

Troop 767 Bylaws

The purpose of these Bylaws is to provide guidance to the Senior Patrol Leader, Scout Leadership, and the Scoutmaster on the proper operation of Troop 767 activities. The Scoutmaster is responsible and has the authority to enforce these policies and encourage compliance by using the tried and true advice available in BSA publications. In addition to these Bylaws, *The Boy Scout Handbook*, the *Scoutmaster Handbook*, and the *Guide to Safe Scouting* will guide Troop 767.

1. REGISTRATION REQUIREMENTS

- a. All applicants must meet the "Joining Requirements" as outlined on the official Boy Scouts of America Youth Application.
- b. All applications must be accompanied by the appropriate fees, which include registration fees and troop dues. If a subscription to *Boys Life* magazine is desired, then the subscription cost must be included when the application is submitted. (The subscription is recommended but not required, and will be included unless it is requested not to receive it)
- c. A parent or legal guardian ("parent") must accompany each applicant at the time of registration.
- d. Each Scout is required to pay dues for twelve months each year, whether he is active in the troop or not. The Troop Committee will consider requests for reimbursement for Scouts who are required to move and are transferring to another Troop.
 - i. Webelos crossing over will not have to pay dues for that calendar year.
- e. The Troop will pay the registration fees for parents volunteering to participate as registered adult leaders.

2. PARENT PARTICIPATION

- a. A fair and equitable share of assistance is expected from each parent and guardian. On a rotating basis, parents will be encouraged to furnish transportation to and from campouts and participate in Troop activities.
- b. Parents are expected to attend tri-annual Courts of Honor.
- c. Parents are encouraged to attend and assist with Troop meetings and activities, including campouts and service projects.
- d. Parents are encouraged to participate as adult leaders and are welcome at Troop committee meetings. Only registered Committee members may vote on issues before the Committee.

3. UNIFORMS – The official BSA terms are field uniform (Class A) and activity uniform (Class B).

- a. The "Class A" uniform consists of the scout shirt, and troop neckerchief and slide.
 - i. Optional hat, trousers, belt, and other accessories are encouraged.
- b. The "Class B" uniform consists of a BSA-related T-shirt.
- c. All Scouts are strongly encouraged to wear the official Class A or Class B uniform at Troop meetings and activities. The Scoutmaster may designate other clothes for Troop activities when it is deemed appropriate.
 - i. When other activities interfere, out-of-uniform attendance is preferred if the alternative is not to attend.

- d. The Class A uniform shall be worn for all advancement conferences, boards of review, and courts of honor.
- e. Class A uniform should be brought on all camping trips to wear for flag ceremonies.

4. MEETINGS, ACTIVITIES AND PARTICIPATION

- a. Troop meetings will be held weekly at a time and place to be determined by the Troop Committee. The Scoutmaster may designate a different meeting night to accommodate special circumstances.
- b. All Scouts registered with the Troop are expected to participate in the annual popcorn fundraising activity, which is the primary fundraising activity to support troop activities and operations.
 - i. Additional fundraising activities are optional, and typically designed to help scouts bolster their personal scout accounts.
- c. Each Scout is encouraged to have a Scout Handbook, notebook and pen or pencil at all Troop meetings and activities unless instructed otherwise.
- d. Scouts who make commitments to participate in Troop activities must faithfully keep all such commitments. Failure to keep commitments without valid excuse shows poor Scout Spirit and may result in a Scout not being able to advance in rank or maintain his leadership position.

5. DISCIPLINE

- a. The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout Motto, and the Scout Slogan. As such, Leaders of Troop 767 will not tolerate and will report incidents of the use of foul or obscene language, unruly or disruptive behavior, harassment, name-calling, or fighting at Troop meetings or activities to the Scoutmaster.
- b. The Scoutmaster (or adult in charge of an activity) has the authority to discipline a scout, including either temporary or permanent suspension, for conduct inconsistent with Scouting ideals (i.e. cursing, harassment, disrespect to leadership, dangerous behavior that involves the health, safety, and welfare of other scouts, or any Scouting policy that is not followed by the Scout).
- c. The Scoutmaster, an Adult Leader, or a disciplined Scout may request a Special Board of Review from the Troop Committee. The Special Board of Review will endeavor to learn all the facts related to a case through interviews with participants and witnesses. If the Board determines that the Scout is deserving of disciplinary action, a corrective action plan, suspension, or expulsion from the Troop may result.

