

# **BOY SCOUT TROOP 641 OPERATING PROCEDURES and BY-LAWS**

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*The Boy Scouts of America chartered Boy Scout Troop 641 as a member of the Fort Gatlin District in the Central Florida Council. The chartering partner is The Children of Abraham Foundation, Inc. in Central Florida.*

## **I. Scope & Purpose**

The Troop is to provide a year round scouting program for boys ages 10 ½ to 18 years old, and to follow policies and guidelines of the Boy Scouts of America. The Charter Organization is to provide a meeting place, approve a Scoutmaster, and appoint a Chartered Organization Representative. The Troop Committee acts as a Board of Directors of the Troop, supports the Troop program, and ensures adult leadership is recruited and trained.

## **II. Leadership of the Troop**

### ***A. Chartered Organization Representative:***

1. Serves as a liaison between the Troop and the Chartered Organization.
2. Is a member of the Charter Organization – Children of Abraham Foundation, Inc.
3. Presents the person to serve as Scoutmaster to the Chartered Organization for approval.
4. Serves as liaison with the Troop Committee Chairman.
5. Helps recruit other leaders.
6. Is an active and involved member of the District Committee.
7. Assists with unit re-chartering.
8. Encourages service to the community.

### ***B. Troop Committee Chairman Duties***

1. Organize the Committee – functions are delegated and completed.
2. Maintain a close relationship with the Chartered Organization Representative and Scoutmaster.
3. See that the Troop leaders and Committee members have training.
4. Interpret national and local policies to the Troop.

5. Send out Troop Committee Meeting Notices.
6. Call and preside over Troop Committee meetings.
7. Secure trained individuals for Troop leadership.
8. Arrange for the charter review and re-charter annually.
9. Has one vote on the Troop Committee, only in case of a tie.

***C. Troop Committee Composition & Duties***

1. The Voting Membership of the Troop Committee includes the following: Troop Committee Chairman, Treasurer, Secretary, Parent Liaison, Equipment Chairman, Outdoor-Activities Chairman, Advancement Chairman, Leadership Training Chairman, Public Relations Chairman, Fundraising Chairman, and Membership Chairman, and Recruitment Chairman. Each of these members has one vote in all instances. The Troop Committee Chairman votes only to break a tie.
2. Attendance at all Committee Meetings is mandatory for voting members. An attendance rate of 75% is considered minimally acceptable. If a member's attendance drops below a 75% rate, that member may be required to resign at Committee's discretion.
3. The Troop Committee will elect officers at the July meeting, for a term of one year. Newly elected officers will assume office on August 1 of that year. A vacancy occurring in any office shall be elected for the remainder of the term by the Committee at the next scheduled Committee Meeting. Upon Troop Committee approval, a Troop Committee member may extend their tenure for additional one year terms with no set limits.
4. The Scoutmaster is not a Troop Committee Member, and has no vote, but is expected to attend Troop Committee meetings.
5. The Troop Committee will try to have one meeting a month, on the second Thursday of the month, starting at 7:00 p.m. Parents, guardians, and Assistant Scoutmasters who are not Committee Members are welcome to

attend meetings and participate in discussions; however, they have no vote on the Committee.

6. Proposes candidates for the position of Scoutmaster to the Chartered Organization for approval.
7. Work closely with the Scoutmaster.
8. Set up, approve, and maintain Troop budget annually.
9. Supervise finances and equipment.
10. Secure and maintain an appropriate meeting place for Troop meetings.
11. Supervise maintenance of Troop records.
12. Approve Adult Leadership applications.
13. Resolve Troop business and adult leadership problems.
14. Stimulate Parent/Guardian interest with proper programming and communications.
15. Strive to ensure Scouts a quality year-round program.
16. Arrange Eagle Scout Courts of Honor, as needed.
17. Select and secure summer camp reservations with input from the Troop.
18. Duties as outlined by the Troop Committee and the Boy Scouts of America.

***D. Scoutmaster***

1. Conduct Troop meetings according to the Boy Scouts of America policy.
2. Plan and help carry out the Boy Scout program in the Troop.
3. Work with the Troop Committee and attend Troop Committee meetings.
4. Guide and support the Patrol Leader Council.
5. Help develop and maintain good relationships with Packs and other Troops.
6. Maintain good relationships with parents.
7. Guide Scouts in Good Turns and community service.
8. Responsible for Troop Junior Leader Training.
9. Develop yearly activity calendar with Scouts and Troop Committee.

