

# BOY SCOUT TROOP 414 BYLAWS

**Council:** Greater Pittsburgh

**District:** Beaver Valley

**Charter Organization:** Rehoboth Evangelical Lutheran Church

## **Article I. DOCUMENT**

### **Section 1.01 PURPOSE**

- a) The purpose of this document, Boy Scout Troop 414 Bylaws (here in referred to as 'bylaws') is to provide definition, purpose, guidelines, rules and regulations regarding the membership, organization, operation and function of Troop 414.

### **Section 1.02 INTENT**

- b) These bylaws are intended to supplement the Boy Scouts of America (BSA) rules and regulations.
- c) In the event that these bylaws do not address a specific situation/scenario, the bylaws will serve as a guide and the intent of the scout spirit will be followed in all decisions.

## **Article II. MISSION STATEMENT**

### **Section 2.01 MISSION**

- a) The mission of BSA Troop 414 is to prepare male youth in the Economy Borough area to make good, ethical and moral choices over their lifetimes through character development and by instilling in them the values set forth in the Scout Oath and Scout Law.

## **Article III. ORGANIZATION of the TROOP**

### **Section 3.01 TROOP COMMITTEE**

- a) The Troop Committee is comprised of all registered adult leaders of Troop 414 and is responsible for the overall direction and management of the Troop.
- b) The Troop Committee must have a minimum of six members, one of who serves as the Troop Committee Chairperson, to comply with BSA regulations.
- c) It is desirable to have a majority of Troop Committee members present to conduct a meeting; however, a Committee meeting can be conducted with a minimum of 6 members.
- d) Only Troop Committee members are entitled to vote on Troop Committee matters. The registration process must be completed through the local council before voting rights are granted.
- e) The Committee Chairperson has no vote on Troop Committee matters.
- f) All Troop Committee matters must have a majority vote of those Troop Committee members in attendance to pass.
- g) Current recognized Troop Committee positions are as follows:
  - i. Chairman - (see responsibilities listed in next section)
  - ii. Secretary - responsible for meeting minutes and Troop correspondence
  - iii. Treasurer - responsible for maintaining Troop finances

- iv. Advancement - responsible for advancement record keeping
  - v. Outdoors - responsible for all areas regarding outings
  - vi. Ways & Means - responsible for fundraising activities
  - vii. Recycling - responsible for recycling activities
  - viii. Website - responsible for maintenance of the website
  - ix. Bylaws - responsible for the maintenance of the bylaws
- h) The Troop Committee may be reorganized on an as needed basis, based on a recommendation of the Committee Chairperson, and upon approval of a majority vote or whenever Committee position is vacated.
- i) Committee members may volunteer to fill a vacant position and will assume the responsibilities of that position upon approval of a majority vote at the next scheduled Committee meeting.
- j) Committee meetings are open to all non-registered parents/guardians within the Troop and Chartered Organization members as spectators.
- k) The Troop Committee responsibilities include:
- 1. Adheres to and enforces the policies and regulations of the BSA
  - 2. Adheres to and enforces these bylaws
  - 3. Operates the Troop to ensure permanency
  - 4. Recruitment and training of quality leaders
  - 5. Selection of Troop Committee Chairperson, subject to approval of the Charter Representative
  - 6. Assist the Charter Representative in selecting a Scoutmaster
  - 7. Development of community service projects
  - 8. Arrangements for transportation for outings
  - 9. Planning and assistance in fund-raising
  - 10. Providing for special needs and assistance for individual Scouts
  - 11. Serve on boards of review and courts of honor.
  - 12. Maintaining records of Troop finances and advancement
  - 13. Assistance in the charter renewal process
  - 14. Securing tour permits for any activities as required
  - 15. Provide safe and adequate meeting facilities
  - 16. Purchase and maintenance of Troop equipment and supplies
  - 17. Provide positive encouragement to scouts, and ensure that the code of conduct and safety is followed at all Troop events
  - 18. Promotes active involvement and participation in Troop activities by parents to the extent possible
  - 19. Work together in unity as a Troop
- l) A Troop Committee Chairperson, Committee member, Scoutmaster or Assistant Scoutmaster who is not fulfilling their obligations or not abiding by the rules set forth by the Troop Committee or as listed in the Troop bylaws may be asked to resign by majority vote of the Troop Committee at a meeting fully and openly advertised at least 7 days in advance and to which all Committee members have been invited.

