

# **TROOP 171 BY-LAWS:**

**Revision Date: 2/11/2010**

## **MISSION STATEMENT:**

To organize, develop and teach a “Boy Run” program that fosters creativity, leadership, fun, and respect, and also adheres to the Boy Scout Oath and Law.

## **PURPOSE:**

The purpose of the Troop By-Laws is to communicate troop policies on how the troop functions, and how specific issues are to be handled by the troop. The troop committee will review and approve the By-Laws on an annual basis.

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## **SECTION 1: ADULT LEADERSHIP**

### **I: TRAINING**

Any adult that regularly attends activities (either outside the church or inside), and that has any interaction with the boys (other than their own son), must be both registered and chartered with the Troop 171 chartered organization, and must take both Scout Leader Basic Training and Youth Protection Training. The Basic Training is offered several times per year by council and the Youth Protection Training is offered online via the Keystone Council web site at [www.keystonebsa.org](http://www.keystonebsa.org). The BSA council also offers Youth Protection Training at other times during the year. Any fees associated with the training classes will be paid by the troop. A parent is allowed to come on an outing with their son at any time, but if they regularly attend scouts activities (more than once per quarter), then they will need to be trained and registered. The adults are also permitted to attend troop meetings as well, but if they are involved in any kind of leadership of the program then they must be registered with BSA. Furthermore, any chartered adult leader will be on the troop committee, and will subsequently have a vote in the leadership of the troop. The troop committee chair or a registered leader approved by the committee will ensure adult leader training is completed and up to date.

Boy Scout troop 171 will not accept any abusive behavior by an adult towards another parent or a boy, and we will have a zero tolerance for abusive behavior, (please see code of conduct for Scout disciplinary issues).

## **II: ROLE OF LEADERS**

An adult leader who has completed the required training for their respective position may be given the authority to sign off on rank advancements by the scoutmaster or advancement chair. This includes, but is not limited to, the uniformed leaders (assistant scoutmasters). The troop policy is that unless it is unavoidable, parents will not sign off on requirements for scouts who are their own children. This is to avoid the appearance of any conflict of interest or favoritism. In addition, the scout system is set up so that scouts are led and taught by other scouts and adult leaders other than their own parents.

Exceptions to this policy may be granted for special circumstances, such as when no merit badge counselor other than the scout's parent is available. For service hours conducted outside of an organized scouting activity the scout should produce documentation from the organization for which they provided service hours.

If an adult leader identifies an outside activity that would fulfill an advancement requirement, they should bring that activity up to the troop activity chair, and plan it as a troop activity – complete with a tour permit.

## **SECTION 2: TROOP ACCOUNT, CAMBERSHIP FUND AND LEAVING THE TROOP**

The troop bank account and all troop funds are tracked and accounted for by the troop treasurer. Reports of overall account balance, campership fund balance, income, and expenditures are provided to the troop committee at committee meetings. The treasurer, in conjunction with the activities chair, is responsible for tracking scout payments for activities and registration. In addition, the treasurer will keep track of each individual scout's campership funds. Campership funds are not kept in a separate bank account, so the treasurer must keep track of each individual scout's campership fund by coordinating with the fundraising chair for additions to each account and the activities chair to track debits from each account. The treasurer also submits all necessary paperwork to the Chartering Organization for an annual audit upon request.

Fundraisers will allow boys to earn money toward their activities. This money is kept in the troop account, and recorded by the treasurer. The percent of money raised by a scout that goes into his account will be adjusted periodically and announced by the troop committee prior to the fundraiser. The money can be used to pay for any troop activity, including weekend campouts. A statement will be given to each scout for their review on an annual basis. A statement can be made available upon request during the year.

If a boy decides to leave the troop and move to another Boy Scout troop he will be able to "move" his money in his scout account with him. If he quits scouting altogether,

then he is not eligible to take his money, and his campership funds become part of the troop general fund. After a scout turns 18, Troop 171 will maintain his funds for up to 2 years. The scout can use these funds if he becomes an adult leader in Troop 171 or another troop. If a scout does not become an adult leader by their 20<sup>th</sup> birthday, these funds will revert to the Troop 171 general fund. At the choice of the individual, funds can be turned over to the troop at any time. Troop 171 will make sure each boy receives his money due to him as long as he remains in scouting.

