

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 boys in the Troop. The By-Laws insure guidelines for the effective operation and consistent application of policy as it relates to Troop 657 and your scout.

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 and the Orange County Area Council.

ARTICLE 2. TROOP MEETINGS

Troop meetings will be held the first, third, and fourth Monday nights in the month from 7:00 PM to 8:00PM, unless otherwise directed by the Scoutmaster, one of his assistants, Troop vote or as a result of normal yearly planning. (Patrol meetings will be held during the second week of the month. See Article 12 – Patrol Meetings) The purpose of these meetings will be to encourage and make available to each Scout, rank advancement opportunities, and combined adult/Jr. Leader supported theme presentations for the preparation of upcoming campouts or events.

ARTICLE 3. 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 Committee/ASM. 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.

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 (SEE ARTICLE 5). 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.

ARTICLE 4. REGISTRATION

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. Scouts and Adults that are shown to be inactive (SEE ARTICLE 3) in the troop will not be registered when the troop re-charters.

ARTICLE 5. RE-CHARTER AND INSURANCE

The Troop will pay the re-charter and BSA insurance fees for boys and adults who are on active statuses with Troop 657. Failure to maintain an active status will be grounds for the Troop not to pay these fees. It would then be up to the Scout/Adult to pay these re-charter and insurance fees, if re-instatement into the Troop is desired. Re-instatement by payment of fees does not constitute a change in inactive status, only participation in Troop 657 meetings and activities can improve that status and insure Troop payment of fees at the next re-charter.

ARTICLE 6. DUES

Troop 657 dues are set by the Troop Committee each year. These dues will contribute to the purchase of awards and miscellaneous items, as approved by the Scoutmaster and the Troop Committee. No Scout can receive any award or rank advancement if their dues have not been paid. Scouts will not be allowed to participate in scouting events with expired BSA insurance. These

dues must be paid by October 1st of each year. In coming Webelos or new recruits shall pay at the time of signing with the Troop.

ARTICLE 7. .ADVANCEMENT

Although not mandatory, the Troop's goal is that a minimum, every Scout should try to advance at least one rank annually. A Board of Review will be made available until one week prior to the Court of Honor. Court of Honor will be held three times a year or more often, again as deemed necessary by the Troop Committee. The Scout must meet with the Scoutmaster or an Assistant Scoutmaster to complete a Scoutmaster Conference before meeting with the Board of Review. At the Scoutmaster Conference, the Scout's Scout handbook must be up to date, he must be in proper uniform (to include Scout handbook), dues paid in full, and on active status. It is the duty of the Scoutmaster or Assistant Scoutmaster holding the conference to schedule the Scout for the next available Board of Review with the Advancement Chairperson and Committee Chairperson. No Scout will be allowed to go before a Board of Review until the Advancement Chairperson has certified (at least one week in advance) that the Scout has met all requirements for the rank sought. 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, Assistant Scoutmaster or Patrol Advisor who are not related to the Scout. (For example; a parent cannot sign off their son's requirements) Handbook requirements can also be signed off by the Senior Patrol Leader, Patrol Leader, or an Instructor, all of whom at least holds the same rank of the requirements of the rank being signed off and is not related to the Scout.(For example; a brother cannot sign off their brother's requirements)

7.1 Boy Scout Badge and Joining Requirements (Scout Handbook, Page 4)

At the time the Scoutmaster accepts a boy's application, including health history signed by a parent or guardian, to be a Scout, the Scoutmaster will talk to the applicant to see that he understands and agrees to live by the Scout Oath, Promise, Law, Motto, Slogan and Outdoor Code. In addition, the Scoutmaster will also insure that the applicant meets the age requirement, repeats the pledge of allegiance, and demonstrates the Scout sign, salute and handshake. The applicant also needs to demonstrate tying the square knot, describe the scout badge and participate in a Scoutmaster Conference. When he meets those requirements, the applicant will be a Scout and can proudly wear the Scout Badge on his Uniform. These Scouting

ideas are explained in detail in the Scouting handbook for all ranks.