**Section 3.02 TROOP COMMITTEE CHAIRPERSON**

- a) The Troop Committee Chairperson is selected by a majority vote of the Troop Committee, subject to the approval of the Charter Representative.
- b) As a Committee member the Troop Committee Chairperson must fulfill the responsibilities listed in the previous section as well as the following additional responsibilities:
  - i. Organizes the Troop Committee to see that all functions are delegated, coordinated, and completed
  - ii. Maintains close communication with the Charter Representative and the Unit Commissioner on appropriate Troop related matters
  - iii. Ensures that adult leaders have training opportunities
  - iv. Interprets national and local council policies to the Troop and ensures these policies are being followed
  - v. Creates and follows an agenda for Troop Committee meetings
  - vi. Works closely with the Scoutmaster to understand the needs of the Troop
  - vii. Calls, presides at and promotes attendance at monthly Troop Committee meetings
  - viii. Ensures Troop representation at District Roundtable meetings
  - ix. Arranges for charter reviews and re-charters the Troop annually.

**Section 3.03 SCOUTMASTER**

- a) The Scoutmaster is selected by the Charter Representative, with recommendation of the Troop Committee.
- b) The Scoutmaster has the following responsibilities:
  1. Adheres to and enforces the policies and regulations of the BSA and these Bylaws
  2. Fosters the concepts and themes of the BSA
  3. Works with adult leadership and parents to provide a superior scouting experience to all members of the Troop
  4. Provides Troop status on activities, events, issues or concerns at the Committee meetings
  5. Recruits Assistant Scoutmasters, subject to Committee approval
  6. Guides Patrol Leaders Council (PLC) in planning the Troop program
  7. Trains and guides youth leaders to run the Troop
  8. Helps Scouts grow through character development and encourages them to learn for themselves
  9. Active participation and attendance for all Troop activities, meetings, and outings (75% or higher)

**Section 3.04 ASSISTANT SCOUTMASTER**

- a) Assistant Scoutmasters are typically assigned to a Patrol and are responsible to the Scoutmaster in the following capacities:
  1. Serves as an advisor and adult resource for the Patrol(s)
  2. Supports the Patrol Leader(s) and Assistant Patrol Leader(s) with advice and counseling
  3. Serves as the 'acting' Scoutmaster in the absence of the Scoutmaster
  4. Assigned to special functions as needed

**Section 3.05 ADULT LEADERSHIP**

- a) The Scoutmaster and Assistant Scoutmasters are required to attend training as their time permits (Scoutmaster Fundamentals, University of Scouting, etc.). The cost of training will be reimbursed by the Troop.
- b) Adult leaders are encouraged to attend training, including Fast Start training and Basic leadership training. The cost of training may be reimbursed, provided sufficient funds are available and subject to approval of a majority vote of the Troop Committee
- c) All adults registered with the Troop are required to be trained in Youth Protection and Risk Zone.
- d) A minimum of two-deep registered adult leadership is required for all Troop activities. Additional registered adults may be required as needed to keep within the BSA ratio regulations.

**Section 3.06 YOUTH MEMBERSHIP (SCOUTS)**

- a) Any boy who has completed 5th grade, or is 11 years old, or who has earned the Arrow of Light Award, but has not reached the age of 18, may apply for membership as a Scout in the Troop.
- b) Troop membership will require the approval of a majority vote of the Troop Committee only in the event of the following:
  1. Troop leadership, facilities, and/or resources are of constrained to the point that new membership would be detrimental to the safe operation of the troop. (In this instance, priority will be given to applicants with siblings in the troop and parishioners of the Charter Organization).
  2. Special circumstances, prior behavioral issues or unethical/criminal behavior as warranted.
- c) Scouts are organized into small working groups known as Patrols and are guided by the youth leaders known as the Patrol Leaders Council (PLC).

