

**BSA TROOP 730**

Troop Bylaws, Information and Policies

June 2007

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PURPOSE

The purpose of Boy Scout Troop 730 is to teach the Boy Scout skills, first aid, survival, citizenship and leadership; as well as teamwork and self confidence. Emphasis is placed on activities planned and executed by the boys themselves with guidance from the Scoutmaster and his assistants.

It is a program for boys, run by boys. As troop members become more experienced, they are encouraged to take leadership positions within the troop to help plan and run the various activities.

BOY SCOUT MEETINGS

- When: Every Tuesday night 7:30 to 9:00 P.M.
- Where: St. Matthews United Methodist Church 1360 S. Wendy Dr., Newbury Park, CA
- What:
  - a. Scouts are expected to be in full uniform.
  - b. Scout handbooks, note pad, and pencil should be brought to meetings.
  - c. Acceptable behavior is required.
  - d. Disruptive boys are not allowed.
  - e. Parents are welcome to an occasional visit.
  - f. Meetings will usually include a skill training session, a planning session and a game or contest.
  - g. Do not forbid the Scout to attend a meeting as a disciplinary action; likewise do not cancel his attendance at a meeting during the week proceeding the outing.

BOY SCOUT OUTINGS

- Troop campouts and outings occur at least once per month. A yearly planning calendar is prepared by the Troop Leadership Committee (TLC) during the summer and is coordinated and approved by the Adult Committee to be distributed in September.
- Summer Camp is attended annually between late June and July. Summer Camp duration is for seven days, Sunday through Saturday. The camp

selection is by scout majority vote during a normal scheduled meeting in September or early October. Reservations are made by the Trek Leader (Summer Camp Coordinator) immediately following the camp selection to guarantee the troop's preferred schedule and camp site locations. After confirmed reservations, the number of scouts who can attend camp is limited. The troop will make attempts to "hook-up" scouts who are left off the reservation list with other area troops, so they do not miss out on the Summer Camp experience. If enough scouts are prohibited from attending the scheduled camp, due to limited space, the Troop will schedule and reserve a second Summer Camp if feasible.

- Long Term

Long Term is held every year after summer camp, generally in August. The SPL, with consultation and approval from the Scoutmaster, is responsible for the selection of the Long Term adventure. If there is a change in SPL just prior to Long Term, the selection will be between SPL and ASPL, in consultation and agreement with the Scoutmaster. Long term participants, including adults, are by invitation only and are selected by the SPL and the Scoutmaster during January of each year. The Long Term qualification process is not only designed to test the scout's physical abilities, but also test their attitude and compatibility with the other members of the Long Term. Every Scout who is invited to attend Long Term shall satisfy the following requirements.

- Be at least 13 years old,
- Hold the minimum rank of First Class,
- Complete at least 20 nights of camping
- Complete the following Merit Badges; Camping, Cooking, Hiking, First Aid, & Swimming, either prior to or during the Long Term.
- Participate in all three training hikes (NOTE: If family commitments within the troop warrants it, a fourth hike will be added for those who can not make one of the other three required training hikes. The fourth hike requires the SPLs, Trek Leader's and Scoutmaster's approval.)
- Participate Actively in Troop Activities
- Final approval by the SPL, Trek Leader and Scoutmaster.

## REGISTRATION

Troop registration (rechartering) begins each November and is the responsibility of the Committee Chairman.

- All Scouts must complete or have on file with the council a registration form and pay the required fee. The annual fees are reduced for siblings and for partial first year registration (if a scout joins the troop in mid-term). If the scout is already registered, as with incoming Webalos, a transfer fee of \$1 will be charged and a new registration form shall be completed. Scout registration fees, which includes a Boy's Life and insurance, are calculated upon receipt of the annual re-charter packet. Fees have generally been around \$30.00 for the basic fee

Adult registration is recommended for all parents, but is required for specific leadership positions such as Scoutmaster, Assistant Scoutmaster and other troop adult committee members. All parents are encouraged to attend committee meetings, as registered or non-registered members of the Troop. The adult registration fee, which includes insurance, is determined upon receipt of the annual re-charter packet, but has been around \$10.50 per year. If an adult would like a copy of the Scouting Magazine, an additional charge will be added. Adults changing leadership positions are required to submit a new registration form identifying their new position and the registration fee is waived.

