



## **BSA Troop 655 Bylaws and Operating Procedures**

The following set of Bylaws shall govern the operation of Boy Scout Troop 655, Alta Loma, California in all matters of selection of adult leaders, collection of dues, disbursing of funds, insuring members of the troop, scheduling of activities, accepting new members, dropping members who become inactive, termination for misconduct of leaders and boy scouts, setting requirements for activities, and effective limits of Bylaws. These Bylaws control operations of Troop 655 and are not intended to contradict or supersede any rules or regulations as set forth by the Boy Scouts of America, the local Council or the Charter Organization.

Every family involved in Troop 655 is responsible to read these Bylaws. There is valuable information included that effects us all. There is a tremendous benefit to our troop to have this information in writing to minimize misunderstandings. Much of what follows is derived from the policies and procedures developed by the Boy Scouts of America (BSA) and the Troop 655 Committee.

The Troop 655 Committee is responsible to the Chartering Organization (St. Peter and St. Paul Catholic Church) to insure that the troop program is conducted according to BSA policies and the Chartering Organization's expectations. Modifications to these bylaws are the responsibility of the Troop 655 Committee, and will only be made according to BSA policy.

The policy of Troop 655 is to strictly adhere to the procedures and rules set forth in these bylaws. If you have any questions or concerns regarding these bylaws, please feel free to contact any Troop Committee member.

No policy or procedure of these Bylaws shall in any way conflict with those of the BSA. If a conflict is found, the BSA policy governs.

## **A. Purpose of the Troop**

To provide a scouting program for boys ages 11 to 18 years old, according to the policies and guidelines of the Boy Scouts of America.

## **B. Troop Philosophy**

“Adventure, learning, challenge, responsibility – the promise of Scouting is all this and more.”

***Boy Scout Handbook, 11th Edition, pg. 1***

“Every Scouting activity moves boys toward three basic aims: Character Development, Citizenship Training, and Mental and Physical Training.”

***Scoutmaster Handbook, 1998, pg. 7***

The philosophy of Troop 655 is to develop confidence and leadership within the boys of the troop through a boy run troop enjoying various experiences in camping, education, and many outdoor events. As such, it is the responsibility of the leaders of Troop 655 to make their best efforts to include these elements in every aspect of our Troop program as planned by the boys.

## **C. Boy-Led Troop**

Teaching, training and encouraging boys to be leaders is the core of Scouting. Scouts learn by doing, and what they do in Troop 655 is lead their patrols and their troop.

## **D. Membership**

Membership in Troop 655 may be limited to the number of boys that can be adequately and safely supported by the active Troop leadership and/or accommodated by physical facilities. Therefore, it is imperative that at least one parent of each boy seeking membership in Troop 655 commit to committee participation to enable the troop to serve the greatest number of boys with a superior program. Membership in Troop 655 is on a first to submit application basis. Priority will be given to applicants with siblings in the troop, and parishioners of the Charter Organization.

## **E. Charter Organization Representative:**

The Charter Organization Representative is a member of the Chartering Organization who serves as a liaison between the Charter Organization and the troop. The responsibilities of the Charter Organization Representative includes:

1. Helps recruit Troop Leadership committed to the policies of the BSA, the Charter Organization and these bylaws.

2. Encourages troop service to the Charter Organization.

## **F. Troop Committee Organization and Responsibilities**

1. Membership and participation in the troop committee is encouraged for at least one parent, step-parent, grandparent and or guardian of each scout or sibling scouts. Any BSA registered parent or guardian of a scout is a voting member of the Troop 655 committee and is entitled to 1 (one) vote on any issue before the committee. Only BSA registered adults (parents or guardians of scout members of troop 655) may vote. No more than two registered parents, step-parents, grandparents and or guardians, or combination of the above, of a scout or sibling scouts, may vote in the troop committee. Non-registered parents may participate in the discussions but are not entitled to vote.
2. The Troop Committee is the troop's board of directors and supports the troop program. The Troop Committee does the following:
  - a) Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified Assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is identified subject to the assent of the Charter Organization and approval of the troop membership.
  - b) Arranges adequate meeting facilities.
  - c) Advises the Scoutmaster on policies relating to Boy Scouting and the Charter Organization.
  - d) Supports Leaders in carrying out a program consistent with the troop purpose and philosophy.
  - e) Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
  - f) Obtains, maintains, and properly cares for troop property.
  - g) Ensures the troop has a suitable outdoor program (minimum 10 days and nights per year excluding summer camp).
  - h) Serves on Boards of Review.
  - i) Supports the Scoutmaster in working with individual Scouts and problems that may affect the overall troop program.
  - j) Arranges accommodations for the special needs and assistance some boys may require.
  - k) Helps with the Friends of Scouting campaign.
  - l) Assists the Scoutmaster with handling Scout behavioral problems.
3. Committee Positions include the following as a minimum:
  - a) Troop Committee Chairman
  - b) Treasurer
  - c) Secretary
  - d) Outings Coordinator

