

## **INTRODUCTION**

This document has been developed as a tool to guide the Parents, Scouts and the Troop Organization through the daily implementation of the Troop Operational Plans. As you read the following pages, you will see a plan unfold that will help deliver a quality program to the scouts in the Troop. The By-Laws insure guidelines for the effective operation and consistent application of policy as it relates to Troop 925 and its Scouts.

### **THE PURPOSE**

The adoption of By-Laws is required to establish a set of guidelines and rules for the effective operation of the Troop, as well as to insure consistence of policy as applied by the Troop Committee, Scoutmaster and his Assistants.

### **ARTICLE 1. NATIONAL HEADQUARTERS**

This Troop shall operate under the policies and guidelines as set forth by the National Headquarters of the Boy Scouts of America (BSA) and the Sam Houston Area Council.

### **ARTICLE 2. TROOP MEETINGS**

Troop meetings will be held every Tuesday night, unless otherwise directed by the Scoutmaster, one of his assistants, Troop vote or as a result of normal yearly planning. Patrol Leader Council (PLC) meetings will be held monthly. The purpose of these meetings will be to encourage and make available to each Scout, rank advancement opportunities, and combined scouter/Jr. Leader supported theme presentations for the preparation of upcoming campouts or events.

### **ARTICLE 3. JOINING REQUIREMENTS**

To join Troop 925, a boy must meet the BSA joining requirements, complete the BSA application, complete the BSA health forms sign the Troop 925 Scout Behavior and Self Discipline Acknowledgement form and pay Troop dues. After joining the Troop, the scout will begin working on the requirements for advancement.

**ARTICLE 4. REGISTRATION**

The BSA registration fee for each Scout will be the current fee as set forth by the National Headquarters. Boy's Life will be purchased for each active Scout at the time of registration. Parents may opt out of purchasing Boy's Life but it is their responsibility to inform the Treasurer at the time of registration or re-charter (annual dues).

Scouts and scouters that are shown to be inactive (See ARTICLE 8) in the Troop will not be registered when the Troop re-charters unless their Scout account is in good standing. Troop leaders will make best efforts to contact inactive individuals at the time of re-charter to determine their interest in remaining a member of Troop 925

**ARTICLE 5. RE-CHARTER AND INSURANCE**

The Troop will pay the re-charter (annual dues to the BSA) and BSA insurance fees for scouts and scouters who are on active status with Troop 925. Failure to maintain an active status will be grounds for the Troop not to pay these fees. Scouts and scouters may rejoin the Troop by reapplying if they were not rechartered. Re-instatement by payment of fees does not constitute a change in inactive status, only participation in Troop 925 meetings and activities can improve that status and insure Troop payment of fees at the next re-charter.

**ARTICLE 6. DUES**

Troop 925 dues are set by the Troop Committee each year. These dues will contribute to the purchase of annual BSA registration and insurance fees, awards, equipment and Troop related functions, as approved by the Scoutmaster and the Troop Committee. Scouts will not be allowed to participate in Scouting events with expired BSA insurance. Dues must be paid by December 1st of each year. Incoming Webelos or new recruits shall pay a prorated portion of the fees at the time of signing with the Troop.

**ARTICLE 7. UNIFORM REQUIREMENTS**

The field uniform for each Scout in Troop 925 will be as follows: Scout shirt (long or short

sleeves) and all appropriate insignia, as outlined in the Boy Scout Handbook. Pants or shorts will be official Scout pants or shorts. The belt and buckle will be a Scout themed belt and buckle. Scout socks are required to be in full uniform. Please refer to Troop 925's Parent Guidebook for a description of the Troop's activity uniform.

**ARTICLE 8. ATTENDANCE**

We encourage all Scouts to be present at each and every scheduled meeting or function. If a Scout misses one month of meetings or two scheduled events in succession, the Scout's Patrol Leader will contact that Scout. The Patrol Leader will further notify the SPL (Senior Patrol Leader) of his action and request an update at the next scheduled meeting. The SPL (or ASM) should follow up with the absent Scouts' parents if the Patrol Leader is unable to ascertain the Scouts' status. All information obtained should be shared with the SPL, Patrol Leader and Scoutmaster/Assistant Scoutmaster.

Continued absences, over a three-month period without valid reason, will place the Scout in an inactive status. At that time the SPL and Scoutmaster /ASM will decide what action is in the best interest of the Scout and the Troop.

