

Change History

Date Approved	Nature of change
12/4/2002	Miscellaneous changes.
12/4/2002	Troop Equipment to include trailer.
1/8/2003	Code of Conduct to include Disciplinary Behavior Committee
3/5/2003	Miscellaneous changes.
3/26/2003	Uniform Subsidy Added.
01/10/2004	Dues payment by September
02/04/2004	Tour leaders require training
08/23/2004	Changes to Budget Section - Addition of Discretionary fund Section
02/02/2005	Changes to Safety Section - Allowing Committee to override need for training
03/09/2005	Changes to Participation Section – Simplifying Attendance Policy
12/03/2008	Adopted revised Troop 424 Code of Conduct for Scouts

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The Bylaws of

Boy Scouts of America
Troop 424
Merrimack

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Intent

The intent of this document, the Bylaws of Troop 424, is to broadly define and formalize how Troop 424 functions. It also serves to describe what is expected of the Scouts and their parent(s) and to supplement the normal Boy Scouts of America rules and guidelines. This document follows terminology found in Boy Scouts of America documentation.

Program Purpose

The purpose of the Boy Scouts of America is to provide boys an effective program designed to build the desirable qualities of character, to train them in citizenship, and to develop in them personal fitness. The objective is to help develop American citizens who:

- Are physically, mentally, and emotionally fit.
- Have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness.
- Have personal and stable values firmly based on religious concepts.
- Have the desire and the skills to help others.
- Understand the principles of the American social, economic, and governmental system.
- Are knowledgeable about, and take pride in, their American heritage and understand America's role in the world.
- Have a keen respect for the basic rights of all people.
- Are prepared to fulfill the varied responsibilities of participating in and giving leadership to American society and in the world.

Organization of the Troop

The Troop consists of the Scouts, Scout Leadership, Troop Leadership (adult) and the Troop Committee. More detailed information about this Committee can be found in the Troop Committee Guidebook.

Troop Committee

All registered adults are members of the Troop Committee and have voting privileges. Any adult may apply to be considered for an open position. After a period of 90 days (September 1 thru June 30 unless waived), the Committee will vote on the Assistant Scoutmaster's application.

A Scoutmaster, Assistant Scoutmaster or Troop Committee member who is not fulfilling his/her obligations or not abiding by the rules of the Troop Committee may be asked to resign by vote of the Troop Committee at a meeting fully and openly advertised at least seven days in advance and to which all committee members have been invited.

The Troop Committee responsibilities are to:

- Assist the charter rep in selecting a Scoutmaster.
- Assists the Scoutmaster in recruiting Assistant Scoutmasters.
- Ensures quality leadership is recruited and trained.
- Provide adequate meeting facilities.
- Advise Scoutmaster on policies relating to the Boy Scout program and the chartered organization.
- Carry out the policies and regulations of the Boy Scouts of America.
- Guide Leaders in carrying out the Boy Scout program.
- Be responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtain and maintain Troop property.
- Provide adequate camping and outdoor programs.
- See that qualified adult leadership is assigned in case the Scoutmaster is absent or is unable to serve.
- Operate the Troop to insure permanency.
- Ensure positive encouragement is provided to Scouts to abide by the code of conduct and safety rules and to participate as fully as they are able.
- Encourage parental involvement in troop activities and in the Committee by informing parents of participation opportunities and promoting active involvement to the extent possible.

The Troop Committee Chairman

- Organizes the Committee to see that all functions are delegated, coordinated, and completed.
- Maintains close relationship with the Charter Organization's representative and the Unit Commissioner.
- Sees that Leadership and Committee have training opportunities.
- Interprets national and local council policies to the Troop and ensures these policies are being followed.
- Works closely with the Scoutmaster in preparation of the agenda for the Troop Committee meetings.
- Calls, presides at, and promotes attendance at monthly Troop Committee meetings.
- Insures Troop representation at District Roundtable meetings.
- Secures qualified individuals for camp leadership.
- Arranges for charter reviews and recharts the Troop annually.
- Is selected by the committee subject to the approval of the Charter Representative.