- e) Advancement Coordinator
- f) Fund-Raising Coordinator
- g) Membership Coordinator
- h) Summer Camp Coordinator

Persons to fill these positions will be elected at the Annual Planning Meeting or at any other time by vote of the Troop Committee. There shall be no limit to the number of terms for any of these positions. Any person elected to one of these positions is expected to serve at least until the following Annual Planning Meeting. If any member of the Troop Committee shall at any time cease to meet the qualifications or fulfill the duties of the position, that person shall be removed from the Troop Committee Position by a resolution adopted by 2/3 vote. Persons holding Troop Committee Positions can continue to hold these positions upon approval by Troop Committee at Annual Planning Meeting. Any move to remove a person from a Troop Committee Position will require a 2/3 vote.

4. Other Committee Coordinators and Subcommittees. In addition to the Minimum Committee Positions, the Troop Committee Chairman will seek persons to carry out numerous other tasks. These appointed Coordinators serve at the discretion of the Committee Chair. These Coordinator positions include, but are not limited to:
  - a) Refreshments / Court of Honor Subcommittee
  - b) Troop Adult Quartermaster
  - c) Uniform Exchange
  - d) Leader Training Coordinator
  - e) Transportation Coordinator
  - f) Eagle Coordinator
  - g) Recharter Coordinator
  - h) Service project Coordinator
  - i) Roundtable Representative
  - j) Religious Emblem Coordinator
  - k) Medical Records Coordinator
  - l) Honor Guard Coordinator
  
5. Committee Meetings. The Troop Committee shall meet regularly to discuss Troop Business. Committee Meetings shall be scheduled by the Troop Committee Chairman, who will provide a written agenda. The meetings shall be open to all. A quorum will exist when fifty one percent of the Minimum Committee members are present at a Committee Meeting. Meetings are permissible without a quorum; however, no matters requiring a vote may be decided. The Scoutmaster may attend at his discretion or when requested by the Committee. All troop subcommittees will be governed by the bylaws and operate according to "Robert's Rules of Order".

## 6. Planning.

- 6.1. The Final Troop Committee meeting and PLC meeting for a Scout year will be arranged by the Troop Committee Chairman for early June of a given year. This meeting shall be to welcome the recently elected youth leaders and introduce them to their new duties by scheduling the Annual Planning Meeting and the September troop activities only.
  - 6.2. The Troop Committee Chairman will convene the Annual Planning Meeting in August. The purpose of the meeting is for the troop committee to approve plans for the next year, including the next year's Activity Calendar, proposed budget and associated fund-raising activities, approve Committee Officers, adult leaders and Troop Bylaws.
7. Expedited Approval. Should a need arise to obtain committee approval of an expenditure on an expedited basis, the Committee Chairman shall be authorized to contact the Minimum committee members by telephone or electronic mail to discuss the matter and conduct a vote. In any such instance where a telephone or e-mail vote has been conducted, the results of that vote shall be ratified at the next regular Committee meeting.
  8. Amending the bylaws. Amendments to the bylaws may be made by simple majority vote during any committee meeting.
  9. Boards of Review. It is the responsibility of the Troop Committee and the Advancement Coordinator to arrange timely Boards of Review for Scouts who have completed all of the requirements and Scoutmaster's Conference for Tenderfoot, Second Class, First Class, Star, and Life. It is the Scout's responsibility to contact the Advancement Coordinator to arrange for a Board of Review sufficiently in advance of a court of honor to enable the rank advancement to be processed. Mock boards of review shall also be conducted for any Eagle Candidates who request them. Boards of Review may also be held for Scouts who are not advancing, to determine how the program is working for the Scout.

## G. Scoutmaster's Responsibilities

1. **Delivering The Promise.** The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster and Assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the troop.

The Scoutmaster is elected by the members of Troop 655, and approved by the head of the Chartered organization. There shall be no limit to the number of terms a Scoutmaster may serve. The Scoutmaster is expected to serve a minimum of one year ending at the following Annual Planning Meeting. The Scoutmaster may continue to hold the position upon approval by Troop Committee at the Annual Planning Meeting. If at any time the Scoutmaster fails to meet the qualifications or fulfill the duties of the position, that person shall be removed by a 2/3 vote of the Troop Committee.