**Section 3.07 PATROLS**

- a) The Troop fosters the Patrol Method, in which Scouts function and operate within smaller working groups.
- b) A Patrol is a sub-division of the Troop, which allows the Scouts to organize and operate in a more manageable environment due to its smaller size.
- c) Patrol size and make-up will be determined by the SPL with input from the Scoutmaster and Troop Committee.
- d) Patrol(s) are boy-led by a Patrol Leader, who is assisted by an Assistant Patrol Leader.
- e) Communications to and from Scouts are expected to be through their Patrol Leaders (or Assistant Patrol Leader, in the event a Patrol Leader is unavailable). If neither are available Scouts should contact the Senior Patrol Leader or Assistant Senior Patrol Leader(s).

**Section 3.08 YOUTH LEADERSHIP (PLC)**

- a) The Patrol Leaders Council, or PLC, is a group of scouts that provides the Youth Leadership in the Troop.
- b) Planning and conduct of Troop meetings and activities is the responsibility of the PLC.
- c) The PLC is comprised of the following:

1. Senior Patrol Leader
  2. Assistant Senior Patrol Leader(s)
  3. Troop Quartermaster
  4. Troop Scribe
  5. Patrol Leader(s)
  6. Assistant Patrol Leader(s)
- d) Adult guidance is provided by the Scoutmaster, Assistant Scoutmaster(s) and registered adults.
- e) The PLC plans and organizes Troop activities during the PLC meetings which are held 30 minutes prior to the weekly Troop meetings and monthly on the first Sunday of the month (following Roundtable) at 6pm.
- f) Youth Leadership patches will be provided by the Troop, assuming that sufficient funds are available; otherwise they will be the responsibility of the scouts/parents.

**Section 3.09 SENIOR PATROL LEADER (SPL)**

- a) The SPL has many responsibilities, first and foremost is leadership of the PLC and working with the troop to develop, and implement the scouting program of their design.
- b) The SPL, serves as the Troop's leader at all Troop functions and ensures all scouts in their patrols are working together to achieve program goals.
- c) The SPL serves as a representative of the Troop; an example is the attendance of SPL meetings at summer camp or camporees.
- d) The SPL is expected to make use of his Assistant Senior Patrol Leader(s) (ASPL), by coordinating and delegating assignments to them.
- e) The SPL is responsible to the Scoutmaster and Assistant Scoutmaster(s).
- f) Other SPL duties include:
1. Appointing ASPL(s) with the approval of the Scoutmaster
  2. Ensures the Troop is prepared to take part in all Troop activities
  3. Show and help develop Troop spirit
  4. Work with other Troop leaders to make the Troop run well
  5. Know what patrol members and other leaders can do
  6. Set a good example
  7. Wear the Scout uniform correctly
  8. Live by the Scout Oath and Law
  9. Initiates communication (phone/email) to scouts and responds back to the Scoutmaster when all scouts have been contacted.

**Section 3.10 ASSISTANT SENIOR PATROL LEADER (ASPL)**

- a) Assists SPL in running the troop and acts as SPL in the absence or at the request of the SPL. The ASPL is responsible to the Senior Patrol Leader.
- b) ASPL duties include:
1. Performs tasks assigned by the SPL
  2. Acts as SPL in the absence of the SPL
  3. Actively help make sure the troop is prepared to take part in all troop activities
  4. Show and help develop troop spirit
  5. Work with other troop leaders to make the troop run well
  6. Coordinates with Quartermaster, Scribe, Historian, Librarian, and Chaplain's Aide as needed

7. Know or learns what patrol members and other leaders can do
8. Set a good example
9. Wear the Scout uniform correctly
10. Live by the Scout Oath and Law
11. Show and help develop scout spirit
12. Assists with communication (phone/email) to scouts and responds back to the SPL when all scouts have been contacted.