Troop Leadership

All appointed Troop Leaders are expected to provide an excellent program for their Scouts. They will not segregate themselves with other Leaders leaving the Scouts without assistance and programming for advancement. Having been appointed a Leader; all will work together in unity as a Troop.

Program development is the task of the Scoutmaster. The planning and conduct of Troop meetings and other activities is left to the Patrol Leaders Council (PLC), made up entirely of Scouts with guidance and counsel of the Scoutmaster and Assistant Scoutmasters.

The Scoutmaster

- Fosters concepts and themes of Boy Scouts of America.
- Works with and through responsible adults to give Scouting to boys.
- The Scoutmaster recruits Assistant Scoutmasters subject to committee approval.
- Helps boys to grow by encouraging them to learn for themselves.
- Guides boys in planning the Troop program.
- Trains and guides boy Leaders to run their Troop.

Assistant Scoutmasters

Assistant Scoutmasters are typically assigned to a Patrol or Venture Crew and are responsible to the Scoutmaster in the following capacities:

- Serves as an advisor and resource person for the Patrol.
- Supports the Patrol Leader and Assistant with advice and counseling.
- Serves as the Troop Leader in the absence of the Scoutmaster.

Assistant Scoutmasters may also be assigned to a special function as needed.

Merit Badge Counselors

Any adult approved by the District Advancement Committee may be a merit badge counselor. Scouts are encouraged to ask adults with special skills to become counselors to assist the Troop.

The primary responsibility of the counselor is to ensure that each Scout has met all the requirements of the merit badge before approving the merit badge application ("blue card"). There is no time requirement for completing any merit badge other than before the Scout's 18th birthday. The Scout is expected to meet the requirements as stated – no more and no less. Furthermore, he is to do exactly what is stated. If the requirement states, "Show or demonstrate," that is what he must do. The same holds true for such words as "make," "list," "in the field," and "collect, identify, and label." The counselor cannot require more of a Scout than is stated. On the other hand, the counselor may suggest, encourage and help the Scout perform more, but must not require it.

Merit badge counselors must be men and women of good character, age 18 or older, and recognized as having the skills and education in the subjects for which they are to teach. All persons serving as merit badge counselors must be registered with the Boy Scouts of America.

There is no restriction or limit on the number of merit badges an individual may be approved to counsel for, as long as that individual is deemed qualified to teach said badges by the District Advancement Committee.

An approved merit badge counselor may counsel any Scout, including his or her own son, ward or relative.

Youth Membership

Any boy who has completed fifth grade or is 11 years old or has earned the Arrow of Light Award but has not reached his eighteenth birthday may apply for membership in Troop 424. If troop membership grows to a level where it strains the facility or leadership resources, then the Troop Committee will be consulted for approval. Priority will be given to Scouts who have or have had a sibling or parent/guardian active in the troop. This is followed by boys that the Scouts themselves have recruited, then by Webelos bridging over to Boy Scouting and then transfers and walk-ins.

Youth Leadership Positions

Leadership is required for advancement above First Class rank and the Troop offers several leadership opportunities for the Scouts. Each Scout should meet with the Senior Patrol Leader (SPL) and Scoutmaster to determine in which leadership position he can best serve the Troop.

The qualifications for Senior Patrol Leader are set by the Patrol Leaders' Council and a Scout obtains Scoutmaster approval to run for election. He is elected by a majority of the Scouts registered in the Troop.

Patrol Leaders are elected by majority vote of their patrol. The SPL appoints other youth leaders with the concurrence of the Scoutmaster and will preside over the Patrol Leaders' Council.

Uniform Requirements

Within six months of membership, it is expected that a Scout will have his full Class A uniform. The full Class A uniform consists of a Scout shirt with proper patches, a Troop neckerchief, a Troop hat, and Scout pants. A Class B uniform will consist of an informal Scouting shirt as directed.

Every newly registered Scout will receive his first Troop hat and neckerchief at no cost to him.

Each Scout will wear his uniform to Scouting functions as instructed.