### **SECTION 3: NON-SCHEDULED COMMITTEE MEETINGS**

There may be times when a “non-scheduled” committee meeting may need to be called. Any active, registered, and chartered member of the troop committee may ask for a meeting by simply asking the Scoutmaster or committee chair. The regular committee or parents meeting is normally sufficient to handle all scout business, but there may be times when it is in the best interest of the program to call a “non-scheduled” meeting.

Troop 171 advocates that every parent has a voice and that the committee is the overall administrative body of the organization.

### **SECTION 4: BOY LEADERSHIP AND ATTENDANCE**

If a boy is elected to a position of troop leadership then he must attend at least 75% of the troop meetings and 75% of the outdoor activities. If he does not attend 75% of the functions then he may be replaced in his elected position of leadership by a majority vote of the Patrol Leaders Council, (consisting of the Scouts in leadership and any adult registered committee member). Troop 171 is committed to building leaders and helping boys to learn from leadership, but each boy must attend regularly.

Newly elected leaders and prospective leaders are encouraged to attend Junior Leader Training at the council level.

## **SECTION 5: TROOP 171 CODE OF CONDUCT:**

**OBJECTIVE:** To foster a fair and equitable program to manage a scout's performance, to build character, to make a scout responsible for his own behavior, to monitor a scout's adherence to the Boy Scout Oath and Law, and to provide balance in addressing both good behavior and violations of the scout law.

**GUIDANCE:** Each scout will be expected to follow and conduct themselves as the Scout Law states both in and out of Scout activities, (this includes home, school, and community).

**LEADERSHIP:** The adult and scout leadership are expected to be proactive in ensuring good conduct of the scouts in the troop. This includes communicating the consequences of both positive and negative behaviors outlined in this code. It also includes pointing out these behaviors as they occur, and counseling on the spot to the extent necessary to ensure the scout understands their behavior in the context of the Scout Oath and Law.

### **I. MERIT REWARDS FOR GOOD BEHAVIOR:**

A scout will be rewarded for good behavior. Although not every act may be singled out, special recognition will be given to those boys who demonstrate that they are living by the scout laws.

Scouts are subject to 'Merit Points' for actions that are observed by adult leaders, whether in school, church or at scout functions.

Examples of deeds that may warrant a merit point are good turns such as:

- 1) Helping the 'craft ladies' that meet in the church the same time as we do carry things to their cars (a scout is helpful).
- 2) Helping a younger scout with a problem on a campout or at a meeting without being asked (a scout is kind).
- 3) Accepting a chore assigned by the Patrol Leader or Senior Patrol Leader CHEERFULLY (a scout is cheerful).
- 4) Long-term awards may be given to boys who are consistently quiet and attentive at meetings (a scout is courteous).

Activities that are conducted as a part of troop commitments or for advancement (such as a service project) are considered part of the obligations of the scout and are not eligible for merit points.

Senior Patrol Leaders, Patrol Leaders, and Registered Adult Leaders may award Merit Points. Parents and scouts observing good behavior (such as actions outside of meetings) should bring these to the attention of the troop leadership, with a description of the deed.

Tracking of merit points will be done by the Scoutmaster and advancement chair.

Reward: The accumulation of merit points will result in awarding the scout. The troop committee will establish a 'grab bag' of awards that the boys who have accumulated merit points will be allowed to select from. Examples of awards would be items such as fire-starters, knives, small camp gadgets, gift certificates to sporting goods stores, etc. The size of the awards will depend on the number of merit points and will be established by the troop committee. These will be passed out at a Troop Court of Honor.

## **II. DEMERITS AND DISCIPLINARY INFRACTIONS:**

A scout is expected to follow the leadership and direction of those in authority. The major governing body of the code of conduct will be a patrol leader's council, which includes the Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, one elected representative from each patrol, and any registered parent or adult leader.

A scout is expected to actively participate and work within the "patrol led" program. When instances occur where these guidelines are not being met, any person on the Patrol Leaders Council may recommend a demerit point or disciplinary infraction. All demerits must go through the Scoutmaster or Assistant Scoutmaster, and committee chair before being given out.