10. Conduct quarterly adult leader meetings.
11. Maintain good attendance to assure proper troop program.
12. Participate in Scoutmaster's fundamentals training during the first year.
13. Duties outlined by the Troop Committee and the Boy Scouts of America.

***E. Assistant Scoutmaster(s)***

1. Assist Scoutmaster as needed.
2. Assist Scoutmaster in meeting leadership requirements as outlined by BSA.
3. Promote policies of Boy Scouts of America.
4. Participate in Troop Meetings and Outings.
5. Be prepared to assume duties of Scoutmaster, if and when need arises.
6. Attend a minimum of 50% of meetings and/or activities or by significant contribution of time or effort to Troop program.
7. Participate in Scoutmaster's fundamentals training during the first year.
8. Serve as Patrol Mentors, as needed.
9. Duties as outlined by the Troop Committee and the BSA.

***F. Treasurer***

1. Handle all Troop funds.
2. Pay bills on recommendation of the Scoutmaster, provided they are within the approved budget or approved by the Troop Committee.
3. Pay all bills in a timely manner and all reimbursements within one month.
4. Obtain approval of the Troop Committee for any unbudgeted expenditures.
5. Maintain checking and savings accounts.
6. Train and supervise the Troop and Patrol Scribes.
7. Receive Troop income for Scouting activities from the Troop Scribe.
8. Keep accurate records.
9. Present monthly financial reports at the scheduled Committee meetings including: Income Statement, Balance Sheet, and Supplemental Information.

10. Provide quarterly financial analysis of Troop finances upon request of the Committee. A two-week notice will be required.
11. An annual financial review will be required each January and will be conducted by the Committee. All financial records for the past year will be made available at that time.
12. The Chartered Organization has the right to audit the books and records.
13. Personal Scout accounts will be kept updated on a monthly basis. These accounts will be created from participation in Fundraising activities.
14. Chair annual Troop Budget Committee.

***G. Secretary***

1. Keep minutes of meetings, and distribute these by email to Committee members within 10 days of the meeting. Re-send them by email three days prior to the next meeting, if needed.
2. At each meeting, report the minutes of the previous meeting. Amend minutes as needed when the minutes are brought up for discussion and approval.

***H. Parent Liaison***

1. Prepare a bi-monthly family newsletter of Troop events and activities, and distribute by email.
2. Plan for semi-annual family night programs.

***I. Equipment Chairman***

1. Arrange for trailer maintenance.
2. Supervise and help procure camp equipment.
3. Work with Quartermaster on inventory, storage, and proper maintenance of Troop equipment.
4. Conduct annual safety inspection of storage area and trailer.

5. Maintain a Troop "Lost and Found".
6. Prepare a report to present at monthly Troop Committee meetings.

***J. Outdoor-Activities Chairman***

1. Finalize selection of camping locations and activities with input from the Scouts, PLC, and Troop Committee.
2. Present costs for outdoor Troop activities for approval by the Troop Committee.
3. Help in securing permission to use/reservations for camping sites, tour permits, and permission slips.
4. Collects completed permission slips from the Troop Scribe.
5. Facilitate and approve menu selection for campouts and activities from Scouts/PLC involvement and assistance.
6. Facilitate and approve food purchases for campouts and activities with Scouts/PLC involvement and assistance.
7. Serve as transportation coordinator.
8. Encourage monthly outdoor activities or special activities.
9. Promote the National Camping Award.
10. Promote, through family meetings, attendance at Troop campouts, camporees, and summer camp, to reach the goal of one outing per month.

***K. Advancement Chairman***

1. Encourage Scouts to advance in rank.
2. Arrange and conduct Troop Boards of Review at least three times per year.
3. Maintain a Merit Badge Counselor list.
4. Make a prompt report on the correct form to the Council Service Center when a Troop Board of Review is held.
5. Secure badges and certificates.
6. Work with the Troop Scribe to maintain all Scout advancement records.

7. Work with the Troop Librarian to build and maintain a Troop library of Merit Badge pamphlets.

***L. Leadership Training Chairman***

8. Encourage leaders to advance in training on a monthly basis; advise of training opportunities; promote continuing education for all adult leaders through attendance at Roundtables, University of Scouting, and other training opportunities.