7.2 Scout Skill Requirements

The Scouting program provides many opportunities for a Scout to learn skills and take part in terrific adventures. It also recognizes their achievements by awarding badges of rank. The first three ranks are Tenderfoot, Second Class, and First Class. Next are the Star and Life ranks. The highest rank is that of Eagle Scout. Active Scout participation and advancement go together. If a Scout wants to advance he must first and foremost take part in all activities of his patrol and troop. When the Scouts do, they will pick up most of the Scout skills they need to advance. All Scouts can get assistance in working on Scout skills from their Senior Patrol Leader, Patrol Leader, Troop Guides, and troop members. Then when the Scout completes the tests for the rank award he is aiming for, the Scoutmaster, Assistant Scoutmaster, or Patrol Advisor who are not related to the Scout, (For example; a parent cannot sign off their son's requirements) can sign off the requirement in the Scout's Handbook. Handbook requirements can also be signed off by the Senior Patrol Leader, Patrol Leader, or an Instructor, all of whom at least holds the same rank of the requirements of the rank being signed off and is not related to the Scout. (For example; a brother cannot sign off their brother's requirements)

7.3 Merit Badges

Check the complete list of merit badges listed in the Scout handbook. If it is a badge that is required for the rank of Eagle, the Scout will find the requirements in the Scout handbook. If it is not an Eagle required, the Scout will need the latest printing of the official Boy Scouts Requirement booklet. The Scout can request a list of Council approved counselors from the Advancement Chairperson. The Scout must then select a counselor from the list, request a merit badge card from the Advancement Chairperson, fill in the selected counselor's name and have the card signed by the Scoutmaster or his assigned assistant. The merit badge card must be approved by the Scoutmaster before contacting the counselor. (See the Scout handbook for further details).

The rest is up to the Scout. Parents should look over the requirements, ask questions, and encourage the Scout to begin. The Troop puts on many outings that could qualify the Scout for a merit badge with some added work by the Scout. The Troop usually has Council approved counselors on staff. However, we hope and promote the concept that Scouts learn to become comfortable in seeking out new and different Scouters outside of the Troop for their merit badge

work, particularly Eagle required badges. After completion of the merit badge requirements, and signature by the approving counselor, the Scout must present the merit badge card to the Advancement Chairperson for recording on the advancement sheet. The Scout will receive his award at a scheduled Troop Court of Honor.

ARTICLE 9. BOARD OF REVIEW

A Scoutmaster's conference takes place each time a Scout completes the requirements for a new rank. At the end of the conference, the Scoutmaster will contact the Advancement Chairperson and the Committee Chair to schedule the Scout for the next available Board of Review date. The Boards of Review are conducted by the Adult Troop Leaders interested in the Scout's progress and are approved by the Committee Chair and Advancement Chair. The Adults want to make sure the Scout has successfully completed the requirements for a particular rank. They may also be able to suggest ways the Scout can get more out of scouting. The board members cannot be related to the candidate-Scout.

The Advancement Board or Adult leaders as selected by the Advancement Chair and Committee Chair will make up the Board for Tenderfoot, Second Class, First Class, Star and Life ranks. The Troop may also assign a Troop Honor Scout to each Board for ranks below Star. This Honor Scout must be of an equal or higher rank than the sought after rank of the candidate. The Honor Scout can participate in the question and answer period if he elects, but is primarily responsible for introductions.

The Scout to be reviewed must have all paper work up to date, must be in complete uniform, Scout handbook in hand, dues paid up and on the active list. Boards of Review (as noted in Article 7).

No later than one (1) week prior to the Troop Board of Review, the Scout with the assistance of the Advancement Chair, must fill out an advancement sheet. No advancement information will be taken by the Advancement Chair after the closing ceremony of the Troop meeting. A special Board of Review can be held at the Committee Chair's discretion.

Orange County Area Council will conduct a special Eagle Scout review to consider Scouts for Scoutings' highest rank. For the Eagle Scout Award, a special application will be forwarded by the Council for certification by the BSA National Office.

ARTICLE 9. 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, The position of SPL will be decided by 51% majority vote of all registered active Scouts who attended the election night meeting (no absentee ballots). In order to run for the SPL position, the Scout must be of at least Star Rank and have three years of Boy Scouting Experience. All other members of the Senior Patrol (i.e., ASPL, 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 preferred prerequisites for a Patrol Leader are two years of Boy Scouting experience and at least First Class. The position will be decided on a 51% majority. 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. Any special elections may be held if deemed necessary by the Scoutmaster or his assigned assistant.

ARTICLE 10. UNIFORM REQUIREMENTS

The uniform for each Scout in Troop 657 will be as follows: Scout shirt (long or short sleeves) and all appropriate insignia, as outlined in the Boy Scout handbook. Pants will be official Scout pants. The belt will be the official Scout belt. If Scout shorts are worn, then Scout socks must be worn. Class B and other Honor Scout shirts with proper insignia may be worn at Troop meetings and select outings at the Scoutmaster's or Committee Chair's discretion.

ARTICLE 11. PATROL LEADERS COUNCIL

The Patrol Leaders Council (PLC) will, for the purpose of program and event planning, consist, as a minimum, of the Senior Patrol Leader, his assistants, and Patrol Leaders. The SPL will chair the council. Others (add-hock members) may be invited to sit in. The Scoutmaster or one of his assistants will be present to sit as an advisor. In the last quarter of each year, the PLC will meet to plan the Troop's calendar for the upcoming year. The PLC will meet regularly, as a minimum; every 3 months to finalize upcoming activities. However, it is recommended that the PLC meet once a month. More frequent meetings will be the responsibility of the SPL. The Scoutmaster or one of assistants may disapprove any plans that are made by the SPL.