### **A. DEMERITS FOR MAJOR VIOLATIONS:**

#### **DESCRIPTION:**

Includes, stealing, fighting, (unless in self-defense), physical or verbal abuse, deliberate destruction of, or damage to, troop equipment or property belonging to someone else, and any illegal activity.

- 1) The first time a scout is not following the aforementioned scout code of conduct they receive 1 demerit point.
- 2) The second time, (2 demerits) a parent will be notified, either through a phone call or personally, (if the parent is present at the activity) and a separate reflection meeting will take place on the spot.
- 3) The third time (3 demerits), he will immediately be sent home from the activity or event. A Corrective Action Letter will be send to the parent after the Scout is sent home. Furthermore, if a scout receives his 3 demerit points and is sent home, a final warning letter will be sent to his parents as well. If a scout is sent home, a Patrol Leaders Council meeting will be called. The Patrol Leaders Council will report to the Troop Committee, which will meet with the parents and the scout to determine if the scout should be removed from the troop. This meeting will take place after the third demerit, regardless of whether or not the earlier demerits have been 'cleared'.

## IMMEDIATE REMOVAL FROM ACTIVITY:

Major violations may result in immediate removal from the activity and a patrol leader's council will be called to determine immediate removal from the troop. Depending on the severity of the violation, a scout may be asked to leave an activity upon the first demerit.

## CLEARING DEMERITS:

For a demerit to be 'cleared', the scout must perform 5 hours of community service. If 3 demerits have been received by a scout, the scout may not participate in troop activities until he has cleared the demerits. These hours are in addition to any hours needed for advancement. A scout that has not cleared demerits will be considered to be showing poor scout spirit, and will not be able to advance to the next rank. The purpose of 'clearing' a demerit is to show a sincere effort to make a change in behavior, and understand that there are consequences for the scout's actions.

## **B. DISCIPLINARY INFRACTIONS:**

### DESCRIPTION:

Any of the Scout Oath and Law that is not as significant as the violations for demerits. Examples include: Interrupting speakers or fellow scouts at meeting (a scout is courteous); Mocking or berating other scouts (a scout is kind); Refusing to cooperate with Patrol Leader or Senior Patrol Leader (a scout is obedient).

- 1) This policy is intended to be a disciplinary measure for actions by scouts that are not severe enough to warrant a demerit, but are infractions against a point, or points, of the Scout Law during scout activities, meetings, or other scouting events.
- 2) Senior Patrol Leaders and Patrol Leaders may recommend DI's. Two registered adult leaders must agree on the infraction.
- 3) The infraction will be recorded in the scout's record by the advancement chair.
- 4) The infraction will be cleared when the scout provides a one page paper describing the point or points of the Scout Law that caused the infraction to be awarded, and what the scout will do to avoid further infractions.
- 5) The first DI will require a one page paper in order for the DI to be cleared. The second DI will require a two page paper, and the third DI will require a three page paper, regardless of prior DI's having been cleared. Clearing the DI will be at the discretion of the Scoutmaster and/or Troop Committee members.

- 6) If a total of 3 infractions are awarded before they are cleared, a full demerit will be awarded, regardless of whether multiple infractions are awarded at the same event or activity.
- 7) A scout with outstanding (uncleared) infractions at the time of Scoutmaster Conference or Board of Review for advancement will result in the advancement not being awarded.

### **C. APPEAL PROCESS:**

If a scout is removed from the troop he may appeal through his Unit Commissioner and District Commissioner. They will call a meeting to review with the scout and the Patrol Leader's Council

The vote of the Troop Committee must be a majority to remove a scout from the troop. This code will be reviewed annually by the Unit Commissioner, Troop Committee, and the Patrol Leader's Council and will be revised as needed.

I have read the Troop 171 By-Laws and I will sign it to ensure that a quality scouting program is offered to all boys, and I will do my part to ensure that the code of conduct is maintained.

Parent of Scout \_\_\_\_\_ Date \_\_\_\_\_

Scout \_\_\_\_\_ Date \_\_\_\_\_