follows the guidelines described by the IRS. In case of misunderstanding or confusion, U.S. Tax Code will supersede any provision put forth in the BSA Troop 58 By-Laws.
- B. All funds, equipment, and assets taken in by the troop belong entirely to Troop 58. This includes individual scout funds as described in section III(E). In the event of the dissolution of Troop 58 or the revocation or lapse of its charter, the committee shall apply troop funds and property to the payment of unit obligations and shall turn over the surplus, if any, to the local council. In the case of a chartered organization, any funds or equipment that may have been secured as property of the unit shall be held in trust by the chartered organization or the council, as may be agreed upon, pending reorganization of the unit or for the promotion of the program of the Boy Scouts of America.
- C. The troop committee establishes an annual budget plan and, using it as a guide, approves all expenditures.
- D. The troop charges a **non-refundable** annual fee per scout. This is set annually when the budget is approved. The fee is payable when the scout joins the troop and at annual

registration time in March. There is a discounted price for siblings. The Troop registration fee includes a subscription to Boy's Life Magazine.

- E. Individual scout accounts are established for each scout. Funds are earned through popcorn sales, other fund-raisers and/or family contributions.
 - a. Funds raised by the scout must be applied to the function of scouting. These functions include contributing to the scout's registration fees for BSA camps, Troop Outings, BSA Trainings and the National Jamboree. The scout's annual troop registration fee may also be paid for out of his scout account.
 - b. Any 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".
 - c. Any funds left in this account after the scout leaves the troop will revert to the general fund. The Troop will hold this money until the end of the year, when the troop re-charters. After the scout is removed from the roster, the money will then revert back to the general fund. If the scout has a sibling in the troop, the funds may be transferred to the sibling.
 - d. If the scout transfers to another troop, these funds cannot transfer to the new troop and will revert back to the general fund.
 - e. Individual scout accounts cannot contain more than 2% of the total money earned by the troop based on an average to be calculated every five (5) years. Any funds above this threshold must be applied directly into the general fund.

- F. Troop 58 conducts two different types of fundraisers.
 - a. Benefiting the individual scout: BSA popcorn sale; candy; fundraisers, which can be tracked individually, and "other".
 - b. Benefiting the troop general fund: fish fry, restaurant night, pancake breakfast or "other".

As a matter of policy, all fund raising projects should be submitted to the committee and then to the local council for approval.

- G. The troop committee may pay portions of summer camp fees. The total amount allocated for this purpose will be determined each year by the committee based on available funds.

- H. The troop may award a scout with funding to be applied to a specific scouting activity. The nomination of this award will be based on merit, participation, and spirit of the scout in relation to sanctioned Troop 58 fundraisers and activities.
 - a. Any committee member can nominate a scout. The committee will review the nomination and make a decision based on quorum rules as described in Section I(H).

- I. Financial aid for summer camp and other scouting activities are occasionally available to scouts in need through the troop general fund. Requests are to be approved by the troop committee.

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

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

- L. The troop leaders 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.

- M. Earned merit badges, medals, and rank patches are purchased by the committee and awarded at appropriate ceremonies.

- A. A specially designed neckerchief is the official neckerchief of Troop 58. This will be given to each scout upon registration in Troop 58.
- B. Scouts will wear complete uniforms to all scout activities. The troop t-shirt may be substituted for the Boy Scout shirt at the discretion of the scoutmaster. This is referred to as "Class B" and 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 troop leaders 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 B 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. In addition, Part C (physical exam) is required for any event that exceeds 72 consecutive hours for example: summer camp. Part D is required for high adventure outings, such as Scuba and extended backpacking trips.
- 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.
 - a. Unless otherwise stated, all fees for the troop outing must be paid in advance and is non-refundable. Many outings require an upfront deposit and scout cancellations/refunds can cause a financial impact of the troop leader who is leading the outing.
- C. Tour and Activity Plan is required when traveling outside of the council lines. This requirement does apply to Eagle Service projects, if the Eagle Project is outside council lines. It is the responsibility of the scout to apply for the Tour and Activity Plan. Tour and Activity Plan should be requested two (2) weeks prior to the date of the outing, and can be obtained on-line, under www.myscouting.org. Any registered adult will have access to this and be able to file it with the council.
- 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, 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 scouts and adults for the campout 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.

- H. 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:
 - a. **Active Service** - A scout must attend the minimum amount of meetings, campouts, and other activities to be eligible for ANY rank advancement. Scouts must attend 70% of troop meetings, 70% of campouts, and 70% of all other activities. If a scout needs a leave of absence, the scout may ask for one, by directly speaking with scoutmaster. Leave of Absence are on an individual basis, and time may vary.
 - b. **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.
 - c. **Merit Badges** - There are approximately 130 merit badges, 13 of which are required to attain the rank of Eagle Scout. 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.
 - d. **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.
 - e. **Eagle Service Projects** - These are to be of service to a church, school or the community. They will be 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.
 - f. **Scoutmaster Conference** - After completing all requirements for rank, and prior to the Board of Review, a scout meets with a troop leader to discuss past progress and future plans.
 - g. **Board of Review** - After completing all requirements for rank, and having completed the Scoutmaster Conference, scouts then appear before the Board of Review Panel, which consists of the troop board of review coordinator, along with two other committee members. This panel conducts reviews for all ranks except Eagle. The District conducts the Eagle Board of Review. Parents should not sit on this panel if their son is receiving the Board or Review.

These By-Laws were last reviewed and approved by Troop 58's Committee February 2015