Uniform Subsidy

When a Scout or registered adult leader (Scouter) purchases a new pair of official BSA Scout pants or shorts, and presents the sales receipt to the troop treasurer, the troop will reimburse the Scout/Scouter \$10 to their Scout account. Up to one pair of pants or shorts a year will be reimbursed. When the Scout or Scouter is finished with a pair of pants/shorts, and turns them in clean and free of rips, tears, and stains, then the troop will buy them for \$10 to the Scout account. Used pants/shorts may be purchased from the troop for \$10/pair and the troop will buy them back for \$10/pair (to their Scout account) if they are free of rips, tears, and stains.

Participation

Troop Meetings and Activities

Each Scout is expected to attend a minimum of ~~2/3~~ 67% of Troop Meetings and required activities. Attendance at non-required events will be added to the attendance records. Records will be kept and Scouts notified of their attendance monthly.

BSA Policy requires that for the Rank of Star, Life, and Eagle the Scout must be active in their Troop and Patrol for a specific number of Months. To be considered active in Troop 424, attendance must be at least 67% for that number of Months. Attendance will be calculated separately for each Month during the active Scout year (Typically September until June)

Religious Services

When religious services are held at Scouting events (e.g. District Camporees), all Scouts are expected to attend unless the parent has made prior arrangements for supervision during these services. The Troop will try to arrange a religious service whenever an event will prevent attendance at usual Sunday church services. The event coordinator and chaplain's aide(s) are responsible for planning this service.

Code of Conduct

Code of Conduct for Scouts

Introduction:

Many boys are committing their time and energy to Scouting in Troop 424 with great expectations of gaining Scouting Knowledge, Scouting Skills, and completing the path to becoming an Eagle Scout. Many adult volunteers are donating their precious time to help the Scouts of Troop 424 achieve their individual Scouting goals. Accomplishing these tasks will require an environment free of disruptive behavior. To this end, each Scout will follow the Troop 424 Code of Conduct.

What is the Troop Code of Conduct? The Troop Code of Conduct is a Scout- and leader-generated set of guidelines that help enforce the principals and values of Scouting. It is the responsibility of the Scout leaders and the adult leaders to ensure the Troop follows the principals and values of Scouting found in the Scout Oath, Law, Motto, and Slogan (shown below).

Everyone in Troop 424 will abide by the following Code of Conduct.

Boy Scout Oath:

On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

Scout Law:

A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.

Boy Scout Motto:

Be Prepared

Boy Scout Slogan:

Do a Good Turn Daily

Additionally:

- Each Scout will have due respect for one another as well as all others.
- Each Scout will do his best and be cooperative with Scout and adult leadership.
- Once a Scout reports to a Scouting event, he may not leave the event without informing, and receiving permission from, the adult leader in charge of the event.
- Items brought to a Scouting event that are clearly not part of the Scouting activity will be confiscated by an adult leader (to be returned to the Scout or parent at the end of the Scouting event).

Discipline:

If any Scout is disciplined at any of the Troop or patrol activities, the following progressive discipline procedure will go into effect. If a Scout needs to be disciplined, there will be at least two adults present. At no time will a Scout be verbally or physically abused by anyone.

Any Scout found to be:

- disruptive to the group;
- insubordinate to Scout and/or adult leadership;
- using foul language;
- committing acts of physical violence, aggression, bullying, or excessive teasing;
- using unnecessary roughness during Scouting activities or games;

- willfully breaking the Scout Law; or
- leaving Scouting activity area without permission

will be reported to the adult leader in charge immediately (or as soon as practical) and may be removed from the Scouting activity. Also, at the discretion of the Scoutmaster and the Troop Committee, a Scout may be disallowed from attending Scouting events for a period of time commensurate with the severity of the infraction.

Additionally, a Scout will be immediately removed from a Scouting event and his parent(s) or guardian(s) called to pick him up, with no expectation of any monetary refund, if any one or more of the following infractions occur:

- deliberate destruction of, or damage to, Troop equipment or property belonging to someone else;
- smoking;
- striking, assaulting, or deliberate intimidation of another person;
- continued disrespect of Scout and/or adult leadership; or
- any illegal activity.