**Section 3.11 TROOP QUARTERMASTER**

- a) Works with Adult Quartermaster or Scoutmaster to supervise the purchase, maintenance, replacement and issuing of Troop equipment.
- b) Responsible for instructing Scouts in the proper use of equipment and maintaining inventory of Troop equipment and trailer.
- c) The Quartermaster is responsible to the SPL/ASPL(s) and Scoutmaster.
- d) Quartermaster duties include:
  1. Acts as SPL/ASPL in the absence of the SPL or ASPL
  2. Keep a record of troop equipment
  3. Keep equipment in good repair and report needed repairs
  4. Keep equipment storage area neat and clean
  5. Issue equipment and see that it is returned in good order
  6. Suggest new or replacement items
  7. Work with Adult Quartermaster or Scoutmaster
  8. Set a good example
  9. Wear the Scout uniform correctly
  10. Live by the Scout Oath and Law
  11. Show and help develop Scout spirit

**Section 3.12 TROOP SCRIBE**

- a) Documents actions and decisions made in the Patrol Leaders Council.
- b) The Scribe is responsible to the SPL/ASPL, and webmaster; additionally works with the troop committee members.
- c) Scribe duties include:
  1. Keeps minutes of the PLC/Troop meetings and writes thank you letters.
  2. Record attendance
  3. Assist advancement in troop records and on Troop/Team Advancement chart
  4. Work with appropriate troop committee members responsible for records and advancement
  5. Work with the Troop Webmaster keeping the troop website up to date and accurate
  6. Set a good example
  7. Wear the Scout uniform correctly
  8. Live by the Scout Oath and Law
  9. Show and help develop Scout spirit

**Section 3.13 TROOP HISTORIAN**

- a) Documents troop activities by keeping a troop activity log and a troop community service log.
- b) The Historian is responsible to the SPL/ASPL
- c) Historian duties include:

1. Records the history of the Troop activities and maintains the
2. Troop scrapbook/photo albums
3. Gather pictures and facts about past activities of the troop and keep them in scrapbooks
4. Take care of troop keepsakes and information files
5. Keep information about troop alumni
6. Coordinates with the Troop Webmaster to post Troop historical information to the web site
7. Set a good example
8. Wear the Scout uniform correctly
9. Live by the Scout Oath and Law
10. Show and help develop Scout spirit

**Section 3.14 TROOP LIBRARIAN**

- a) Maintains and issues books and merit badge pamphlets from the Troop library. Suggests new books to purchase and add to the Troop Library.
- b) The Librarian is responsible to the SPL/ASPL.
- c) Librarian duties include:
  - a) Establish and maintain a troop library
  - b) Keep records on literature owned by the troop
  - c) Add new or replacement items as needed
  - d) Have literature available for borrowing at troop meetings
  - e) Follow up on late returns
  - f) Set a good example
  - g) Wear the Scout uniform correctly
  - h) Live by the Scout Oath and Law
  - i) Show and help develop Scout spirit

**Section 3.15 CHAPLAIN'S AIDE**

- a) Assist the troop chaplain or religious coordinator in meeting the religious needs of troop members.
- b) The Chaplain's Aide is responsible to the SPL/ASPL and works with the Troop Chaplain.
- c) Chaplain's Aide duties include:
  - 1) Keep troop leaders apprised of religious holidays when planning activities
  - 2) Plan and present prayer for all meetings and activities
  - 3) Encourage saying grace at meals while camping or on activities
  - 4) Lead "Scouts Own" services on campouts
  - 5) Tell troop members about the religious emblems program for their faith
  - 6) Set a good example
  - 7) Wear the Scout uniform correctly
  - 8) Live by the Scout Oath and Law
  - 9) Show and help develop Scout spirit

**Section 3.16 ORDER OF ARROWREPRESENTATIVE (OA)**

- a) Represent the troop at OA functions and troop activities.
- b) OA Rep duties include:
  - 1) Attend OA monthly meetings at roundtable
  - 2) Report OA events and news to troop

- 3) Participate in OA functions at scout activities
- 4) Recruit new and existing members to take an active part in OA functions

