

**BSA TROOP 171 BY-LAWS**  
**Boiling Springs, PA**  
**Revision Date: 10/04/2023**

**MISSION STATEMENT**

To organize, develop, and teach a “Youth Run” program that fosters creativity, leadership, fun, respect, and adheres to the Scout Oath and Scout Law for BSA Troop 171, Boiling Springs, PA hereinafter referred to as “Troop.”

**PURPOSE**

The purpose of Troop By-Laws and Addenda are to communicate 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 annually.

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**SECTION 1: ADULT PARTICIPATION**

**I: TRAINING**

Any adult that regularly attends activities, events, or camping programs and that has any interaction with the Scouts other than their own son, must be both registered and chartered with the Troop and BSA through the chartered organization and must take both Scout Leader Position Specific Training and Youth Protection Training (YPT). Position Specific Training and YPT are offered online and in-person through my.scouting.org or through the New Birth of Freedom Council – NBOF. Any fees associated with mandatory training classes will be paid by the Troop. Furthermore, any chartered adult leader will be on the Troop Committee and will subsequently have a vote in the adult 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. The Troop will not accept any abusive behavior by an adult towards another adult or youth. The Troop adopts a zero-tolerance policy against abusive behavior. Please see *Code of Conduct* for Scout disciplinary topics.

A Scout who wishes to take part in training outside of the Troop may seek financial assistance from the Troop Committee:

**First Training** – Scout is responsible for the total costs associated with the training experience. After completion of the training, the Scout will have 50% of the registration fees reimbursed (up to \$200) if he satisfies all the following requirements:

- Completes the “Troop 171 – Scout Training Application for Financial Assistance” including the post-training writing and presentation requirements.
- Is active in a Troop leadership role for a minimum of one-term (6 months) after the training is complete.

**Second Training** – Scout is responsible for the total costs associated with the training experience. The Scout will have 25% of the registration and training fees reimbursed (up to \$100) if he, once again, satisfies the previously listed requirements.

## **II: ROLE OF ADULTS**

A registered adult 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 positions such as Assistant Scoutmasters.

Troop policy is that, unless unavoidable, parents/sponsors/guardians will not sign off on requirements for Scouts who are their own children. This is to avoid the appearance of favoritism and conflicts of interest. In addition, the Scout system is set up so that Scouts are led and taught by other Scouts and registered adults other than their own parents. Specifically, a parent/guardian/sponsor shall not be a merit badge counselor for his/her child unless the merit badge is conducted in a group setting with preapproval from the Troop 171 Advancement Chair and Troop 171 Scoutmaster. Scout rank advancement requirements may not be officially completed with the signature of a parent/guardian/sponsor of a Scout. 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 a registered adult identifies an outside activity that will fulfill an advancement requirement, they should bring that activity up to the Troop Activity Chair and plan it as a Troop activity.

## **SECTION 2: FINANCES – Membership Dues, Accounts, and Fundraising**

The Troop bank account and all Troop funds are tracked and accounted for by the Troop Treasurer. Reports of overall account 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. The Treasurer also submits all necessary paperwork to the Charter Organization for an annual audit upon request.

Membership Dues are to be reviewed annually for pricing of Scout and Adult memberships; prices are to be set and then paid prior to the National recharter period in November. Review of dues will factor National Fees, Council Fees, and administrative costs of the Troop on balance with net gains from prior year fundraising.

## **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: YOUTH LEADERSHIP AND ATTENDANCE**

If a Scout 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 or PLC (comprised of Scouts in leadership and any adult registered committee member). Troop 171 is committed to building leaders and helping Scouts to learn from leadership, but each Scout 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 and BEHAVIORAL EXPECTATIONS**

**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 Scout Oath and Scout Law, and to provide balance in addressing both good behavior and violations of the Scout Law.

**GUIDANCE:** Each Scout is expected to follow the Scout Law and conduct themselves in accordance with Scout Law and Scout Oath, both in and out of Scout activities: this includes home, school, and community.

All Scouts and Adults are expected to abide by not only the general concepts of the Scout Oath, Scout Law, and Outdoor Code but also by those requirements outlined in advance by the Scoutmaster and/or Troop Committee.

The Troop adopts a standing prohibition of electronic devices at Troop and/or Scouting events, and Campouts. Registered adult leaders will have access to technology and communication devices sufficient to meet any emergency needs. Scouts will be asked if they have an electronic device in their possession prior to departure for an event and, at the discretion of the Scoutmaster, will be required to either turn the device over to their parent/guardian/sponsor prior to departure for the duration of the activity or will not be allowed to participate in the activity, forfeiting any costs they owe for the activity. Due to the evolution of technology, the definition of electronic devices will be left open, broad, and at the discretion of the Scoutmaster but traditionally includes any device that can communicate with others, render video, capture images in any form, or present games, music, and other media types.