Progressive Discipline:

First Offense

The Scoutmaster, adult event leader (or another adult attending the event) and the Committee Chairman (or designee) will:

1. Meet with the Scout immediately (or as soon as practical), to discuss and verify the infraction.
2. Contact the parent(s) or guardian(s) of the Scout and verbally make them aware of the infraction.
3. Assign an appropriate consequence if one has not been assigned
4. Ensure that the Scout and parent(s) or guardian(s) understand that further misconduct will lead to further disciplinary action.

The Scoutmaster and/or the Committee Chairman will make an entry in the Scout's permanent records, detailing the infraction, pertinent dates, and a brief summary of the resolution.

Second Offense¹

The Scoutmaster and the Committee Chairman (or designee) will:

1. Meet with the Scout and at least one of the Scout's parent(s) or guardian(s) immediately (or as soon as practical) to discuss and verify the infraction.
2. At this meeting the Scout and his parent(s) or guardian(s) are to be reminded of the expectations of the Boy Scouts of America, this Code of Conduct, and the Scout's desire to remain with Troop 424 is to be verified.
3. Reach an agreement with the Scout and his parent(s) or guardian(s), such that further misconduct on part of the Scout will lead to further disciplinary action, up to and including a request that the Scout leaves Troop 424.

The Scoutmaster and/or the Committee Chairman will make an entry in the Scout's permanent records, detailing the infraction, pertinent dates, a brief summary of the resolution, and the acknowledgement that further misconduct will lead to potential dismissal from Troop 424.

Acknowledgement of the meeting and its outcome will be documented in duplicate, signed and dated by all participants before adjourning. One copy will be kept with the Scout's permanent record and one copy will be given to the Scout.

¹ If it has been more than **nine** (9) months from the First Offense, the infraction is then classified as a First Offense.

Third Offense²

The Scoutmaster and the Committee Chairman (or designee) will:

1. Meet with the Scout and at least one of the Scout's parent(s) or guardian(s) immediately (or as soon as practical) to discuss and verify the infraction.
2. Upon determination and verification of actual misconduct, the Troop 424 Committee will formally decide if the Scout will be requested to leave Troop 424 and to return any Troop 424 materials in his possession.
3. The Scoutmaster and/or Committee Chairman may assist the Scout and his parent(s) or guardian(s) in locating another Troop.

The Scoutmaster and/or the Committee Chairman will make an entry in the Scout's permanent records, detailing the infraction, pertinent dates and a brief summary of the resolution.

Acknowledgement of the meeting and its outcome will be documented in duplicate, signed and dated by all participants before adjourning. One copy will be kept with the Scout's permanent record and one copy will be given to the Scout.

Code of Conduct for Adults

All adults will show due respect for Scouts, approaching them as young leaders with an expectation of achievement and an assumption of character. The primary role of adults is to encourage Scouts to follow the Scout Oath and the Twelve Points of the Scout Law, while observing rules of safe conduct.

All activities will be in agreement with the Youth Protection Program of the BSA. This policy includes two-deep leadership, which states that whenever a Scout is meeting with an adult, that meeting must be visible by one or more additional adults, but not necessarily within hearing range.

All interactions between adults and Scouts must be on a positive basis, being careful to keep comments on a constructive level.

Any adult observing unsafe behavior should take immediate action to stop said behavior. Any other inappropriate conduct should be addressed with the Scout privately as soon as is reasonable. If the behavior continues, or is a safety issue, the adult leader in charge should be notified.

² If it has been more than **twelve** (12) months from the Second Offense, the infraction is then classified as a Second Offense. If it has been more than **eighteen** (18) months from the Second Offense, the infraction is then classified as a First Offense.