### SPONSORSHIP

Boy Scout Troop 730, Newbury Park, California is part of the Conejo Valley District and the Ventura County Council. Troop 730 is sponsored by the St. Matthews United Methodist Church, which owns the Troop's charter. The head of the church or appointed church official mandates the Troop's policies and functions.

### DUES

Troop dues are \$0.25 per week for every scheduled meeting. These dues are collected by the Troop Dues Scribe and turned over to the Treasurer on a monthly schedule for deposit. Dues are used to purchase badges, awards, and troop equipment. Dues are delinquent after 3 weeks. If dues are not paid the Scout can be suspended from further participation in troop activities until dues are current.

### SCOUT ACCOUNTS/SCOUT FUNDRAISERS

Occasionally, a fundraiser, e.g. Popcorn Sales, Entertainment Books, Car Washes, etc, is undertaken to assist in covering the scout's expenses. The Troop maintains a Scout Account, in which monies earned by each scout, during Scout fundraisers, are maintained for use by the scout for any Troop related function or purchase of any scout related items. The Scout Accounts is maintained by the Treasurer of the Troop. The Outing Scribe receives a report at a minimum on a monthly basis, showing the balance of each Scout's account.

All funds deposited in this account can only be used for individual Scout outings and activities. If a Scout does not reregister with the Troop, all his funds will be transferred to the Troops general account

### **TROOP FUNDRAISERS**

The Troop also schedules various Troop fundraisers to offset the cost to replace/upgrade Troop equipment and hardware. The funds raised during the Troop fundraiser is deposited in the Troop's general account, which is maintained by the Treasurer.

### **EVENT COSTS**

Troop Events or Outings may be subject to separate costs, such as transportation, permits, equipment rentals, food, and special awards. These Costs are calculated by the Trek Leader and are to be paid in full to the Troop Outing Scribe (Scouts) or other designated person no later than the meeting before the outing. Outings, such as summer camp and long term, with sizeable participation cost, are generally paid in installments over a course of a few months. Refunds for all events are provided only upon prior cancellation by the Scout and with the approval of the Trek Leader. Unless, a meal is provided with Troop funds, all reimbursement costs associated with patrol meals are to be paid directly to the scout or adult in charge of purchasing the food, preferably, prior to departing for the event.

### **FRIENDS OF SCOUTING**

Friends of Scouting (F.O.S.) Pledges are solicited annually to provide funds for the Ventura Co. Council which maintains some full time staffers and a support facility in Camarillo.

### **ADVANCEMENT**

The Boy Scouts of America have two (2) types of Advancement Awards: Merit Badges and Progress or Ranks Awards. A Scout seeking advancement must present himself to the Board of Review or Merit Badge Counselor in full uniform.

- a) Merit Badges: Merit Badges are round cloth patches sewn on the uniform sleeve or on a separate sash. Merit Badge requirements may be found in pamphlets that are available on loan from the troop librarian. These booklets will be purchased by the troop if not currently in the library. A list of merit badge counselors for the Conejo Valley area is available through the Scoutmaster. A three (3) part Merit Badge Application form must be obtained from the Scoutmaster. After satisfactory completion of the requirements it is signed by an approved Merit Badge Counselor who will keep one segment for his records. The second segment is to be

presented to the Scoutmaster or Advancement Chairman. The third segment is to be retained by the Scout. This is an important record so save it.

b) Progress Awards: These are the Scout Ranks:

Tenderfoot, 2<sup>nd</sup> Class, 1<sup>st</sup> Class, Star, Life and Eagle. The requirements and insignia are listed in the Scout Handbook. Scouts are encouraged, even prodded, to advance through 1<sup>st</sup> Class. Beyond this rank, advancement initiative is expected to come from the Scout himself, although adult assistance is given when requested and advancement is still encouraged. A Board of Review is conducted prior to an Award of Rank, which is then presented at the next Court of Honor. Time in rank begins when the rank is earned. For all ranks the requirements must be signed off by the Scoutmaster or designated assistant and the Board of Review is conducted by at least three committee members. An Eagle Board must also include a district committee member. A special Eagle Court may be held to confer this rank (This court is optional and the responsibility of the family with troop assistance). After a Scout has achieved Eagle Rank, he will no longer be required to pay monthly dues but will remain eligible to participate in all troop events providing he assists the Scoutmaster when asked, on at least two occasions during each year. The intent of this policy is to encourage the Eagle Scout to help the troop in a regular, advisory capacity while relieving him somewhat from the routine of general troop meetings. It is hoped that these more mature Scouts will continue to complete badges directed toward career development during this phase of their lives and serve as positive examples to the younger boys entering Troop 730.

### PARENT PARTICIPATION

- Some participation by each Scout's parent is required for the troop to function properly. Participation starts with attendance at Troop Committee meetings. Each family is encouraged to participate first by doing things that they enjoy or find easy to do. This usually leads to all of the jobs getting done without overloading a few.
- Every family is expected to assist in transporting Scouts to planned activities. This task will be rotated.

Every Scout camping trip must be supervised by at least two registered and trained adults per eight Scouts. In addition, at least one adult must be currently certified in first aid and CPR.

Parents are encouraged to volunteer for camping trips, subject to their physical condition and approval by the Trek Leader. The Scout program is

usually limited by the availability of trained leaders and parents for all the outings that the Scouts desire. Training is required and provided by the Council for specific skill sets. Please inform the Scout Master if you are interested in receiving additional training to support the Troop.

- Two or more trained adults must supervise the troop at summer camp. It is possible to rotate this task when individuals are not available for the entire week. It is our goal to have no fewer than one trained adult per 6 scouts at summer camp. Adults attending summer camp or Long Term are required to have had a physical within two years of attendance or annually if over the age of forty.

### HEALTH

- It is the responsibility of the parent to monitor the health of the Scout to assure that he is well enough to participate in the Scouting Activities. Physical examinations are always required for summer camp and sometimes required for other council sponsored events. A complete physical examination is required to be documented every three years. An updated health questionnaire is adequate in between but needs to be signed yearly.
- Do not withhold potential health or emotional problems from the Scoutmaster.
- Scouts should not self-medicate on trips. If the parent of the scout is not in attendance, it is required that the scout or parent of the scout provide any medication with dosage, to the Trek Leader or designated adult to dispense during all outings. It is also recommended that a scout outing is not a good time to take your son off his medication!!!

### PARTICIPATION

- Parental permission for the Scout to participate in general scout activities is assumed given via the registration process and the attendance at an activity through a signed permission slip.
- For each and every outing a signed "Parent or Guardian Consent and Approval for Scouting Activities" form must be completed and submitted to the Scout Outing Scribe or other designated person before a boy will be permitted to attend t troop outings.

### EMERGENCY MEDICAL RELEASE SLIPS

- Emergency care in the State of California will normally be refused until parental permission is obtained. To prevent the possibility of delays in

necessary treatment we require a completed Authorization and Consent to Treat a Minor” Emergency Medical Release form for each Scout attending an outing which will allow the leader to authorize the emergency medical care. Accidents do happen. Emergency contact information and medical insurance information should also be included on this form.

### INSURANCE

- The Troop carries secondary supplemental insurance for all registered adults for medical needs resulting from accidents during official scout activities. Please note that the amount of coverage is limited and may not entirely cover the medical costs.

