



# TROOP 414



## Economy Boro

### Rehoboth Evangelical Lutheran Church – Charter Organization

## BY – LAWS

Amended August 2008

#### COMMITTEE

1. The Troop Committee is comprised of adult leaders and is responsible for the overall direction and management of the Troop. The Committee must have a minimum of six members, one of who serves as the chairman, to comply with Boy Scouts of America ("BSA") regulations. The Committee will be reorganized as needed whenever Committee members vacate Committee positions. Current recognized Committee positions (but are not limited to) are as follows:

- Chairman
- Secretary
- Ways and Means
- Outdoors
- Treasurer
- Recycling
- Advancement
- Website
- By-Laws

In addition, all adult leaders currently registered with the Troop shall have voting rights on Committee matters. Although not Committee positions, the Scoutmaster and Senior Patrol Leader are given an opportunity to address the Committee on current and future Troop activities and other Troop matters.

2. Committee sub-members shall consist of parents or guardians of boys in the Troop and chartered organization members who are interested in the youth program but who are not currently registered with the Troop. Although not members of the Committee, sub-Committee members may be called upon to address the Committee on special activities.

## **COMMITTEE (Continued)**

3. Responsibilities of the Committee positions include:

- Selection of quality leaders
- Development of community service projects
- Arrangements for transportation for outing(s)
- Planning and assistance in fund-raising
- Providing for special needs and assistance for individual [Scouts](#)
- Serve on boards of review and courts of honor.
- Maintaining records of Troop finances and advancement
- Assistance in the charter renewal process
- Securing tour permits for any activities as required

4. It is desirable to have a majority of Committee members present to conduct a meeting; however, a Committee meeting can be conducted with a minimum of six (6) members.

5. A Treasurer's report shall be given at each Committee meeting. Such report shall consist at a minimum of balance of the Troop treasury, expenses incurred and paid since the previous meeting and the balance in the Troop's account at Greater Pittsburgh Council.

6. All Committee matters must have a majority vote of those Committee members in attendance to pass.

7. Only those adults who are Committee members with the Troop are entitled to vote on Committee matters. The Committee Chair has no vote on Committee matters.

8. A copy of the Troop BY-LAWS will be available to parents of all Scouts in the Troop. Each Scout and parent will receive a copy of the by-laws; new Scouts will receive a copy at crossover in March or transfer into the Troop.

9. The Committee selects the Scoutmaster for approval by the Charter Organization.

10. The Scoutmaster is responsible for selection of the Assistant Scoutmaster(s).

11. Committee meetings are open to all parents/guardians within the Troop as spectators. Those wishing to be on the Committee are encouraged to volunteer for a sub-Committee position and learn the workings of the Troop and Committee.

## TROOP

1. The time and place of Committee and Troop meetings will be determined and announced by the Committee.
2. All awards or rank and merit badges will be presented at Court of Honor ceremonies, unless the Scout requires an earlier advancement due to circumstances such as rank required for training attendance, etc. In these instances, the rank advancement will be presented at a Troop meeting. The Troop will attempt to have Two (2) Court of Honors each year.
3. No Scout shall receive awards of rank or merit badges or participate in Troop outings if his dues or registration fees are four (4) months or more in arrears.
4. The Troop shall be financially responsible for awards of rank, service stars, merit badges, etc. when earned by the Scout.
5. New members of the Troop shall pay the initial registration fee, Boys Life and insurance fees, unless waived by the Committee. Annual re-registration will be paid by the Troop. Based upon the finances of the Troop and approved by the Committee, annual registration, Boys life and insurance may be paid by the Troop
6. All Troop functions are required to have a minimum of two (2) registered adults in attendance. Additional registered adults may be required as needed to keep with the BSA ratio regulations.
7. Permission slips required for Scouts attending any Troop outings will be turned into the Outdoors Committee Chair or their designee for the outing
8. Clean up after Troop meetings will be assigned to patrols on a rotating basis.
9. Leaders will notify the Scoutmaster of any discipline problems within the Troop. The disciplinary policy is described in the parents and Scouts section of these by-laws.
10. Patrols shall be organized as determined by the Scoutmaster, using the following guidelines:
  - Patrols shall be permanent whenever possible.
  - Each patrol shall have a prorata representation of older Scouts.
  - Leadership positions in patrols shall be held for at least six (6) months.
  - Vacancies in patrols shall be filled promptly.
  - Patrols shall hold annual elections of leaders.
  - Scouts shall remain in the patrol they have been assigned to for at least a year.

## PATROLS

1. Patrol size is to be determined by the Committee with input from the Scoutmaster and Senior Patrol Leader ("SPL").
2. It is the responsibility of each Scout to notify their patrol leader if the Scout is unable to attend Troop meetings or other activities. It is the responsibility of each patrol leader to notify the SPL of such absences, and it is the SPL's responsibility to notify the responsible adult leadership for the activity of such absences.
3. No prospective Scout should attend more than four (4) Troop meetings without becoming registered with the Troop.
4. The SPL shall verify merit badges and rank advancements earned by the Scouts with the Advancement Chair two (2) weeks before a Court of Honor ceremony.
5. All attendance and dues or other monies shall be taken and collected within each patrol by the Patrol Leader or Assistant Patrol Leader and submitted to the Treasurer in the envelope provided.
6. The buddy system will be observed during all Troop outings.
7. Individual patrol tours or outings require Committee approval. Going outside of the local community requires a tour permit. A minimum of two (2) registered leaders (more if required by the BSA ratio) must attend such outings.
8. Recycling is a **required** Scout activity and demonstrates Scout spirit. Troop 414 performs required recycling for Economy Boro. This activity is performed as a rotating patrol activity. Each Scout is required to participate in recycling when scheduled, or to obtain another Scout to attend recycling in his place.
9. Patrol leaders are responsible for the communication chain within their patrol. This will include at a minimum, telephone communications to any patrol members who misses a patrol or Troop meeting, **or recycling**.