**Section 3.17 PATROL LEADER (PL)**

- a) The Patrol Leader coordinates the patrol's activities; with a primary focus on communicating with members of his patrol.
- b) The Patrol Leader is responsible to the SPL/ASPL.
- c) Patrol Leader duties include:
  - 1) Patrol Leader appoints an Assistant Patrol Leader
  - 2) Patrol Leader will read and be familiar with the information contained in the Patrol Leader's Handbook
  - 3) Help Assistant Patrol Leader develop leadership skill by delegating appropriate leadership duties
  - 4) Plan and lead patrol meetings and activities
  - 5) Responsible for menu prep and purchases needed for activities and outings
  - 6) Keep patrol members informed
  - 7) Assign each patrol member a task and help them succeed
  - 8) Represent the patrol at all patrol leader's council meetings
  - 9) Prepare the patrol to take part in all troop activities
  - 10) Show and help develop patrol spirit
  - 11) Work with other troop leaders to make the troop run well
  - 12) Know what patrol members and other leaders can do
  - 13) Set a good example
  - 14) Wear the Scout uniform correctly
  - 15) Live by the Scout Oath and Law
  - 16) Show and help develop Scout spirit
  - 17) Initiate phone/email communication to patrol and responding back to SPL/ASPL when all patrol members have been contacted
- d) A scout should be at least First Class before considering being a Patrol Leader having already served as an Assistant Patrol Leader, so he has had the opportunity to attend the Patrol Leaders Council. Exceptions to this rule must have the approval or the Scoutmaster.

**Section 3.18 ASSISTANT PATROL LEADER (APL)**

- a) The Assistant Patrol Leader's job is to assist the Patrol Leader as needed, filling in for the Patrol Leader in his absence.
- b) The Assistant Patrol Leader is responsible to the Patrol Leader.
- c) Assistant Patrol Leader duties include:
  - 1) Plan and lead patrol meetings and activities
  - 2) Keep patrol members informed
  - 3) Prepare patrol to take part in all troop activities
  - 4) Assist with preparation of patrol menu and purchases needed for patrol activities
  - 5) Lead the patrol in the patrol leader's absence
  - 6) Represent the patrol at all patrol leader's council meetings in the patrol leaders absence
  - 7) Show and help develop patrol spirit
  - 8) Work with other troop leaders to make the troop run well

- 9) Set a good example
  - 10) Wear the Scout uniform correctly
  - 11) Live by the Scout Oath and Law
  - 12) Show and help develop Scout spirit
  - 13) Assists with phone/email communication to patrol and responding back to PL when all patrol members have been contacted
- d) A scout should be at least Second Class scout or have been in the troop at least a year before accepting the position of Assistant Patrol Leader.

#### **Article IV. TROOP OPERATION**

##### **Section 4.01 PROGRAM**

- a) The Troop delivers the scouting program thru activities at regularly scheduled troop meetings, and various outdoor activities including weekend camping, weekly summer camps, and an annual spring trip.
- b) Additional high adventure outings are available for older scouts who have reached the age of 14.
- c) Teaching, training and encouraging boys to be leaders is the core of Scouting. Scouts learn by doing, and what they do in the Troop is lead their patrols and their troop.
- d) Scouts will also learn skills of interest by earning merit badges, some of which are required and others of which are elective in order to advance thru the program.

##### **Section 4.02 PLANNING**

- a) Planning for the upcoming year is held annually, typically in August.
- b) All scouts are invited to attend and participate in planning the activities and events for the upcoming year.

##### **Section 4.03 UNIFORMS**

- a) Scouts are expected to wear a clean, neat and properly configured Scout uniform as outlined below.
- b) The Troop 414 Field Uniform, also known as Class A, shall consist of the following:
  1. Official BSA khaki shirt (long or short sleeved)
  2. BSA insignia, including:
    - a. US Flag
    - b. World Crest
    - c. Greater Pittsburgh Council Patch
    - d. Troop 414 Patch or 414 Unit Numbers
    - e. Current Rank Patch
    - f. BSA Epaulets
  3. BSA bolo tie
  4. Troop approved 414 hat.
  5. Scouts are urged, but not required, to obtain the following regulation BSA apparel:
    - a. BSA pants or BSA shorts
    - b. BSA socks
    - c. BSA belt

6. Clean blue jeans in good condition may also be worn. Torn or baggy jeans that are worn off the hips are not considered appropriate.
7. Generic olive drab pants may be substituted for the official BSA pants.
8. OA Scouts should wear their OA sash only for sanctioned OA events.
9. Leaders may wear Wood Badge insignia as appropriate.
- c) Field uniforms (Class A) are to be worn at all troop meetings and other scout functions unless otherwise specified.
- d) The Troop 414 Activity Uniform, also known as a Class B, shall consist of the following:
  1. Official BSA tee shirt or Troop 414 T shirt
  2. BSA theme shirts, i.e. Spring Trip or Summer Camp
  3. Clean blue jeans
  4. Approved Troop 414 hat
- e) Activity Uniforms may be worn to meetings following weekend activities where Field Uniforms were worn. Scouts not attending weekend activities are still required to wear Field Uniforms.
- f) Scouts are permitted to wear the Boy Scout uniform upon registration with the Troop.
- g) Parents are responsible for the purchase of uniforms.
- h) No open toed shoes of any kind may be worn to Troop meetings
- i) Boots are recommended for all hikes and other outdoor activities, camporees, and summer camp.
- j) At summer camp, open toed sandals, flip-flops, shower thongs; etc. will be permitted in the shower or waterfront areas only.