Safety

- All activities must be supervised by a minimum of two adults and additional assistance as required. At no time is an adult to be alone with a Scout.
- The Tour Leader identified on a Tour Permit must have completed the Basic leader Training for Scoutmasters unless permission is given by the Troop's Committee on a per trip basis. Under all conditions the Tour Leader must have completed the Youth Protection Training program approved by Daniel Webster Council.
- Glass containers are strongly discouraged on hikes, campouts or Troop meetings.
- Scouts are not allowed to bring sheath knives to any Scouting function.
- Scout jackknives may be used only after a Scout earns his Totin' Chip card. Blades may not exceed 2 ½" in length.
- A Scout will be allowed to use hand axes only after receiving his Totin' Chip card. Further, the Scout may only use the hand ax in a roped-off area designated as an ax yard, and only after having received permission and approval from an adult leader.
- A Scout should always bring his Totin' Chip card to all camp-outs, special events, and summer camp.
- Liquid fuel stoves and lanterns can be a hazard and are to be used only under the direction of an adult.
- No open flames of any kind are permitted in tents.
- It is mandatory for the Troop to carry a first aid kit and medical forms on all events.
- All water activities will meet Boy Scouts of America Safety Afloat and Safe Swim Defense requirements. Supervision should include at least one person who is certified in CPR basic life support and one who is qualified in either BSA Lifeguard, Red Cross Advanced Lifesaving or YMCA Senior Lifesaver.

Program

Objectives

The program is designed to achieve objectives in character development, citizenship training and mental and physical fitness based on the Patrol system using youth-oriented leadership under adult guidance.

Troop Meetings

Troop Meetings are scheduled weekly during the usual school year. Generally, when school is cancelled, there will be no Troop meeting. The Patrol Leader's Council will assign responsibility for Troop Meeting planning to the various patrols.

Activities

Activities are all events in which the Troop participates other than Troop Meetings. This includes campouts, hikes, service projects, fundraisers, etc. Attendance is required at these activities to ensure that the Scout receives the full benefit from his Scouting experience. Even activities that are strictly for "fun" help the Scout gain confidence and acceptance in the group. Most activities are specifically planned for the accomplishment of advancement requirements; naturally the Scout must be present to meet these goals. Ideas for the activities come from the Scouts themselves and new ideas are encouraged.

The overall program is developed annually at a planning conference directed by the Senior Patrol Leader. Monthly themes and events are chosen at this time. Each event is designated as to whether it is a "required attendance" or an "optional" event. This program is submitted by the Scoutmaster, in calendar form, to the Troop Committee for approval. The Patrol Leader's Council makes changes and additions, and the Committee is notified.

Activities away from the usual meeting place are to be coordinated by at least one Youth Coordinator under the guidance of an Adult Coordinator. The adult is responsible for registrations, adult supervision, tour permits, transportation arrangements, necessary medical forms and for advising the Youth Coordinator. The Youth Coordinator is responsible for program planning, equipment, attendance, plans for religious services, permission slips, and menus.

Food Purchases

Prior to any outing, each Patrol will prepare a menu to be approved by the Patrol Advisor. All participants will pay their share of the food costs to the person who purchased the food. Should a participant fail to attend and not notify of cancellation before the food is purchased, he will still pay his share of the cost.

Advancement

Purpose

Education is the chief function of the Scouting movement and the basis of the advancement program. A fundamental principle of advancement is that the boy's progress is a natural outcome of his activities. Rank requirements furnish the basis of Troop activities. In Boy Scouting, recognition is gained through leadership in the Troop, attending and participating in its activities, living the ideals of Scouting, and proficiency in activities related to outdoor life, useful skills, and career exploration.

Rank Advancement

The Boy Scout requirements for rank are the basis for the Scout's advancement. The four steps in Boy Scout advancement procedure are learning, testing, reviewing and recognition.

It is the responsibility of the Troop Committee to make sure that the program of the Troop is conducted in such a way that Scouts have an opportunity to advance.

To become a Boy Scout, a boy need only complete the initial joining items listed in The Boy Scout Handbook. When this has been done, the Scoutmaster will give him a certificate of membership and the Scout badge to be worn proudly on his uniform. Following that, there are six ranks: Tenderfoot, Second Class, First Class, Star, Life and Eagle.

Scout's Responsibilities

- Rank advancement is the Scout's responsibility.
- Any Scout not advancing with his peers may be summoned for a Scoutmaster or Troop Advancement Chairperson conference to determine the cause.
- Attendance, as outlined previously, is required to advance.
- Scout spirit is required to advance and is defined in the current edition of the Boy Scout Handbook.
- It is the Scout's responsibility to contact the Scoutmaster for a Scoutmaster's Conference when all other requirements are met.
- It is also the Scout's responsibility to contact the Troop Advancement Chairperson for a Board of Review once the Scoutmaster's Conference has been completed.
- Unless informed otherwise, a Scout must wear his Class A uniform to his Scoutmaster's Conference and Board of Review and bring his Boy Scout Handbook.

