

# POLICIES AND BYLAWS

## TROOP 331

Revision 12/2007

### I. MEMBERSHIP

- A. The membership in the Troop shall be limited to a ratio of eight Scouts to each registered Adult Leader, excluding Junior Assistant Scoutmasters, Senior Patrol Leader, and Assistant Senior Patrol Leader. This limit may not be exceeded without the approval of the Troop Committee.
- B. When the Troop is at its membership limit, boys wishing to join will be put on a waiting list.
- C. Membership priority will be given to family members of individuals already registered with the Troop.

### II. UNIFORM

- A. The official troop uniform consists of the following items:
  - 1. Boy Scouts of America (BSA) uniform shirt (short sleeve recommended), complete with Mid America Council patch, troop numerals, patrol patch (optional for adult leaders), American flag patch, and red shoulder loops.
  - 2. The official troop 331 neckerchief. Eagle Scouts may wear a distinctive Eagle Scout neckerchief. The neckerchief will be worn under the shirt collar with the top button unbuttoned.
  - 3. The BSA merit badge sash is recommended after a Scout has achieved the rank of Star or earned four or more merit badges.
  - 4. BSA web belt.
  - 5. Shorts or trousers that are either BSA manufactured or of a similar color.
  - 6. BSA hat (optional);
  - 7. BSA socks (optional);
- B. A new Scout is allowed three months to acquire the troop uniform.
- C. A full uniform, consisting of the Class A Scout shirt, belt and pants; an approved neckerchief; and merit badge sash, must be worn at Boards of Review, Troop Courts of Honor, and Eagle Courts of Honor unless otherwise specified. Members of the Order of the Arrow may wear the Order of the Arrow sash at Order of the Arrow sponsored events.
- D. The uniform for Meetings, Camporees, Summer Camp, all campouts when other units are present, High Adventure, and unit travel will be the Class A Scout shirt, belt and pants as described above.

### III. DUES

- A. Troop dues are to be established by the Troop Committee. Dues are payable at charter time; the treasurer will set a deadline and the committee may approve a late fee.
- B. Scouts who have unpaid dues will not receive progress awards.
- C. The recharter fee shall pay for recharter expenses, awards, Boy's Life subscriptions, troop insurance, equipment and administrative expenses, and patrol patches.
- D. Scouts failing to pay recharter dues will be dropped from the Troop on the fifteenth day of December. The Recharter Chairperson will contact the scout and his parents prior to the fifteenth of December.
- E. No one will be excluded from joining the Troop because of inability to pay dues.

### IV. TROOP OFFICES AND ELECTIONS

- A. Elections for troop offices shall be held each spring, with terms of office running from June 1<sup>st</sup> to May 30<sup>th</sup> for second year and above scouts. All first year scout patrols will hold elections every three months.
- B. All candidates for office must have the Scoutmaster's approval.
- C. All candidates eligible for an office will be announced one week in advance of the election.
- D. All second year and above elected and appointed leaders must attend the Troop's Junior Leadership Training.
- E. Requirements for elected offices:
  - 1. Senior Patrol Leader (SPL)
    - a. Must make a one year commitment to attend meetings and scouting events
    - b. Rank of Life or Eagle
    - c. Age 14 or older
    - d. Two long term campouts
    - e. Previous service as SPL, ASPL, PL, or APL
    - f. 75% attendance over previous six months
  - 2. Assistant Senior Patrol Leader (ASPL)
    - a. Must make a one-year commitment to attend meetings and scouting events
    - b. Rank of Star or above
    - c. Age 13 or older
    - d. One long term campout
    - e. 75% attendance over previous six months

3. Patrol Leader (PL) \* unless the patrol is composed of first year scouts
  - a. Rank of First Class or above
  - b. Age 12 or older
  - c. One long term campout or 6 monthly campouts
  - d. 75% attendance over previous six months

4. Assistant Patrol Leader (APL)

The APL will be the Scout receiving the second highest number of votes and in case of a tie, a name will be drawn for APL.

- F. Junior Assistant Scoutmasters (JASM) are appointed by the Scoutmaster. Requirements for Junior Assistant Scoutmaster are:

1. Rank of Life or Eagle
2. Age 16 or older
3. Two long term campouts and prior leadership positions.

- G. The Scoutmaster may appoint scouts to serve as Chaplain Aide, Scribe, Troop Historian, Librarian, Troop Guides, Troop Instructor and other jobs as the need arises.

- H. The Troop Committee may remove an elected officer from office when his failure to perform normal job requirements of his office is determined to be detrimental to the troop.

- I. The Troop Committee will hold Junior Leadership Training after each election to explore the functions of leadership and instruct each officer in his responsibilities. Attendance by all troop officers is mandatory.

## V. MEETINGS

- A. Troop meetings will be held from 7:00 PM to 8:15 PM each Monday evening, unless otherwise specified.

- B. Courts of Honor will be held three times per year.

1. The cut off date for awards will be the Monday two weeks prior to the Court of Honor unless amended by the Advancement coordinator.
2. The Court of Honor should be planned by a Scout needing the Communications Merit Badge. The program must meet the approval of the Scoutmaster.

- C. Troop Committee meetings will normally be held the second Thursday of each month at 7:00 PM.

- D. The Patrol Leaders Council (PLC) meetings shall usually be held the following Monday after troop campouts. The PLC shall plan patrol meetings and camping trips for the following month.