#### **Section 4.04 MEETINGS**

- a) Troop meetings are held weekly during the school year on Monday evening's beginning at 7:00pm for an hour and a half.
- b) Meetings will not be scheduled on days where there is no school or school is canceled, based on the Ambridge school district calendar.

#### **Section 4.05 RANK ADVANCEMENT**

- a) Scouts will hold a rank based on their achievements in the program as prescribed by the BSA and outlined in the Scout Handbook.
- b) The ranks in ascending order are as follows:
  1. Tenderfoot
  2. Second class
  3. First class
  4. Star
  5. Life
  6. Eagle
- c) Provided the BSA Joining Requirements have been met, most boys, upon joining the troop, will hold the title of Scout. These include the following:
  1. Cub scouts crossing over into the Troop
  2. New members that have no prior scouting experience
- d) Scouts who transfer into the Troop from another unit will hold the rank as documented from their transferring council.

- e) Scouts are eligible for Rank Advancement when they have successfully completed the requirements for that rank as outlined in the Scout Handbook and upon a recommendation of the Board of Review.
- f) Rank Advancement patches will be provided by the Troop, assuming that sufficient funds are available; otherwise they will be the responsibility of the scouts/parents.

#### **Section 4.06           BOARDS OF REVIEW**

- a) The Troop will follow all of the guidelines set by the BSA with regards to the requirements needed for a scout to be advanced to the rank they are requesting.
- b) Scouts appearing before a Board of Review, must bring their BSA Scout handbook and must be in full Class A uniform as outlined in Section 4.03.
  - 1. BSA approved Class A shirt with the following patches attached:
- c) If a scout is not properly prepared with the items listed above, the review will not take place and will need to be rescheduled.
- d) Adult leaders sitting on a Board of Review must adhere to the following requirements:
  - 1. Must be an active registered leader with Troop 414
  - 2. Must be in Class A uniform
- e) The advancement chair, or adult chairing the review if the advancement chair is not available, must have all of the paperwork needed to file for the rank advancement and the paperwork should be filed, as required, in a timely fashion for the scout.

#### **Section 4.07           FUNDRAISING**

- a) Scouts are expected to assist with the following Troop fundraising events:
  - 1. Spaghetti dinners (held on Election Days)
  - 2. Recycling
  - 3. Additional fundraising events that benefit the operation of the Troop
- b) Scouts unable to attend recycling when scheduled are expected to coordinate another Scout to attend in their place.
- c) Fundraising events may be scheduled on an as-needed basis. These funds will go towards the Troop's general fund for operational costs or other items as deemed necessary by the Troop Committee.
- d) Scouts will also have the opportunity to participate in fundraising events that will directly benefit the scout by having a portion of the funds available for use by the scout for BSA related events and equipment.
- e) Monies collected during fund-raisers are the responsibility of the Scouts' parents. Such monies are to be turned in promptly to the applicable Patrol Leader, Ways and Means chair or the Troop Treasurer.
- f) Failure to remit any fundraiser monies to the Troop by the specified deadline shall result in one oral request by the Treasurer.
- g) The Scout will not be permitted to attend any Troop functions other than Troop meetings until the fundraising monies have been remitted to the Troop.
- h) Failure to respond to any oral request for fundraising monies within fifteen (15) days shall result in a written request by certified letter. Such certified letter shall state that failure to remit such monies or make a satisfactory schedule of payments shall result in legal action by the Troop to collect it.

- i) A recipient of a certified letter requesting funds due the Troop shall have a fifteen (15) day period from the date of the letter to respond to the same.
- j) Failure to respond to such a request shall result in legal action to collect the funds due the Troop.