Scoutmaster's Conference

The Scoutmaster's Conference is a meeting between the Scoutmaster, or designee, and the Scout. The intent is to review progress, solicit feedback, and to set goals for the future.

Board of Review

A Scout advances by doing things with his Patrol and with his Troop; with his leaders and on his own. The four steps of advancement are:

- A Scout learns;

- A Scout is tested;
- A Scout is reviewed; and
- A Scout is recognized.

The purpose of the Board of Review is not to retest the Scout, but to:

- Review what the Scout accomplished while working on the rank;
- Solicit feedback from the Scout regarding the program and his personal experiences; and
- Encourage the Scout to continue to advance.

Merit Badges

Merit badge counselor responsibilities are outlined on page eight of these Bylaws. Earning merit badges gives a Scout the kind of self-confidence that comes from overcoming obstacles to achieve a goal. The detailed steps to follow in the merit badge program are outlined in the current "Boy Scout Requirements" book. The following summarizes those steps:

1. The Scout obtains a signed merit badge application ("blue card") and the name of the appropriate merit badge counselor from his Scoutmaster.
2. The Scout contacts the merit badge counselor to set up his first appointment, at which time the counselor should explain the badge's requirements to the Scout.
3. The Scout must have a buddy with him at each meeting with a merit badge counselor. A Scout's buddy can be another Scout; a parent or guardian; a brother or sister; a relative; or a friend.
4. The Scout and his buddy then meet, as needed, with the counselor until the Scout completes the requirements of the badge.

Patrols

Purpose

The Patrol is the basic unit of Scouting. It is more important than the individual because teamwork and cooperation are necessary to develop leadership skills. It is more important than the Troop because the Troop cannot function without strong Patrols. Its purpose is to find the best way to help Scouts achieve their goals by providing friendship, support, and encouragement. Each Scout has an important role within the Patrol; each Patrol has an important role within the Troop. Leadership and teamwork are also promoted by the Patrol method.

Membership

Each Scout is assigned by the Scoutmaster to membership in a Patrol unless he is the Junior Assistant Scoutmaster, Senior Patrol Leader, or Assistant Senior Patrol Leader. Each Patrol will elect, from its members, a Patrol Leader. The First Year Scout Patrol will rotate this position. These elections are held at the discretion of the Scoutmaster and Patrol Leaders Council. The Patrol Leader may appoint an Assistant Patrol Leader and other positions as necessary. The Scoutmaster and Senior Patrol Leader appoint the Troop Guide for the First Year Scout Patrol.

SPL, Patrol Leader and Troop Guide Requirements

The SPL (and/or his assistants) and Patrol Leaders (and/or their Assistants) and Troop Guides (and/or designee) are required to attend monthly Patrol Leaders Council meetings. Either the SPL (and/or his assistant) and either the Patrol Leader or his Assistant must attend every troop meeting or receive an excused absence. A Senior Patrol Leader with two consecutive unexcused absences or an inactive status may be asked by the Scoutmaster to resign from the position. With Scoutmaster approval, the Senior Patrol Leader may remove Scouts from Troop Leadership positions if they are inactive or have two consecutive unexcused absences.

Patrol Meetings and Activities

Patrols are expected to meet regularly at Troop Meetings or off site. All Scouts are expected to attend Patrol Meetings and activities. As with Troop Meetings, a Scout must notify the Patrol Leader if he will not be able to attend a Patrol Meeting or activity. If a Scout fails to attend two consecutive Patrol Meetings, the Patrol Advisor will contact his parents. If said Scout continues to miss meetings, the Scoutmaster will determine if action is warranted.

Venture Crew Program

Purpose

The Venture Crew has been formed to provide a program for the older Scouts to further develop leadership and advanced skills in high adventure activities.