***M. Public Relations Chairman***

1. Contact news media for special events, advancements, and fund raisers.
2. Coordinate all Eagle Courts of Honor and special events.
3. Coordinate communications to the community.

***N. Fundraising Chairman & Committee***

1. Plan and coordinate fundraising activities.
2. File "Unit Money Earning Application" for all fundraisers with local Council.
3. Record Scout participation.
4. Generate an accounting report of any fundraiser.
5. Turn over all funds to Treasurer.

***O. Membership Chairman***

1. Retain Scouts by monitoring Scouts' attendance.
2. Provide support for new Scout families.
3. Work with the Secretary/Parent Liaison to organize and conduct Annual Parent/Guardian Information Meeting, after spring and fall recruiting are complete.



**P. Recruitment Chairman**

1. Recruit new Scouts.
2. Provide new member packet of Troop Handbook, by-laws, and roster to all new families.

**III. Parent Participation**

- A. Parent/Guardian participation is strongly encouraged, and is necessary for planning and carrying out a well-rounded scouting program.
- B. Parents/Guardians are encouraged to attend every Court of Honor.
- C. Scouts **MUST BE PICKED UP ON TIME AFTER EVERY MEETING OR OUTING BY PARENT/GUARDIAN**, unless Troop leadership receives permission for a Scout to be picked up by others.
- D. Parents/Guardians are expected to participate in Troop family activities.
- E. Family activities shall be understood to include only the immediate family of the Scout.
- F. Parents/Guardians are encouraged to apply for membership with the Troop Committee and the Boy Scouts of America, in accordance with the Boy Scouts policy.
- G. Parents are encouraged to attend monthly Committee meetings (2<sup>nd</sup> Thursday, starting at 7:00 p.m.)

**IV. Uniform Code/Dress**

- A. A **Full Dress Uniform** will consist of Boy Scouts of America official uniform shorts/pants, shirt with insignia sewn on in proper places, belt, Troop neckerchief (issued), socks, and closed toe shoes. The Merit Badge sash and Order of the Arrow sash should also be worn if the Scout is entitled to wear it.
- B. A **Class A Uniform** will be described above with the omission of the Merit Badge sash, Order of the Arrow sash, and with closed toe athletic shoes. **THIS WILL BE THE STANDARD UNIFORM, UNLESS OTHERWISE DESIGNATED BY THE SCOUTMASTER.**

- C. A **Class B Uniform** will consist of Troop t-shirt, closed toe shoes, and a choice of pants, as deemed appropriate by the Scoutmaster. No camouflage-pattern pants, hats, or shorts are permitted. Pants/shorts color is limited to denim, olive, or khaki.
- D. THE UNIFORM DESIGNATED WILL BE WORN AT ALL SCOUTING FUNCTIONS.
- E. Full Dress Uniform will be worn at Board of Review and Court of Honor.
- F. Scout's name should be placed on all parts of uniform with an indelible marker.
- G. If a cap is worn by the Scout at any time that he is in uniform, it must be a standard BSA cap, BSA event cap, or Troop approved cap.

**V. Boy Scout Handbook**

- A. The Scout's Handbook is required at each Board of Review, and should be brought to all Troop meetings and campouts.
- B. The Scout's name should be marked on edge of his handbook.
- C. Scouts are required to have all advancement requirements signed and dated by a leader or eligible Scout that has witnessed the advancement skill.

**VI. Meeting Times**

- A. Troop 641 has a standing meeting time, every Sunday afternoon, beginning at 3:30 p.m., or as designated.
- B. Scouts should not be dropped off more than 15 minutes prior to the scheduled meeting time and ONLY THEN IF TWO ADULTS ARE PRESENT.
- C. Scout MUST be picked up by Parent/Guardian (or other person designated by Parent/Guardian), within 15 minutes of scheduled ending time. A Parent/Guardian is expected to pick up the Scout outside the meeting place.