### COURTS OF HONOR

- Presentation of awards occurs at Courts of Honor approximately four (4) times each year. They replace the normal Tuesday night meeting. All family members are invited and encouraged to attend. Recognition is a big moment in the Scout’s life. When a Scout earns a new rank, the parents should participate in the presentation.

### SMOKING AND DRINKING AND DRUGS

- Smoking, consumption of alcohol and illegal drug use is prohibited at all Troop Meetings and outings. Smoking, consumption of alcohol and illegal drug use by the Scouts is prohibited at all times and could result in expulsion from the troop.

### UNIFORMS

- Each Scout entering the Troop shall be required to have a complete uniform within (60) sixty days. The uniform consists of: Scout Shirt, Scout Pants, Troop Neckerchief and Slide. The shirt shall have badges sewn in their proper place. Proper uniform for Patrol and Troop meetings and outings is from the waist up, not including belt, (extra clothes may be brought for in-camp wear for outings and camping). Proper uniform for Court of Honor and all Council and District activities such as Camporee, shall be head to toe.

- Uniforms are available from the following local Scout Distributors:

BSA Trading Post (Scout Headquarters)  
509 E. Daily Drive  
Camarillo, CA

Great Pacific Ironworks

Ventura, CA

J.C. Penny Catalog Sales

Sports Chalet

- . The Troop also maintains a uniform exchange program.

### ATTENDANCE

- a) Any Scout who misses two (2) consecutive meetings without good cause and without notifying the Scoutmaster or Assistant Scoutmaster may be placed on the inactive list. Notification should be done directly or through the patrol leader. The Patrol Leader is responsible for notifying the Scoutmaster that a Scout has missed two consecutive meetings without proper notification and good cause..
- b) Any Scout who holds a troop or patrol leadership position, elected or appointed and misses more than two (2) meetings in one month without notification of good cause, in advance, to the Scoutmaster may automatically forfeit his position of leadership.
- c) An inactive Scout will not be allowed to participate in Troop functions such as hikes, campouts, district or council events. Two weeks prior to an outing a Scout must attend the meetings or he cannot attend the outing even if he paid.
- d) An inactive Scout will not be awarded any award until he is off the inactive list. Sixty (60%) attendance is required at meetings and outings in the period before advancement into the next rank. Meetings include TLC's for those members of that group.
- e) To be removed from the inactive list a Scout must attend four (4) consecutive meetings and pay back dues; until that time he is still on the inactive list.
- f) Transferees will be evaluated by the Scoutmaster on an individual basis for awards earned.

### ELECTED TROOP LEADERSHIP POSITIONS

- a) These positions are: Assistant Senior Patrol Leader and Patrol Leaders. The Senior Patrol Leader position is filled by the outgoing Assistant Senior Patrol Leader at each election. The term of office of the SPL and ASPL is nine months, while the term for the other elected positions is six months.

- b) To be eligible for election to Assistant Senior Patrol Leader the Scout must be at least First Class, a member of Troop 730 for 1 year and is subject to the Scoutmasters approval.
- c) In those exceptional cases where there are not enough First Class Scouts for an election another nominee will be accepted. This acting leader must advance to the first class requirement within a reasonable period not to exceed ninety (90) days after his election. Failure to do so shall be cause for removal from office upon the Scoutmaster's recommendation and the approval of the committee.
- d) Election for troop leadership positions will be held on the first (1<sup>st</sup>) troop meeting during the months of June and December each year.
- e) A Scout may only be re-elected to the same troop leadership position for two (2) consecutive terms.
- f) After having been re-elected to the same position one (1) time in one (1) year, a Scout can be re-elected to the same position only when a least two (2) consecutive terms have passed since he last held the position.
- g) When special elections are held, the Scout elected shall serve until the next regularly scheduled election and may be re-elected to that position one (1) time.