6. TROOP ELECTIONS AND LEADERSHIP

- a. Troop and patrol elections will be conducted each April and October.
- b. A new Senior Patrol Leader (SPL) will be elected every six months.
 - i. Assistant Senior Patrol Leaders (ASPL) are appointed by the new SPL
- c. The SPL is elected from current and former Patrol Leaders (PL) only. This will allow continuity within the Patrol Leaders Council (PLC).
- d. Each scout leader must attend the majority of troop meetings and the majority of troop outings during his leadership time to qualify for his leadership rank requirement. With advance Scoutmaster approval, other BSA-sponsored outings may count toward this majority total.

- e. Unless waived by the Scoutmaster, the SPL and ASPL must have received their Life Scout Rank and reached 15 years of age prior to being elected to their leadership positions.
 - i. The SPL should also have NYLT training, or have been a previous ASPL & PL.
- f. Unless waived by the Scoutmaster, Patrol Leaders must have received their First Class Rank prior to being elected to their leadership position.
- g. Failure to properly fulfill the duties of his leadership position may cause the Scout to be dismissed from that position.

7. PATROL LEADERS COUNCIL (PLC)

- a. The PLC consists of one Patrol Leader or representative from each patrol, the Troop Guide(s) from the new scout patrol(s), Troop Scribe, SPL, ASPL, and all Scouts holding Troop-level leadership positions. The Scoutmaster attends as a coach and informational resource. The SPL may invite other Scouts or adults to attend monthly PLC meetings.
- b. PLC meetings will be conducted monthly to evaluate and plan the current month's activities and to plan for the next month's activities, including Troop meetings, activities, camping programs, duty rosters, and service projects. The Scout and adult in charge of the current and next month's programs may be requested to attend.
- c. The PLC will work with the Troop Committee and Scoutmaster to develop the annual Troop calendar.
- d. The Troop Scribe will complete records of which Scouts attended PLC meetings. A Scout who misses two or more PLC meetings without a valid excuse may be dismissed from his leadership position, and another Scout will take his place in the PLC.
- e. All PLC members will be required to complete Troop Leader Training within a reasonable time after their election, to be established by the Scoutmaster.

8. TROOP EQUIPMENT

- a. The Troop may make equipment available for use during Troop activities. This equipment may include items intended for group use, special purpose items, or items with sharp cutting edges.
- b. The Troop will not normally provide any personal gear.
- c. No Troop equipment, gear, or other items may be removed from, added to, or placed in the Troop equipment storage area without the prior knowledge and permission of the Troop Quartermaster and/or Equipment Coordinator or designee.
- d. Patrol specific equipment will be maintained and cleaned by the patrol, and returned to the proper location.
- e. The Troop Quartermaster or Equipment Coordinator may refuse to accept the return of any equipment that is dirty, damaged, or deemed to be unacceptable in his/her opinion.
- f. The individual assigned the equipment will be responsible for the proper care, cleaning, and prompt return of the equipment, and for reporting any lost, destroyed, or abnormally damaged equipment.

- g. Only Scouts or adult leaders who are active members of the Troop may be assigned equipment, except as stated below. Generally, use is restricted to Troop activities or BSA training activities.
 - i. In special circumstances, Troop equipment can be used to support community activities as approved by the scoutmaster and troop committee. Generally, equipment is checked out in writing, set up, operated, and returned by troop members in these cases.
 - ii. In other cases, scouts may check out troop equipment in writing for personal use, with prior approval from the committee and scoutmaster. Sections c through f apply.
- h. The Troop will be responsible for the cost of repair or replacement of equipment due to normal wear.
- i. Each Patrol is responsible for the equipment in their patrol box. They are also responsible for replacing consumable items such as foil, paper towels and soap.