**LEADERSHIP:** The adult and Scout leadership are expected to be proactive in ensuring good conduct of Scouts in the Troop. This includes communicating the consequences of both positive and negative behaviors outlined in this code. It also includes pointing out behaviors appropriately 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. 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 the PLC, 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 PLC 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**

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 Code of Conduct, they receive 1 demerit point.
- 2) The second time, 2 demerits and a parent/guardian/sponsor will be notified, either through a phone call or personally if the present at the activity, and a separate reflection meeting will take place on the spot.
- 3) The third time, 3 demerits, and he will be sent home immediately from the activity or event. A Corrective Action Letter will be sent to the parent/guardian/sponsor 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 PLC meeting will be called to discuss. The PLC will report their recommendation 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 the earlier demerits have been “cleared.”

#### *IMMEDIATE REMOVAL FROM ACTIVITY:*

Major violations may result in immediate removal from the activity and a PLC meeting 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 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 demonstrate an understanding of personal responsibility and consequences for one’s own actions.

## **B. DISCIPLINARY INFRACTIONS**

A Disciplinary Infraction or DI may be issued for a violation of any point in the Scout Oath and Scout Law or Outdoor Code that is not as significant as violations warranting demerits.

Examples include interrupting speakers or fellow Scouts at meetings (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 address actions by Scouts that are not severe enough to warrant a demerit but are infractions against a point, or points, of the Scout Law, Scout Oath, or Outdoor Code 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 DI will be recorded in the Scout’s record by the Advancement Chair.
- 4) The DI will be cleared when the Scout provides a one-page paper describing the problem that resulted in issue of a DI and what they will do to avoid in the future.
- 5) The first DI will require a one-page paper 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 DIs 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 and remain uncleared, a full demerit will be issued, regardless of whether multiple infractions are awarded at the same event or activity.

7) A Scout with uncleared DIs at the time of Scoutmaster Conference or Board of Review for advancement will not be advanced.

### **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 PLC.

The vote of the Troop Committee must be a majority to remove a Scout from the Troop. The Code of Conduct will be reviewed annually by the Troop Committee then revised as needed.

Each Scout and their parent/guardian/sponsor are required to review and sign the Troop 171 Code of Conduct once each year to be a member of and take part in Troop 171 activities.

### **SECTION 6: SCOUT RECORDS**

Scout records will be maintained and retained by the Troop Committee designee until at least the 18<sup>th</sup> birthday of each Scout but no longer than three (3) years more, until the 21<sup>st</sup> birthday of the Scout. Scouts may request their records be turned over to them upon reaching their 18<sup>th</sup> birthday up until their 21<sup>st</sup> birthday. Scout records retained by the Troop Committee will be shredded or destroyed if not requested by the Scout by their 21<sup>st</sup> birthday.



## ADDENDUM to BY-LAWS: Event Fees - Reservations, Cancellations, and Payments

Recognizing the commitment of financial resources, investment of time in planning, and requirements of providers for Troop events, Scouts, Scouters<sup>1</sup>, Parents, and Adult-Partners accept the following:

1. Signing up for events that require payment obligates the Scout and/or their supporting adults to make payment in full through either direct payment to the Treasurer or through earned Scout-account balances by either the required sign-up (TTSU<sup>2</sup>) or published payment deadline.
  - a. If the Scout or their representing adult cancels or withdraws their reservation *prior* to the payment or reservation commitment deadline, a refund will be granted per the terms of the provider.
  - b. If the Scout or their representing adult cancels or withdraws their reservation *after* the payment or reservation commitment deadline, there will be *no refund*.
    - i. If payment has not been made, then the Scout or representing adult are obligated to either make payment or have that payment removed from the Scout account if funds are available.
  - c. Scouts or their representing adult withdrawing from a Troop campout during the calendar week leading up to the to the campout *will not receive a refund*. Funds are already committed to the purchase of groceries and other supplies.
    - i. If payment was not made the Scout or representing adult are still obligated to make payment to the Troop.
  - d. Scouts attending partial <sup>3</sup>campouts are obligated to make full payment of campout fee.
2. If an event that requires payment is cancelled by the Troop or provider such as a campground, activity center, tour program, etc. the Troop will refund the Scout or Scout-account based on the terms of the refund policy of the provider.
3. “Scout-accounts” are funds associated with the Scout's *fundraising efforts for the benefit of the unit* and are not owned by the Scout and will not be refunded to Scouts or adult representatives therefor at any time.

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<sup>1</sup> Scouters are BSA-registered member adults

<sup>2</sup> TTSU is Time to Sign Up found at <https://www.timetosignup.com/troop171/> and when posted is required of participants. Failure to register at TTSU and by the posted deadline means the Scout may not participate in the event. TTSU registrants should select the “send email” option as proof of registration and keep the email receipt.

<sup>3</sup> Recognizing the importance of Scouter-support, fees are not applied to adults helping with part of a campout



**ACKNOWLEDGEMENT and ENDORSEMENT**

I have read BSA Troop 171 By-Laws, and I hereby sign to indicate my understanding and agreement to comply with the By-Laws and Addenda to ensure a quality Scouting program is offered to all youth, and I will do my part to ensure that the Code of Conduct is adhered to by me and others.

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

\_\_\_\_\_

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

\_\_\_\_\_