Scouts that are unable to participate for an extended period of time due to a school related activity (sports, marching band, etc) will not be placed on the inactive list. It is the responsibility of the Scout to inform his patrol leader and the Scoutmaster if he will be unable to participate due to a long term school related activity

A Scout on the inactive list will be inadequately prepared for potential conditions and planned objectives encountered on our outings and cannot participate in those Scout functions. There are weekly meetings, special events and service projects that the Scout can and may be required to participate in upon his return to upgrade his inactive status to active status.

Active participation is required for fulfillment of the leadership responsibility requirements of the Star, Life and Eagle Ranks and Eagle Palms. Active participation is attendance at a minimum of 50% of regular Troop meetings and outings. Inactive time and excused absence time will not qualify as time in a leadership position.

Attendance will be taken at every meeting and function. It is the Scout's responsibility to sign in and indicate that he is present for the meeting or function. Attendance sheets will be taken up and validated at the end of the event or function. Once validated, they may not be altered.

#### **ARTICLE 9. .ADVANCEMENT**

A Scout can work on completing Tenderfoot, Second Class, and First Class rank requirements at the same time. Handbook requirements can be signed off by the Scoutmaster, an Assistant Scoutmaster or a Junior Assistant Scoutmaster who are not related to the Scout. (For example; a parent/brother cannot sign off their son's/brother's requirements)

Although not mandatory, the Troop's goal is that at a minimum, every Scout should try to advance at least one rank annually.

For details on the advancement process, consult the Troop 925 Parent Guidebook.

#### **ARTICLE 10. .TROOP ELECTIONS**

Troop elections for Senior Patrol Leader (SPL) and Patrol Leaders (PL) will typically be held twice per year at the discretion of the Scoutmaster and Committee Chair. All Troop-wide elected positions will be decided by 51% majority vote of all registered active Scouts who attended the election night meeting (no absentee ballots). All other Troop-wide youth leaders (i.e., Instructors, Guides, JASM) are assigned by the Scoutmaster or his assigned assistant.

The position of Patrol Leader will be voted on by registered active members of each Patrol for their Patrol only. The position will be decided on a 51% majority vote of all registered active Scouts who attended the election night meeting (no absentee ballots). All said members in the Patrol must have a vote in order for the elections to be valid. The PL will select his assistant.

All Scouts elected or assigned positions may be subject to the advice and consent of the Scoutmaster or his representative. All youth leaders must be in active status.

Any special election may be held if deemed necessary by the Scoutmaster or his assigned assistant.

**ARTICLE 11. PATROL MEETINGS**

Time will be provided during regular Troop meetings to allow Patrols to complete menus and duty rosters for outings or any other task assigned by the SPL or Scoutmaster. Patrol meetings, outside of the regular Troop meetings, are highly encouraged. This is especially important for the younger patrols that need to work on specific skills, advancement requirements or merit badges.

**ARTICLE 12. OUTINGS**

All outings must comply with the approved calendar. If a change is made to the original plan, it must be presented to the Troop Committee for approval. Patrol menus and duty rosters must be approved by the Scoutmaster or Assistant Scoutmaster at the regularly scheduled Troop meeting or that Patrol will not be allowed to participate in that outing.

No Scout in Troop 925 will be allowed on the outing unless a signed permission slip and a current BSA medical form is received by the adult leader in charge of that outing. All money and permission slips for the outing must be turned in at the regularly scheduled meeting prior to the outing or the Scout will not be able to go on the outing. No refunds will be given after purchases have been made (this includes meal purchases). No one will be allowed to take inappropriate or unsafe gear on any outing. If necessary, equipment can be rented from local outdoor/camping stores. All outings and their activities are subject to the current issue of the Guide to Safe Scouting, no exceptions.

National BSA requires that all Scouts and scouters must maintain current medical forms with the Troop before being allowed to attend any event other than a regular Troop or Patrol meeting. Troop 925 maintains this information on file and brings the medical forms to each event. The Scout medication policy is covered in the Parent Guidebook.

It is the parent's responsibility to be available on time at the conclusion of a trip. They must be aware, however, that return time is variable, subject to weather and traffic. If unavoidably late or early, contact will be attempted. To assist the Scouters in making contact, please allow a window of availability.

All drivers must carry liability insurance of at least \$50,000 (each person), \$100,000 (each

accident) and \$50,000 (property damage). These minimums are subject to change and are set by the Boy Scouts of America in the Guide to Safe Scouting. Reimbursement for travel expenses are covered in the Troop's Parent Guidebook.

**ARTICLE 13. TROOP COMMITTEE**

The Troop Committee will meet monthly to review Troop activities and to discuss any problems. Parents are encouraged and expected to attend. When convened, the Troop Committee, as a minimum, consists of the Chairperson, Recording Secretary, and three (unrelated) committee members, who have a vested interest in the welfare of the Troop. The Recording Secretary will take minutes and present them for reading at the next scheduled meeting.