Membership

A Scout must be 14 years of age and at least of Star rank before being considered for membership in the Venture Crew. In addition, he must demonstrate maturity, be recommended by the Venture Assistant Scoutmaster, and be accepted by the current Crew through a majority vote. Any interested adult leader is eligible to join the program as well.

To remain a member of the Venture Crew, a Scout must maintain a 2/3s (67%) attendance record in both Troop *and* Crew functions. Members are not, however, required to take part in every Crew activity. Members of other Troops may be invited to join our activities, subject to the same age/rank requirements, plus the approval of the Venture Assistant Scoutmaster. Females with a similar Scouting background may be invited to participate, subject to a female adult leader being present, but can not join the Venture Crew on a permanent basis.

Leadership

Each Venture activity will result in a Crew Chief being chosen to lead the activity under the guidance of the Venture Assistant Scoutmaster.

Recognition

When a Crew member has taken part in his first activity he is entitled to a Venture strip. When he has taken part in his first nationally recognized activity he is entitled to a large "Varsity" letter, which is to be placed on the merit badge sash. He will also receive the appropriate activity pin for completion of any nationally recognized activity.

Crew Meetings and Activities

Meetings will typically be held twice a month or as required for upcoming activities. Activities are chosen by the active Crew of Scouts and adults, and will remain within the guidelines of the BSA Venture/Varsity program. Fundraising projects may be adopted for certain activities, subject to Troop Committee approval.

Parents' Responsibilities

- Parents are expected to annually review these bylaws. The attached slip must be signed and returned.
- Parents are responsible for transporting Scouts to and from meetings and outings. For purposes of safety and consideration, parents are expected to be prompt.
- Parents are expected to be present for the last 15 minutes of Troop meetings for announcements and other administrative details.
- Parents are encouraged to give the Scout opportunities to earn the money for dues, activities, and uniforms.
- Parents are expected to volunteer their time in Troop activities such as outings, fundraisers, and service projects.

Finances

Budget

The Scoutmaster shall submit a budget for the Scout year to the Troop Committee for approval. The Committee members must be notified at least one month in advance of the meeting to approve the budget. Approval of this budget requires a majority vote of Committee members present. The Treasurer is the executor of the budget and reports monthly to the Troop Committee.

Discretionary fund

A discretionary fund is established for expenditures that occur without enough time for Committee approval.

The Troop Committee establishes the amount of this discretionary fund. This occurs annually as part of the Troop's Budget. Additional monies may be authorized throughout the year and are subject to the same advance notice and level of approval required for the Budget.

The Scoutmaster, Quartermaster, and the Advancement Chairperson are authorized to expend these discretionary funds. The Committee may at any time elect to add or remove authorized individuals by majority vote and informing the Treasurer. An authorized requestor need not ask the Committee for permission provided the expenditure:

- Is in support of Scout activities,
- Is not a budgeted item, and
- There is insufficient time to seek Committee approval.

If used for reimbursement, it is the requestor's responsibility to check with the Treasurer ahead of time to ensure the funds are available.

Dues

Dues cover the Scout's registration, Boy's Life Magazine, insurance, awards, and some of the camping fees. The Troop Committee specifies the dues amount for a Scouting year from September to the following September.

Dues for the Scouting year are payable to the troop treasurer in September. There is a grace period until the first Court of Honor in the fall, usually in October. The troop treasurer is authorized to recover dues from an individual's Scout account. A Scout who has not paid his dues may be ineligible for advancement or participation in outings until the dues are paid, at the discretion of the Scoutmaster.

Troop Fundraisers

The purpose of Troop fundraisers is to buy equipment and supplies for the Troop, and to meet other budget requirements as established by the approved budget plan. The Troop Committee will establish target for fundraiser profits when the fundraiser is approved. The target will be the Troop General Account, Individual Scout Accounts, a designated special expenditure or some combination of the above.

If the profits from a fundraiser targeted for the Troop General Account exceed expectations, the Troop Committee may authorize part of the profits to be distributed to Individual Scout Accounts. The formula for distribution will be based on the individual Scout's participation in the fundraiser.