9. PERSONAL EQUIPMENT

- a. Scouts are not allowed to use cell phones during scouting activities. If cell phones are found, they may be confiscated for the remainder of the activity.
- b. Scouts are not permitted to use personal electronic devices (i.e., radio, television, player/recorder, electronic games, personal computer, MP3 players etc.) at Troop activities or on campouts, unless specifically authorized by the Scoutmaster.
 - i. The two exceptions are while traveling to an outing and the annual Mostly Electronics Camp Out (MECO) trip.
- c. Each Scout will be responsible for the safety and care of his personal equipment.
- d. Each Scout is required to provide his own backpack, personal mess gear, canteen, bedding, and any other personal camping equipment he requires for outdoor Troop activities. Adult leaders may use their own saws, axes, hatchets, cooking utensils, etc.
- e. A Scout who has earned the TOTE'N CHIP may use a knife, saw or axe. He may have the following items in his personal equipment:
 - i. A scout knife or its equivalent
 - ii. A sheath knife or a knife with a blade of reasonable length. It is up to the troop to decide what is reasonable.
- f. Any person who damages or destroys another's personal equipment will be required to replace or repair it, at the owner's option.
- g. Scouts and adult leaders may carry any equipment they deem necessary for their comfort on outdoor activities, as long as it is not excessive, can be suitably packed, and is not otherwise disallowed.

10. MEDICAL/HEALTH AND SAFETY

- a. Scouts will be required to have the Parent-signed BSA health data (including copy of insurance card, if applicable) and signed BSA parental permission forms filed with the Troop to participate in Scouting activities. BSA also requires a physician-signed record of physical exam annually for participation in any activities that are 72 hours or longer in length.
- b. The Scoutmaster or his designated assistant will retain all medicines and drugs at all Troop activities, whether they are prescription or over-the-

counter medications. Medicines and drugs must remain in original containers, and parents must provide written instructions for administration to the Scoutmaster. Exceptions may be made for inhalers dependent on the severity of the Scout's condition.

- i. EPI pens may be carried by the scouts with prior parental approval and appropriate adult knowledge.
- c. Scouts who have physical or mental disabilities will be encouraged to participate in all Troop activities to the extent they are able to. Parental support or assistance may be required.
- d. Knives, axes, saws and hatchets will not be allowed at regular Troop meetings unless prior permission is received from the Scoutmaster.
- e. Scouts and adult leaders will maintain personal cleanliness at all Troop activities.
- f. The Boy Scouts of America (BSA) prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the BSA or at any activity involving participation of youth members.
- g. Adult leaders should support the attitude that young adults are better off without tobacco, and not allow the use of tobacco products at any BSA activity involving youth participants. All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all youth participants.
- h. Scouts may not go swimming, nor use any type of boat, unless prior approval has been received from the Scoutmaster. Scouts shall comply with the rules and regulations governing aquatic safety contained in the most current version of the *Guide to Safe Scouting* published by the Boy Scouts of America.
- i. All Scouts are required to pass the BSA swim test annually in order to participate in Troop sponsored water activities.
- j. All drivers transporting scouts must be at least 21 years of age and have a valid operator's license in their possession. All vehicles will be insured for the minimum amount of insurance required by the State of Michigan. Drivers transporting boys other than their own child/children shall provide the Troop with the vehicle make, model, and license number as well as proof of adequate insurance prior to transporting Scouts.
- k. Scouts will obey the rules established by the drivers of vehicles used for transportation. Seat belts are required for all occupants and must be in use when the vehicle is operated. Scouts are not permitted to ride in open truck beds. Scouts are not permitted to hang out of vehicle windows, throw anything from a vehicle or yell at pedestrians or drivers of other vehicles.
- l. Adult leaders at scout events will organize to define the role of "on call" incident commander, should injury or illness occur during the event:
 - i. The event organizer or designee will lead assignment of on call incident commander role as agreed by adult leaders for the event. If this is not possible, the highest ranking registered adult or highest tenured volunteer will organize this. Possible ways include:
 1. Solicit volunteers to handle injury/medical emergency events.
 2. Divide by equal amounts of time per adult.
 3. Otherwise negotiate for full coverage.

- 4. Remember that a tour permit carries liability insurance with it, so there is no legal risk in attempting to help a scout who needs it.
- ii. If a group is on a hike or otherwise away from the main camp, adults accompanying the group assume responsibility for handling medical/injury situations, even if they are not currently the “on call” incident commander.
- iii. The Incident Commander is responsible for arranging help for a scout or adult who needs it; if other adults are not available, the Incident Commander is responsible to provide assistance (including transportation to a medical facility if needed). Other adults are expected to assist if additional help is needed. Follow youth protection training guidelines when transporting scouts.