**ARTICLE 14. SCOUTMASTERS**

The Scoutmaster and Assistant Scoutmasters will meet monthly to review Troop activities and to discuss any problems. Parents are encouraged to attend. A designated ASM/SM will take minutes and distribute them. The SPL is encouraged to attend.

**ARTICLE 15. FUNDRAISERS**

All fundraisers will require the Troop Committee's approval. All monies earned by the Troop will be used by the Troop for Scouting functions. The Troop Committee, as outlined in Article 13, can specifically authorize the collection and dispensing of funds in support of the Scouting values and program. Participation in Troop fundraising events (Trivia Night, Popcorn and Scout Fair) is encouraged for each Scout. Troop participation in the popcorn and Scout Fair fundraisers are required for the Quality Unit Award. Fundraising is covered in more detail in the Parent Guidebook.

**ARTICLE 16. PARENTS**

Parents are an important part of Troop 925 and are encouraged and expected to participate in Troop activities. Only through active participation of both the Scouts and the parents will we be able to continue to have high adventures on the "Scouting Trail". Parents may be called upon periodically to assist in a Troop operation or activity. We expect parents to participate in the discussions of program and operations of Troop 925 and to be fully aware of issues so they can be

prepared to vote on those issues. Please be receptive to the call; we do need active support from the parents to make Troop 925 a successfully active “Scouting Family”.

The National BSA requires that all adult leaders maintain current training in Youth Protection Training (YPT). YPT is required before any scouter can participate in any Scouting event that involves contact with the youth.

An annual parents meeting will be held to get feedback from the parents concerning all aspects of the Troop. The meeting will cover: Troop leadership positions, outings calendar, program update, treasury report and any other relevant topic. However, feedback is always appreciated at any time and should be presented to the Scoutmaster or Committee Chair.

**ARTICLE 17. CONDUCT**

No Scout should arrive prior to ten minutes before the meeting unless otherwise instructed and met by an scouter. It is the parent’s responsibility to ensure that their Scout has transportation to and from all Scout functions. Scouts should stay out of all “OFF LIMITS” areas. Under no circumstances should a Scout leave the area of a Scout function without the “Adult Leader In-Charge” permission. If a Scout misbehaves at any Scouting function, or is insubordinate to any leader, it will be brought to the attention of the Scoutmaster or another adult leader.

No parent shall use the Troop email directory for any reason other than the distribution of Scouting related communications unless they have approval from the Troop Committee.

**ARTICLE 18. HAZING**

Per BSA policy, hazing has no place in Scouting and will not be allowed or tolerated. Penalties for hazing will be at the Scoutmaster’s and Committee’s discretion.

**ARTICLE 19. SCOUT BEHAVIOR AND SELF DISCIPLINE**

Each Scout is required to read and sign the Scout Behavior and Self Discipline form when he joins the Troop. Thereafter, each Scout is required to read and sign the form annually. The form is contained in the Parent Guidebook.

**ARTICLE 20. ELECTRONICS**

Electronics (with the exception of weather radios, 2-way walkie-talkie radios, GPS/electronic compasses and cell phones to be used for coordination while traveling to outings) are prohibited during meetings, outings and events. Any unapproved electronics will be confiscated by a Scoutmaster or other Trip Leader and returned to the Scout upon conclusion of the event. Electronics may be used in vehicles during the drive to or from events if allowed by the driver.

**ARTICLE 21. AMENDMENTS OR REWRITE OF THE BY-LAWS**

This document outlines the major Troop 925 policies and procedures. These By-Laws are consistent with Sam Houston Area Council and National Boy Scouts of America organizations. This document is not intended to supersede or replace the policies of the Boy Scouts of America. It is intended to supplement the National Policy of Boy Scouts of America. In the event that there is a conflict between any of these By-Laws and any council or National BSA policy, the council or National BSA policy will prevail.

Requests for changes to the By-Laws should be submitted to the Troop Committee Chair. Requests can be made by any registered leader or Troop Committee member. Requests should be in writing. Committee members will be given advanced notice via reasonable means regarding Troop By-Laws proposed changes. Changes to the By-Laws must be approved by a 2/3 vote of the registered Troop Committee members in attendance at a committee meeting or the annual parent meeting.

**BY-LAWS REVISION HISTORY**

<u>DATE</u>	<u>REASON</u>	<u>REVISED BY</u>
Jan. 8, 2011	New	D. James, T. Reed, J. Dante, M. Scherer, E. Scherer

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