## **FINANCES**

1. The Committee will determine each year the amount of dues and whether or not the Troop will pay for dues. Dues and registration will be paid by the Troop as finances permit, as determined by the Committee. In those years when Scouts and leaders are responsible for paying dues and registration, such amounts shall be paid to the Treasurer by the first Troop meeting in October.
2. 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 or the Troop Treasurer.
3. Failure to remit fundraiser monies to the Troop by the specified deadline shall result in one oral request by the Treasurer. 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.
4. 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.
5. 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.
6. Failure to respond to such a request shall result in legal action to collect the funds due the Troop.
7. 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.
8. 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 in at least 75% of Troop activities during the preceding June to May time period. In cases where there are multiple adult leaders from the same household, the 75% 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.
9. The Troop Treasurer shall maintain appropriate records of the Troop's funds, revenues and expenses. The Treasurer shall reconcile the Troop's financial accounts monthly and shall make monthly reports to the Committee. Funds for special purposes, such as Philmont, SeaBase, and the trailer fund, shall be maintained in the Troop's checking account or savings account, as determined by the Committee. Every September the Treasurer shall update the signature card(s) for the Troop's accounts.

## **PARENTS AND SCOUTS**

1. Scouts are permitted to wear the Boy Scout uniform upon registration with the Troop.
2. The required Troop 414 Field Uniform (formally known as Class A) shall consist of an official BSA khaki shirt (long or short sleeved), appropriate insignia, bolo tie, socks and the red Troop 414 hat. Scouts are urged, but not required, to obtain regulation BSA long or short pants, BSA socks and BSA belt. Clean blue jeans in good condition may also be worn. A Scout may also substitute generic olive drab pants for the official BSA pants. Blue jeans are considered as part of the Field Uniform when they are appropriate. Torn or baggy jeans that are worn off the hips are not considered appropriate. Order of the Arrow insignia may also be worn as appropriate and is encouraged. Leaders may wear Wood Badge insignia as appropriate.
3. Field (Class A) uniforms are to be worn at all troop meetings and other scout functions unless otherwise specified.
4. The required Troop 414 Activity Uniform (formally known as Class B) shall consist of a clean official BSA tee shirt or the Troop 414 red T shirt, BSA theme shirts, such as from Heritage Reservation, or a tee shirt from an approved Troop activity, such as Spring Trip or Ohio River Sweep, clean blue jeans, and the red Troop 414 hat.
5. 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.
6. Parents are responsible for the purchase of uniforms.
7. Shoes (not sandals) of any kind may be worn to Troop meetings. Boots are recommended for all hikes and other outdoor activities, camporees, and summer camp. At summer camp, tennis shoes may be worn only when going to and from waterfront activities, and within home camp perimeters. Open toed sandals, shower thongs, Flip flops, etc. are to be worn in the shower or waterfront areas only.
8. Problems or complaints regarding Troop matters may be submitted to the Scoutmaster, assistant Scoutmasters, or any Committee member, as parents deem necessary.

## **PARENTS AND SCOUTS (Continued)**

9. Scouts are expected to exhibit appropriate behavior at all times (obey the Scout Law). Troop policy at any activity will not tolerate hitting, pushing, flicking of hats, etc. or degrading comments regarding another Scout. Hitting of a Scout will result in immediate expulsion from the Troop activity and require a meeting of the Scout and his parents with members of the Committee that are deemed appropriate by the Committee Chair and the Scoutmaster prior to consideration of the Scout being readmitted to Troop activities. The second offense for hitting will invoke immediate expulsion from the Troop. Hitting will not be tolerated. For offenses other than hitting, the first offense will result in discussion of the inappropriate behavior with at least two leaders (one being the Scoutmaster if available) with the Scout immediately following the offense or as soon as practical. The second offense will result in the Scout leaving the meeting or Troop activity for the duration of the activity and require a meeting between the Scout and appropriate members of the Committee as chosen by the Committee Chair and Scoutmaster. The third offense will result in expulsion from the Troop.

10. Registration / Training fees for Scout Training (Junior Leader Outdoor Training, University of Scouting, etc.) that will enhance leadership in the development of the Scout, will be paid by the Troop up to the cost of \$15 per session. Junior Leader Training (JLT) or Twin Arrow is the exception to this rule. JLT (Twin Arrow) will be funded at the rate of \$50 for the week of training. Based on a Scout's individual needs, special requests for financial aid can be honored based on a Committee motion and vote for approval.

11. Recycling is a required Scout activity of Scout spirit. Scout participation is required by his presence at recycling when scheduled or obtaining another Scout to attend recycling in his place.

12. All Scouts attending meetings will be required to stay in the meeting area unless authorized by leadership to go elsewhere in the building.

13. Each Scout should maintain a notebook for scouting related material (notes, projects, merit badges etc.).

14. In order to progress in ranks through the Boy Scouts of America, each Scout is required to fulfill a leadership position in the Troop. In this leadership position, each Scout is expected to fulfill the duties and responsibilities of the position as required for advancement.

## **LEADERSHIP**

1. 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.
2. Other adults helping with the Troop are encouraged to attend training, including Fast Start training and Basic leadership training.
3. All adults registered with the Troop are required to be trained in youth protection and risk zone.
4. A minimum of two-deep registered adult leadership is required for all Troop activities.