## **VII. Outdoor Activities**

- A. Costs for Troop outings will be determined by the estimated event expenses, and approved by the Troop Committee.
- B. Permission slips are to be distributed 30 days (5 meetings) prior to an event.
- C. Permission slips and camping fees will be due 15 days (3 meetings) prior to an event.
- D. Camping fees are non-refundable after reservation and food purchases have been made.
- E. Summer camp fees and deadlines will be published and strictly followed.
- F. In accordance with Boy Scouts of America policy and state law, all Scouts traveling on a Boy Scout outing must wear a seatbelt while in vehicles. EACH VEHICLE MUST HAVE TWO ADULTS. IF ENOUGH TRANSPORTATION CANNOT BE SECURED TO TAKE ALL SCOUTS AND COMPLY WITH THIS POLICY, THE CAMPOUT/OUTING WILL BE CANCELED.
- G. Every effort will be made to have one camping activity per month.
- H. The standard Troop 641 Permission Slip and Consent to Treat form will be used for all camp outings and other activities as required by Scoutmaster.
- I. The completed, signed Permission Slip must be turned in by the deadline or THE SCOUT WILL NOT BE ALLOWED TO PARTICIPATE. A Scout can email return of the completed, signed permission slip to the Scribe, who will copy it to the Scoutmaster and Outdoor/Activities Chairman, with the parent or guardian signature (electronic signature is acceptable).
- J. Scouts may be prohibited from going on events if they do not bring proper equipment mandated in the permission slip.

## **VIII. Emergency Treatment**

- A. All Scouts are required to have a Consent to Treat form to be kept on file by Troop 641, in event of medical emergencies. These forms will be updated annually with the Troop Charter, and are retained by the Scoutmaster, and are on hand at all Troop functions.

- B. In case of a medical emergency, the parents will be notified immediately.
- C. In the event parents cannot be reached, the injured person will be treated, as deemed necessary by the leadership of the event.
- D. Every Scout must have a physical every year. All Scout leaders and all adults going to Scout camp must have a physical every year.

## **IX. Troop Finances**

### **A. Dues**

1. Dues will be determined prior to the beginning of every year. Dues will be paid in installments with \$75.00 per Scout, paid in August of each year, 75% of the remaining balance must be earned or due by January 1 of each year, and the balance due on May 1.
2. Individual Scout Accounts (ISA) are kept for payment of any activity or equipment fees. Monies for this account are generated in part by participation in Troop Fundraising activities as provided by section E. A current accounting will be posted and updated monthly.
3. Activity fees, which vary with each activity, must be paid no later than two weeks prior to the activity. Summer camp fee schedules may vary.
4. All checks should be made payable to Boy Scout Troop 641.
5. A letter will be sent to Parent/Guardian if Scout's dues are more than 60 days delinquent.
6. Any Scout more than 60 days delinquent may not participate in any Troop campouts until dues become current.
7. If financial consideration for non-payment of dues is needed, contact Scoutmaster or Troop Committee Chairman. All contacts will be kept confidential.

***B. Checking Account***

1. All Troop checks will require two signatures.
2. No two members of the same family may sign on Troop checking account.
3. The signatures on the Troop checking account will be the Treasurer, Committee Chairman, and Scoutmaster.
4. Receipts are required on all purchases, and must be turned into the Treasurer or Assistant Treasurer.
5. Any unbudgeted purchases must be pre-approved by a majority of the Troop Committee.

***C. Troop Budget***

1. An Annual Troop Budget will be submitted by the Budget Committee to the Troop Committee for approval at the July Committee meeting each year. A draft will be due to the Committee by May.
2. A calculation will be made as to each Scout's share of Troop operating expenses. This amount will be reported and recorded as an obligation of each Scout's Individual Scout Account (ISA) to be earned or paid in accordance with sections A and E.
3. The Budget Committee will consist of the Scoutmaster, a Scoutmaster appointed Assistant Scoutmaster, Troop Committee Chairman, Chartered Organization Representative, Troop Treasurer, and the Fundraising Chairman.

***D. Fundraising***

1. After consultation with the PLC and the Scoutmaster, the Troop Committee will establish fundraising activities for the Troop each fiscal year.
2. Individual Scout Patrols may raise funds for special Patrol needs with approval of the Scoutmaster and/or Committee.