#### **Section 4.08 FINANCES**

- a) The Troop Committee will determine the amount for dues and registration, each year.
- b) Dues and registration may be paid by the Troop, as finances permit, as determined by the Committee.
- c) In those years when Scouts and Adult Leaders are responsible for paying dues and registration, such amounts shall be paid to the Treasurer by the first Troop meeting in October or by a deadline determined by the Troop Committee.
- d) Scouts who commit to events with fees are responsible to pay those fees, unless the adult leadership associated with the activity can cancel the Scout's participation early enough to avoid a financial burden to the Troop.
- e) If the Committee determines that the Troop finances are sufficiently sound, the Committee may, at its discretion, authorize the use of Troop funds to pay for the cost of attending summer camp for Adult Leaders. Eligible adult leaders are those who will be in attendance at summer camp for at least three days and who have been active leaders.
- f) Adult Leaders will be considered as 'active' if they are a registered member of the Troop and provide substantial value to the organization and operation of the Troop, as deemed by the Troop Committee.
- g) In cases where there are multiple adult leaders from the same household, the active requirement for one leader will be satisfied through the combined participation of all leaders from that household. More than one leader from the same household may qualify for Troop sponsorship of the cost of summer camp if they individually satisfy the requirements stated above.
- h) The Troop Treasurer shall maintain appropriate records of the Troop's funds, revenues and expenses.
- i) The Treasurer shall reconcile the Troop's financial accounts monthly and shall make monthly reports to the Troop Committee.
- j) Special purpose funds, shall be maintained in the Troop's checking account or savings account, as determined by the Troop Committee.
- k) Fundraising monies earmarked for an individual scout's use will be maintained by the Troop treasurer and will revert back to the Troop's general fund should the scout leave the Troop. The only exception is if the scout transfers to another Troop; the funds will be transferred to that Troop, upon written request to the Troop Treasurer to have the funds transferred.
- l) Junior Leader Training (JLT/Twin Arrow) may be funded at the rate of \$100.00 for the week of training, as determined by the Troop Committee.
- m) Fees for Scout Training that will enhance leadership in the development of the Scout may be paid by the Troop up to the cost of \$15 per session, as determined by the Troop Committee.
- n) Based on a Scout's individual needs, special requests for financial aid can be honored based on a Troop Committee motion and vote for approval.

- o) Signature card(s) for the Troop's accounts will be updated annually in September by the Troop Treasurer.

#### **Section 4.09            RULES & REGULATIONS**

- a) A Scout will be considered 'active' in his unit if:
  - 1. The Scout is registered in his unit (registration fees are current)
  - 2. The Scout has not been dismissed from his unit for disciplinary reasons
  - 3. The Scout is engaged by his unit leadership on a regular basis (informed of unit activities through Scoutmaster Conference, email or personal contact, etc.)
  - 4. The Scout is in communication with the unit leader on a quarterly basis
- b) The Troop may not modify the definition of "active"; this is a BSA national standard.
- c) If the Scout does not initiate communication, the unit leader is to contact the Scout and ask if the youth wishes to remain in Scouting. If the answer is negative, then the unit leader should no longer communicate with the Scout. If the answer is affirmative, the unit leader should provide the unit calendar. After six months of nonparticipation, the unit leader may cease to contact with the youth and drop the Scout from the unit at re-charter time.
- d) The Scout may return to the unit at any time while on the unit charter. Any time a Scout is dropped from a charter, the youth may re-apply to a unit for readmission; the acceptance of the application is at the discretion of the Troop Committee. The youth would be reinstated at the rank and level that can be documented by either the Scout or the Troop subsequent to confirmation by Greater Pittsburgh Council.
- e) Scouts are expected to attend Courts of Honor, Scout Sunday, and all Troop required functions.
- f) Scouts that cannot attend a Troop function are expected to notify the Scoutmaster or Committee Chairperson.
- g) Scouts are expected to set a good example for others by following the Scout Law and Scout Oath.
- h) Scouts are required to be current on Troop financial obligations.
- i) Scouts not in good standing cannot advance in rank or participate in outings or activities without approval from the Scoutmaster.
- j) Scouts attending meetings are required to stay in the meeting area unless authorized by adult leadership to go elsewhere in the building.
- k) Scouts are expected to maintain a notebook for scouting related material (notes, projects, merit badges etc.).
- l) Issues/concerns regarding Troop matters may be addressed to the Scoutmaster, Assistant Scoutmaster(s), or any Troop Committee member and will be addressed in a timely manner. If the issue/concern is with the Scoutmaster or Committee Chairperson, the matter should be addressed to the Charter Organization Representative. For the protection of the person(s) involved, open discussion of the matter at hand should be refrained from until the matter has been addressed. At no time is it acceptable for Scouts to witness confrontations between adults or hear discussions about other Scouts, leaders or parents.