1. The PLC shall consist of Senior Patrol Leader (chairman), Patrol Leaders, Quartermaster Librarian, Historian, Scribe, Chaplain Aide, and Troop Instructors (non-voting members), Troop Guides (non-voting members), and the Scoutmaster (advisor).
2. The PLC shall hold a yearly planning session at JLT, to plan the troop's activities for the next calendar year.

## E. Meeting Discipline

Patrol Leaders are expected to maintain discipline. If the Scout will not cooperate or is disruptive, the SPL will ask the Scout to behave. If any further disciplinary action is needed they will be sent home. Parents must contact the Scoutmaster before the Scout will be admitted to any further meetings or activities.

## VI. ADVANCEMENT

- A. Badges of rank and merit badges will be earned as per the Boy Scout Handbook and other necessary materials.
- B. Troop Mother's ribbons and miniature rank pins will be presented to a Scout's mother at the Court of Honor when his new rank is recognized.
- C. Cloth badges of rank will be awarded as soon as possible after the rank is earned.

## VII. CAMPING

- A. This is a camping troop. Monthly campouts will be scheduled on the troop's annual schedule.
  - 1. Expenses for each campout will include food and troop costs. Payment is required at the designated meeting prior to the campout.
  - 2. Each patrol shall submit their menu to the SPL for his and the Scoutmaster's approval, after the patrol meeting. Once the menu is approved there will be no changes or substitutions. Any change must be approved by the Scoutmaster.
  - 3. The patrol member purchasing food must collect money from the troop treasurer the Monday night prior to the weekend campout. If a scout signs up for a campout, credit to his account will be allowed only if the scout cancels before the food is purchased.
  - 4. Patrol Leaders must notify the SPL of the number of Scouts attending the campout. Each scout is responsible for arranging his own transportation.
  - 5. Menus and duty rosters will be posted at all campouts.
  - 6. The troop will meet at 5:45 p.m. on Friday evening for a weekend campout. Departure will be at 6:00 p.m.. The troop will return on Sunday after 10:00 a.m. These times will apply unless announced otherwise.
  - 7. Leaving camp at normal time the Scout checks out with the SPL, otherwise the Scout is required to obtain permission from the Scoutmaster or the Adult Leader in charge of the campout before leaving. The consequences of not checking out will be as follows.
    - a. The Scout will not be able to attend the next campout.
    - b. A responsible adult will be required to attend the next campout the Scout attends when he becomes eligible.
  - 8. Each Scout is required to obtain their Fire Safety Merit Badge in six months of joining the Troop (timetable subject to Scoutmasters approval).
- B. A Scout Health Record must be completed and on file with the troop before a Scout or Scouter can attend a campout. All such medical records shall be taken on all campouts.

- C. Scouts will be sent home for conduct unbecoming a Scout.
  - 1. If a Scout is sent home for not living up to the Scout Law:
    - a. The Scout will not be able to attend the next campout.
    - b. A responsible adult will be required to attend the next campout the Scout attends when he becomes eligible.
  - 2. In the event a Scout's inappropriate behavior is discovered after a campout, the Scout may be disciplined as above.
- D. When females attend campouts, participation will be in accordance with District, Council and National policies.

## VIII. HIGH ADVENTURE PARTICIPATION

- A. Basic Guidelines for Participation in High Adventure
  - 1. Completion of 7<sup>th</sup> grade
  - 2. Active in Scouts for 6 months
  - 3. 1<sup>st</sup> Class or above
  - 4. Parental Permission
  - 5. Troop Committee Approval

## IX. FUND RAISING

- A. Any fund raising activity the Troop desires to participate in must be submitted to the Troop Committee for approval.
- B. Council fund raisers - If a Scout does not participate he must pay the minimum purchase fee to the Troop. For example, if a scout does not sell popcorn, his account will be charged a fee equal to the cheapest sale item.

## X. SPECIAL RECOGNITION

- A. Baden Powell Patrol
  - 1. At each of the scheduled Courts of Honor a Baden Powell Patrol can be selected based on a competition of the previous three months.
    - a. Each member in attendance.
    - b. Each member in uniform.
  - 2. At the end of each month, the total points acquired for the month shall be divided by the total number of members in that patrol.
  - 3. In the case of a tie, the winner shall be selected by the SPL (subject to Scoutmaster's approval) based on behavior.
  - 4. The Baden Powell shall be awarded an "Honor Award" segment to wear with their patrol patch.

B. Troop Committee Outstanding Scout Award

At each of the scheduled Courts of Honor a Troop Committee Outstanding Scout Award can be selected on a base of outstanding service to the troop.

XI. DRUG AND ALCOHOL ABUSE

A. If a Scout is not living up to the Scout Law by using tobacco products.

1. The Scout's First Infraction:

- a. The Scout will not be able to attend any Troop activities for a month.
- b. The Scout will not be able to attend any Troop campouts for two months.
- c. A responsible adult will be required to attend the next campout the Scout attends when he becomes eligible.

2. The Scout's Second Infraction:

The Scout will be removed from the Troop.

B. If a Scout is not living up to the Scout Law by using alcohol or illegal drugs.

The Scout will be removed from the Troop.

XII. REMOVAL FROM TROOP

Will be reviewed by Troop Committee on individual basis.

XIII. POLICY REVIEW

The Troop Committee shall annually review these policies.

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Committee Chairperson

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Scoutmaster

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Date

I have read the attached By-Laws and understand them.

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Scout

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Scout parent (s)

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Date