***E. Individual Savings Accounts (ISA's)***

1. Each Scout will have an ISA account to be maintained by the Treasurer and reported monthly.
2. Profits from fundraising activities (with the exception of Red, Hot, & Boom) will be credited to each Scout's ISA account on an hourly, pro-rata basis. All funds from Red, Hot, & Boom will go towards the following year's summer camp expenses.
3. The initial \$75.00 payment for dues is added to the Scout's ISA account.
4. Each Scout's obligation for their share of the Troop's operating expenses (See section C2.) will be charged against their ISA.
5. Once a Scout's ISA account balance exceeds the amount charged for that year's operating expenses, the funds may be used to pay for activity fees including summer camp.
6. If a Scout 1) quits the Scouting program, or 2) when he reaches the age of 18 and does not attain the rank of Eagle, the remaining funds in his account will be transferred to the Troop treasury or transferred to a sibling who is a Troop member in good standing. When a Scout attains the rank of Eagle and 1) he is either 18 or 2) he has entered college, the remaining funds in his account will be paid to that Scout.

**X. Advancement & Boards of Review**

- A. Board of Review will be held on a scheduled basis and staffed in accordance with the Boy Scouts of America policies. A Special Board of Review may be requested by a Scout if approved by Scoutmaster.
- B. Board of Reviews can only be scheduled after a boy's Scoutmaster Conference.
- C. Any Parent/Guardian of a Scout appearing before a Board of Review is disqualified from that Board.
- D. A Scout appearing before a Board of Review will wear the Full Dress Uniform, and have his Scout Handbook with him.

## **XI. Discipline**

- A. ALL PERSONS PARTICIPATING IN TROOP 641 ACTIVITIES WILL ABIDE BY POLICIES OF THE BOY SCOUTS OF AMERICA and PROCEDURES OF BOY SCOUT TROOP 641.
- B. Misbehavior and disrespect will be handled by the following chain of command:
  - 1. Meeting with Patrol Leader and Senior Patrol Leader.
  - 2. Conference with Scoutmaster and/or Assistant Scoutmaster.
  - 3. Conference with Scout, Scoutmaster, and Parent/Guardian.
- C. The Scoutmaster or his representative will have final decision as to disciplinary action of Scout at all Troop activities.
- D. Certain behaviors are unacceptable in Troop 641. Offenses worthy of probation/suspension, include, but are not limited to:
  - 1. Fighting, pushing, tripping, or other actions which may cause injuries.
  - 2. Physically or verbally abusing another Scout.
  - 3. Intentional actions which cause property damage.
  - 4. Socially unacceptable actions, including hazing.
  - 5. Disobeying a direct order by a leader.
  - 6. Acting disrespectfully to a leader.
  - 7. Instigating another Scout to commit any of the above offenses.
- E. If a Scout commits any of the above offenses, the Scoutmaster may immediately issue a written statement to the Scout informing him that he has been suspended or put on one-month probation. As part of the probation/suspension:
  - 1. The Scout must immediately call his Parent to pick him up (even if on an overnight).
  - 2. A parent must accompany the Scout on the next scheduled event (meeting or overnight). The Scout, Parent, and the adult leader who issued the probation will meet and discuss what occurred.

- F. If during the probation, the Scout commits another offense listed in XI. D., he will be suspended from all Troop activities for one month. The Scout may be required to perform community service events and make restitution at the Scoutmaster's discretion.
- G. When a Scout returns from suspension, he will continue to be on probation for another month.
- H. If a Scout is suspended twice within six months, he may be expelled from the Troop.

**XII. Grievances**

- A. Grievances of Scouts will be handled in the same manner as listed above (A. through C.) under section XI. under Discipline above.
- B. Grievances of Parents/Guardians of Scouts will be presented to the Troop Committee, Committee Chairman, or the Chartered Organization Representative. These grievances will be brought before the full Committee.

**XIII. Changes to By-Laws**

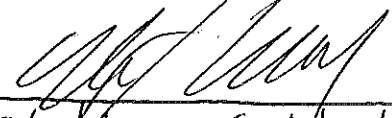
- A. Any changes to the By-Laws of the Troop Committee must be considered by a quorum of the Committee (50% of voting Committee members, as designated in II., C1.) and approved by two thirds vote.
- B. Any changes to the By-Laws of Troop 641 will be published and distributed to Parents/Guardians of the Troop.
- C. Any changes to the By-Laws of the Troop Committee, must be considered by a quorum of the Board of Directors of the Chartered Organization, and approved by a two thirds vote.

  
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 TROOP COMMITTEE CHAIR

4/30/2012  
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 DATE

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 TROOP COMMITTEE SECRETARY

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 DATE

  
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 Children of Abraham Foundation, Inc.

5/1/2012  
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 Date