Fundraising for Scout Camp and Other Major Activities

Fundraisers may be used to provide Scouts with the opportunity to earn money for their Individual Scout Accounts. Each Scout will have an account where fundraiser profits will be tracked. The actual money will be kept in the Troop checking account. The Individual Scout Accounts are treated as Troop liabilities as they are payable from the Troop to the Scouts. Individual Scout Accounts will also be maintained for adult leaders who participate in approved fundraisers and Troop events.

The money in Individual Scout Accounts may be used to defray individual costs associated with Scout camp or any Scout activity. The money may also be used to purchase uniforms and camping gear. The guidelines that apply here are based on the fact that donations (even in the form of fundraisers) are tax deductible to the giver. The tax laws dictate that any funds collected in this way must be used within the umbrella of the charitable organization or they become income to the recipient. What this means is that the money can be used for almost anything Scout-related but cannot just be handed over in the form of cash or a check. The exception to this rule is that direct payments can be made to reimburse Scout-related expenses the individual has already paid.

If an individual leaves Scouting, the Individual Scout Account balance reverts to the Troop General Account. If a Scout transfers to another Troop, he can request the Treasurer send the Scout account balance to the new Troop for deposit into his Individual Scout Account in the new Troop. If his new Troop does not maintain individual Scout Accounts then he may request his account be donated to his new Troop. If no request is made within two months, the monies revert to the Troop General Account.

Troop Equipment

General

All Troop equipment must be signed out by the Quartermaster or the Quartermaster's Assistants prior to being used by a Patrol. The Quartermaster will maintain a list of Troop owned equipment and will check to see that all equipment is in proper working order.

Troop equipment may be used only at Boy Scouting events without approval from the Troop Committee.

Troop Trailer

The Troop trailer is a resource to be available for use in any activity that supports the World Brotherhood of Scouting in the greater Merrimack community. The upkeep, inspection, licensing and insurance are the responsibility of the Troop Committee. The Committee will also assign a Trailer Master responsible for storing the trailer, allocating its usage, and verifying its condition upon return. Priority will go to the following groups:

1. T-424 functions that appear on the Troop calendar;

2. Venture Crew activities;
3. T-424 functions not on Troop calendar including patrol outings, fundraisers and activities in support of civic groups; and
4. All other acceptable usage including use by other BSA Troops and Packs with proof of proper insurance.

If there are any conflicts of use, the Committee Chair, with input from committee members, will decide priority. To reserve the trailer, a request must be e-mailed to the Trailer Master with the dates, time of pick-up and return, purpose and who will be hauling. This should be done as far in advance as possible.

Any damages or problems incurred during said use should be reported ASAP to the Trailer Master. The Trailer Master will report damages to the Troop Committee, and the deductible for any accidental repair will be the responsibility of the Troop, except those who do not fall into categories one, two or three (above); they will cover the deductible themselves. It will be understood that the trailer needs to be returned in a clean and acceptable condition. Any other use of the trailer needs advance Committee approval.

Recreational Equipment and Materials

Recreational equipment and materials (e.g. radios, tape players, CD players, reading materials, games, etc.) brought on any event are to be used only during rest periods. Electronic equipment is to be used with headphones. Use of this equipment and material must not cause disruption to individuals or the program, or the Adult Coordinator may confiscate them for the remainder of the event.

Other

- The Boy Scout Handbook, a notebook, and a writing instrument are to be brought to every Troop meeting, camp-out, special event, and summer camp.
- *Our Lady of Mercy's* property will be utilized with respect. Remember that it is through this facility that we are able to meet as a Troop.
- No food or beverage will be allowed during Troop meetings (except for special occasions).
- Personal items lost, stolen, or damaged at Scouting functions are not the financial responsibility of the Troop, the Troop Committee or the sponsoring organization.
- Contact the Scoutmaster if financial hardships interfere with a Scout giving his fair share.

Troop 424 Bylaws

The Bylaws of Troop 424 identified herein have been adopted by the Troop Committee and may be amended/revised as necessary. The Scout and his parent(s) must read the Bylaws.

We have read the Bylaws of Troop 424 and agree to abide by them.

Scout

Date

Parent/Guardian

Date

Please Detach and Return