11. CAMPOUT RULES AND REGULATIONS

- a. Medical and Physical forms are required for participation in campouts, as outlined in the Medical/Health & Safety section. Certain events, such as ski trips, may require additional signed permission. This is handled on a case by case basis.
- b. The adult leader can call the parent or guardian to pick up a scout from the campsite if the Scout fails to follow the guidelines described in the Discipline section.
- c. All Scouts will travel to and from the campsite in Class A or Class B uniform. Adult leaders are encouraged to wear Scout uniforms. Scouts will be permitted to change into other clothes after arriving at the campsite unless otherwise directed by the Scoutmaster.
- d. No Scout is permitted to leave the campsite unless he has received prior approval from the Scoutmaster or SPL. Scouts leaving the campsite will use the buddy system.
- e. Scouts will maintain the campsite in a clean and orderly manner at all times.
- f. Scouts will use fuels as permitted by, and in accordance with, the procedures and policies set forth in the most current version of the *Guide to Safe Scouting*.
- g. No fires will be built at a campsite unless prior approval has been received from the Scoutmaster. No fires, heaters or candles are permitted inside tents. Flame-lit hand warmers are also prohibited from use in tents.
- h. Each patrol will set-up its tents in the site selected by the SPL or the Scoutmaster.
- i. Scouts will not borrow or use another Scout's or adult's equipment without first receiving their permission. Scouts will not go inside another Scout's tent without permission. Scouts must ask for permission to enter the adult leaders' campsite.
- j. The points and times of departure and return for campouts shall be as announced for that activity.
- k. All fees due for troop activities will be paid in full at least one week before the campout, if the scout's account balance does not cover the projected costs. None of these fees will be refunded if the Scout fails to attend.
 - i. The persons purchasing food for an activity will provide the Troop Treasurer with an accurate accounting of costs, with appropriate receipts as needed, including a list of those for whom food was purchased.

- ii. The Troop Treasurer will transfer the appropriate funds to the purchaser's Scout account from the appropriate individual Scout accounts within the Troop Treasury.

12. FINANCE

- a. The treasurer handles the troop bank accounts and scout account spreadsheet. The treasurer issues monthly statements of account activity for both the troop treasury and scout accounts, to the committee for review and approval.
- b. After consultation with the PLC, the Troop Committee will establish fundraising activities for the Troop each calendar year.
 - i. Profits from fundraising activities will be split between the Scouts and Troop Treasury as noted in troop sale incentive documents.
- c. The Troop Committee shall authorize all Troop expenditures by a majority vote. In the event of an emergency, the approval of at least two signatories must be obtained prior to any fund disbursement. The signatories must be mindful of the scope of the budget when considering such expenditure.

13. SCOUT ACCOUNTS

The purpose of this policy is to establish the guidelines for maintenance of Scout Accounts within the Troop Treasury. The Scout Account is defined as the individual account for each boy/family in the troop, funds from which are used to defray scouting expenses for the individual boys. Within the guidelines of this policy, scouts shall direct the activities in their own Scout Account. This policy outlines the rules and framework for account funding, disbursement, and account termination.

- a. Establishing the Scout Account
 - i. The Scout Account is established when a boy joins the troop. A starting balance of at least \$25 is recommended. Each boy/family shall have a Scout Account. The Troop Treasurer is responsible for maintaining Scout Account records. Monies in Scout Accounts are reported as liabilities of the Troop.
 - ii. Scout accounts may be established on a per family basis, when there is more than one scout from the same family, or when the same adults are responsible for more than one scout (i.e., legal guardians).
 - 1. When one scout in a multi-scout family leaves the unit, that scout's account funds are combined with the remaining scout's account funds.
- b. Account Funding
 - i. The Account may be funded in several ways, such as rollovers from other Scouting units' accounts, direct deposits by Scouts, proceeds from fundraising, and reimbursements for food purchased for outings.
 - 1. Scout Account Rollovers: Scouts who join Troop 767 may transfer funds from other Scouting units' accounts as provided by the policies of the previous unit. Such funds shall be deposited and credited to the Scout upon acceptance of the Scouts' applications to join Troop 767.
 - ii. Direct Deposits: A scout or his parents may make direct deposits to their Scout Account. They should do so only in complete acceptance of this

policy, with particular regard to the sections on Disbursement, and Termination.