#### **Section 4.10            CODE OF CONDUCT / BEHAVIOR**



- ii. Upon verification, the Scout and his parent(s)/guardian(s) are to be reminded of the expectations of the Boy Scouts of America, this Code of Conduct, and the Scout's desire to remain with Troop is to be verified.
  - iii. Reach an agreement with the Scout and his parent(s)/guardian(s), such that further misconduct on part of the Scout will lead to further disciplinary action, up to and including a request that the Scout leaves Troop.
2. The Scoutmaster and/or the Committee Chairman will document the incident, detailing the infraction, pertinent dates, a brief summary of the resolution, and the acknowledgement that further misconduct will lead to potential dismissal from Troop. This document is to be signed and dated by all participants and duplicated before adjourning. The original document will be kept by the Troop, and the duplicate will be given to the Scout's parent(s)/guardian(s).
3. The incident documentation will be reviewed by the Troop Committee at the next scheduled monthly meeting and recorded as part of the meeting minutes.

Third Offense:

1. The Scoutmaster and the Committee Chairman (or designee) will:
    - i. Meet with the Scout and at least one of the Scout's parent(s)/guardian(s) immediately (or as soon as practical) to discuss and verify the infraction.
    - ii. Upon verification, conduct a special Committee meeting to formally decide if the Scout will be requested to leave the Troop and return all Troop materials/equipment in his possession based on a majority vote of the Troop Committee at a meeting fully and openly advertised at least 7 days in advance and to which all Committee members have been invited.
    - iii. Assist the Scout and his parent(s)/guardian(s) in locating another Troop if requested.
  2. The Scoutmaster and/or the Committee Chairman will document the incident, detailing the infraction, pertinent dates, and a summary of the Committee's recommendation. This document is to be signed and dated by all participants and duplicated before adjourning. The original document will be kept by the Troop, and the duplicate will be given to the Scout's parent(s)/guardian(s).
  3. The incident documentation will be reviewed by the Troop Committee at the next scheduled monthly meeting and recorded as part of the meeting minutes.
- d) If the incident is of such an egregious nature that either another Scout, Adult, or the operation of the Troop is determined to be in jeopardy, the Committee can at its discretion, decide to handle the incident as prescribed under the Third Offense.

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## Troop 414 Bylaws

### Sign-off Sheet

Scouts along with their Parent/Guardian are annually required to acknowledge, that they have received a copy of Troop 414 Bylaws, and that they agree to abide by the Troop 414 Bylaws in addition to all rules, regulations, policies and procedures issued by the Boy Scouts of America.

Every Scout must return a signed acknowledgement form to the Bylaws Chairperson, in order to participate in Troop events.

Please acknowledge your receipt of the Bylaws and your agreement to abide by the Bylaws and all BSA rules, regulations, policies and procedures by signing in the spaces provided below and returning this page to the Bylaws Chairperson.

The Troop’s Bylaws do not contain or detail every Troop 414 and BSA policy and procedure. The Troop Committee reserves the right to interpret, change and make exceptions to the Bylaws, Troop policies and Troop procedures at any time.

The Troop Bylaws and this acknowledgement form can be found on the Troop’s website. Complete BSA rules, regulations, policies and procedures can be found in numerous BSA publications, including the Scout Handbook.

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**We have received a copy of the Troop 414 Bylaws and agree to adhere and abide by its content and all BSA rules, regulations, policies and procedures.**

Scout’s Name: (print) \_\_\_\_\_

Scout’s Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian’s Name: (print) \_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_ Date \_\_\_\_\_