ARTICLE 12. PATROL MEETINGS

Each Patrol will hold at least one meeting per month with prior notice. Patrol menus and duty rosters should be planned at one of these meetings or at assigned time during Troop meetings. Patrol members should attend each and every Patrol meeting. Failure to attend the meeting or failure to notify the PL that he (Scout) will not be present (particularly at the meeting where menus and duty rosters are planned) may hamper the Scouts ability to perform and adversely affect his safety or the safety of his Patrol. Being unprepared, the Scout's participation on the outing will be up to the discretion of the Scoutmaster and/or the Trip Leader.

ARTICLE 13. 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 at the regularly scheduled Troop meeting or that Patrol will not be allowed to participate in that outing. No Scout in Troop 657 will be allowed on the outing unless a signed permission slip 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. All gear for the winter campouts will be checked at least one week prior to the campout and again before they leave for the campout. 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)

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. More information on outings is documented in the Parent Orientation manual.

Gasoline reimbursement for trips in excess of 100 miles each way will be determined by the

outing coordinator. The outing coordinator will use their best judgment to determine how to fairly reimburse every driver. IRS travel rules need not be followed. Gasoline reimbursement for the driver pulling the Troop trailer is not subject to the 100 mile minimum. Gasoline costs are to be included in the cost of a trip when the trip coordinator posts the trip for sign up.

ARTICLE 14 . TROOP COMMITTEE

The Troop Committee will meet at least once monthly to discuss any problems and to review any Troop activities. Parents are encouraged and expected to attend. When convened, the Troop Committee, as a minimum, consists of the Chairperson, Recording Secretary, and three (unrelated) persons, 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 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 14, can specifically authorize the collection and dispensing of funds in support of the Scouting values and program. Participation in the Council fundraising events (Popcorn and Scout-O-Rama) is considered mandatory for each scout. Participation in these fundraisers is required for Quality Unit and Founders Awards. The Troop Committee will set the minimum sales quotas for each scout. Sales above the quota level will typically provide revenue to the individual scout for his use in a scouting event such as a campout, summer camp or annual dues.

ARTICLE 16 . PARENTS

Parents are an important part of Troop 657 and are encouraged and expected to participate in the operations. 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 657 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 657 a successfully active "Scouting Family".

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.

ARTICLE 17 . CONDUCT

No Scout should arrive prior to ten minutes before the meeting unless otherwise instructed and met by an adult. 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. First offense: Scoutmaster or ASM conference, Second offense: Parent conference. If the behavior continues, it will be brought before the Troop Committee who will decide what action to take. If a Scout has a grievance against any leader, it should be brought to the attention of the Scoutmaster or any Registered Adult Leader. Excessive misconduct may result in a temporary suspension of the Scout from activities. Alcoholic beverages are not allowed on any Scout function.

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

Hazing has no place in Scouting and will not be allowed or tolerated. Penalties for hazing will be at the Scoutmaster's and Committees' discretion.

ARTICLE 19. 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 outings and events. Any unapproved electronics will be confiscated by the Scoutmaster or other Trip Leader and returned to the Scout upon return from the outing/event.

ARTICLE 20. . COMMITTEE CHAIR ELECTION

Election, or re-election for Committee Chair will occur as a minimum once per calendar year. Nominations will normally occur at the November Committee meeting. Committee members must

be present to participate in nominations. Notification letters of the pending November nominations and following December election and ratification may be issued to all registered Scout families if the Committee deems it necessary. The final ratification of the December Committee election for Committee Chair is complete only after endorsement by the Sponsoring Organization or authorized representative. An Interim Committee Chair position is an elected position following the rules set forth yearly elections for that office. The Interim Committee Chair’s “Time in Position” is limited to the upcoming December election.

ARTICLE 21. AMENDMENTS OR REWRITE OF THE BY-LAWS

This document outlines the major Troop 657 policies, procedures and guidelines. These By-Laws are consistent with Orange County 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.

Requests for changes to the By-Laws should be submitted to the Troop Committee Chairman. 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 leaders or Troop Committee member 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>
June 2006	New	E. Hartman, G. Smythe
February 20, 2008	Multiple Revisions	D. James
March 29, 2008	Multiple Revisions	D. James
April 17, 2008	Multiple Revisions	T. Bohlen
May 11, 2008	Several Revisions from Troop Committee Meeting	T. Bohlen

END