1. The committee recommends depositing only those funds which will cover expenses for the near future (for instance, two to three months), except for those which are earmarked for a specific purpose (i.e., dues, summer camp, or high adventure payments which may, by necessity, be over \$100.00).
- iii. Fundraising Proceeds: It is the intent of the Troop that these deposits come primarily as a method to save for camping expenses. There are two types: discretionary and nondiscretionary.
 1. Nondiscretionary fundraising proceeds are those available only as credit to a Scout Account, such as popcorn sale and other fundraising proceeds.
 2. Discretionary fundraising proceeds are cash prizes awarded for meeting fundraising goals, and are not required to be deposited into the Scout Account. For instance, Wal-Mart gift cards given by Trails End as incentives for popcorn sales.
 3. Funds raised for Eagle projects are placed in separate accounts on a project specific basis – not in individual scout accounts.
- c. Account Disbursement
 - i. Funds from the Scout Account may be disbursed for defraying expenses directly related to scouting, or for purchase of personal equipment intended for use at scouting events. These may include, but are not limited to: Troop dues, campout costs, summer camp fees, or high adventure expenses. Scouts may also purchase backpacks and other personal camping equipment, scout clothing, etc using their scout account funds.
 1. The Scout is required to produce receipts for pre-paid expenses in order to justify reimbursement.
 - ii. The Treasurer shall have authority to make a charge against the Scout Account for delinquent Troop Dues. The Treasurer is not required to inform the Scout that such charge has been made. A complete accounting of Scout Account activity will be made upon request.
- d. Account Termination
 - i. When a Scout is dropped from the Troop Charter for any reason, the Scout Account is terminated. In the event that the Scout joins another unit that provides for Scout Accounts within one year, any funds remaining in the Scout Account may be transferred to the new unit. Funds will be transferred via a check payable to the new unit, noting the name of the scout for whom the funds are to be credited. If a Scout leaves the Troop and does not join another scout unit, or if the Scout becomes inactive and is dropped from the Troop Charter, any funds in the Scout Account shall revert to the Troop. Should a "dropped" scout subsequently become active in Troop 767 within one year, the previous scout account balance can be used. Otherwise a new Scout Account will

be established without regard to previous Troop 767 Scout Account activity.

- ii. If a scout becomes 18 years of age and remains/becomes a registered Scouter with Troop 767 within one year, a Leader Account will be established, and the funds will continue to be available for his use. Otherwise, his scout account shall terminate.

14. GAS REIMBURSEMENT POLICY

During the course of the year, Troop 767 needs the assistance of parents and leaders to transport scouts to numerous events. The troop will make every attempt to minimize the number of vehicles driving to any single location by maximizing the number of occupants per vehicle. Upon request, the troop will reimburse drivers for fuel based on conditions outlined below.

- a. No reimbursement will be made for trips of 50 miles or less, unless the driver is transporting a troop trailer.
- b. Parents electing to drive for personal reasons will not receive compensation when space for their children has been made available in other vehicles.
- c. Reimbursement amounts will be calculated by one of the following two methods:
 - i. Documentation showing the actual fuel used and cost, via starting with a full tank and re-filling upon returning from the trip. A receipt showing the purchase is required.
 - ii. Fuel cost can be calculated based on the mileage of the trip, typical fuel economy for the vehicle type, and current fuel prices:
 1. 20-25MPG for cars and minivans.
 2. 15MPG for full size passenger vans.
 3. 7-10MPG for the truck pulling the troop trailer.

15. AMENDING BYLAWS AND TROOP PROCEDURES

- a. The Troop Committee may establish troop procedures as necessary to govern Troop 767 administration of the BSA program. Such procedures must be approved by a majority vote of the voting members of the Troop Committee.
- b. The PLC or the Troop Committee may recommend changes or amendments to these Bylaws. Changes and amendments to these Bylaws must be approved by (a) a majority of the voting members present at the PLC meeting and (b) a two-thirds vote of the voting members (at least 3 required) of the Troop Committee.

16. BYLAWS EFFECTIVE DATE

These Bylaws are effective on the date when the Troop Committee Chair signs.

17. SIGNATURES

Senior Patrol Leader Date

Scoutmaster Date

Troop Committee Chair Date

Secretary Date

Revision History

4/6/2011	Revised Scout Accounts section 13 to clarify
SPL	Bryan LaRue
Scoutmaster	Ed Rightor
Comm. Chair	Kevin Maak
Secretary	Linda Kevra

12/20/2010	Added section 10l regarding incident commander role
SPL	Bryan LaRue
Scoutmaster	Ed Rightor
Comm. Chair	Kevin Maak
Secretary	Linda Kevra

4/13/2010	Initial Draft
SPL	Connor Keilitz
Scoutmaster	Tom Gray
Comm. Chair	Kevin Maak
Secretary	Linda Kevra