#### OTHER TROOP POSITIONS

- a) The other troop officers are appointed by the Senior Patrol Leader, in consultation with the Scoutmaster.
- b) The other troop officer positions are: Guide, Chaplains Aid, Troop Dues and Outing Scribe, Troop Quartermaster, Troop Librarian, Troop Historian, Den Chief, etc.
- c) The term of office of the other troop officers shall be the same as the patrol leaders, except Quartermaster. Because of the demands on the position, the length of term for the Quartermaster has been expanded to one year.
- d) The other troop officers may be reappointed to the same position one (1) time in a year, then at least two (2) consecutive terms must pass before he can be reappointed.

#### JUNIOR ASSISTANT SCOUTMASTER & INSTRUCTORS

- a) The junior assistant Scoutmaster and instructors are appointed by the Scoutmaster.
- b) These leaders serve the Scoutmaster and may be removed from office upon recommendation of the Scoutmaster.
- c) Troop attendance, as well as the dues and registration fee requirements apply to the Scouts who hold these positions. Failure to live up to these requirements shall constitute cause for removal from the office.

### PATROL MEETINGS

- a) Each Patrol is expected to meet at least once a month. Time and location should be announced by the Patrol Leader. Patrol meetings shall be separate from Troop meetings.
- b) If for any reason a Scout cannot make a Scout meeting, he MUST inform his Patrol Leader or the SPL or the ASPL of the reason (who in turn will report this to the Scoutmaster). If this is not done he will be considered unexcused and if this should happen two weeks in a row, he may be placed on the inactive list.

### TROOP LEADERS COUNCIL

Troop Leaders Council (TLC) shall consist of the Senior Patrol Leader (SPL), Assistant senior Patrol Leader (ASPL), and Patrol Leaders. It shall meet once a month as scheduled in the troop program calendar. (Normally the last regular meeting of each month).

The TLC will also be responsible for submitting a yearly Troop Activity Planning Calendar to the Troop Adult Committee. The first draft of the Activity Calendar shall be submitted to the Adult Committee at the Adult Committee meeting each August. Subsequent to review and recommendations by the Adult Committee, the TLC will submit the final Activity Planning Calendar to the Adult Committee at the following September Adult Committee meeting. NOTE: It is recommended that Troop activities not be planned for during major Holidays.

### ADULT COMMITTEE

The Adult Troop Committee shall consist of at a minimum a Committee Chairman who is elected for one year at time. of the new troop annual schedule , a Treasurer and a Secretary. It may also consist of a duly authorized Scouting Coordinator, Camping Chairman and Transportation Chairman. . Other positions may be created as required. Unless otherwise announced the Committee

Meeting will be held the second Monday of each month to begin at 7:30 P.M. at a location to be announced.

To insure an orderly rechartering, a nominating committee will be appointed to present to the Troop Committee a list of names to be put into nomination for the ensuing Troop Calendar year (September through August). Each nominee will have been contacted prior to nomination to make sure of their intent to serve. The election of the committee will have been completed on or before the November committee meeting.

The bylaws will be submitted to a committee for review and revision when necessary. Said committee will have on its board the troop representative from the chartering institution.

A person must serve on the committee for one (1) year prior to serving as Committee Chairperson, Scoutmaster or Assistant Scoutmaster, unless being appointed after his 18<sup>th</sup> birthday. Any Scout remaining in the Troop after their 18<sup>th</sup> birthday would technically be an Assistant Scoutmaster.

These bylaws as such, can be amended or deleted by a quorum (50%) of the registered, troop committee members/adult Scout Leaders attending the regularly scheduled monthly committee meeting. Discussion for amendment will take place at the next regularly scheduled committee meeting, voting on the motion at the next scheduled meeting.

#### RECORDS AND MISCELLANEOUS

The Advancement Chairman will maintain custody of the Troop records as well as the individual Scout record sheet showing the Scout's awards and attendance. Upon transfer of a Scout from the unit, the records will be held by the Scoutmaster until all back dues are paid and the transferring Scout has been cleared by the Troop Quartermaster and Librarian as to any Troop equipment he may have checked out.