## **2. General**

- a) Train and guide boy leaders consistent with BSA guidelines.
- b) Work with other responsible adults to bring Scouting to boys.
- c) Use the methods of Scouting to achieve the aims of Scouting.

## **3. Meetings**

- a) Meet regularly with adult leaders to coordinate efforts in support of the program.
- b) Meet regularly with the Patrol Leaders Council for training and coordination in planning troop activities.
- c) Attend all troop meetings or when necessary, arrange for a qualified adult substitute.
- d) Attend Troop Committee meetings.
- e) Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- f) Take part in Annual Planning Meeting and any charter presentation.

## **4. Guidance**

- a) Conduct Scoutmaster conferences for Star and Life rank advancements. Arrange for trained Assistant Scoutmasters to conduct scoutmaster conferences for all other ranks.
- b) Prepare and conduct a systematic recruiting plan for new members and see that they are promptly registered.
- c) Delegate responsibility to other adults and groups (Assistants, Troop Committee) so they have a real part in troop operations.
- d) Meet with and approve candidates for SPL and ASPL as well as candidates for Buckskin and Order of the Arrow.
- e) Supervise annual troop elections and elections for the Order of the Arrow.

## **5. Activities**

- a) Make it possible for each Scout to experience at least 10 days and nights of camping each year, exclusive of summer camp.
- b) Participate in council and district events as the Troop 655 representative, or delegate a suitable Assistant Scoutmaster.
- c) Build a strong program by using proven methods of the BSA.

- d) Conduct all activities under qualified leadership, safe conditions, and the policies of the Chartered Organization and the BSA.

## H. Parent's Responsibilities

The role of parents within Troop 655 is to be supportive of the troop's efforts and to provide the atmosphere Scouts can learn and excel. Every parent of a Troop 655 scout are expected to at least:

1. Read the Boy Scout Handbook and understand the purpose and methods of Scouting.
2. Show support to both the individual Scout and the troop by attending all Troop Courts of Honor.
3. Participate in all fundraisers and other such activities that raise funds for the troop. All such assistance lowers the cost of the program we offer to the Scouts and, therefore, lowers each family's cash outlay for their Scout(s).
4. Read and be aware of the Troop program and annual calendar. Available at the troop website and the Troop Bugler.
5. Attend the Annual Planning Meeting. This meeting is mandatory for the parents / guardians of all Scouts currently registered with the troop. Anyone who is unable to attend the meeting must notify the Committee Chairman in advance.
6. Participate in the Troop Committee either through a specific position, in a subcommittee, or as an informed parent.
7. Transportation to Outings. Parents are responsible for transporting their sons to campouts and other troop activities. Carpools will be coordinated by the Outing Leader whenever possible. However, the ultimate responsibility will be with the parents. All carpool drivers must carry liability insurance of at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage). All riders must wear seat belts while traveling as required by California law. Parents and adult leaders must provide updated information about their vehicle(s) and associated insurance to the troop annually. All drivers who transport Scouts in their vehicle must be 21 years of age or older, on all troop outings, no exceptions.
8. Transportation Home. Parents are responsible to timely collect their sons after every troop meeting or activity, or make arrangements with another troop parent. **As a general rule, no Leader should leave a Scout at home after a troop activity unless a responsible adult is present. If a Scout is to be dropped off somewhere other than his residence address, or to be picked up by someone other than a family member or the parent of another Scout in the troop, the Adult Leader must be informed by the parent in writing prior to the troop activity (e.g., a note on the permission slip for that activity).** To comply with BSA, Council and our Sponsoring organization's rules, Scouts waiting to be

picked up after a troop function must be accompanied by a least two adult leaders, thus, late pick-ups have a profound impact on other families and a pattern of careless attention to this issue may be a cause for disciplinary action.

9. Parents are encouraged to observe weekly troop meetings, but remember that these are the Scouts' meetings that have been organized by the PLC. Trained Parents are also welcome to attend various camping trips and events, but please remember when on camping trips their sons are Troop 655 Scouts, please refrain from interfering in patrol activities, let the Troop Leadership work with the Scouts.

Upon joining Troop 655, parents or guardians of all applicants must meet with the Scoutmaster, an Assistant Scoutmaster or the Committee Chairman for a personal interview before a boy will be registered with the troop. The purpose of this meeting is to explain how Troop 655 functions, what the boy's and parent's responsibilities are, and allow the parents and boy to ask questions about the troop. The troop cannot function without the active involvement of every parent. Accordingly, the troop must ask each parent to volunteer for a committee or adult leader position, participate in outings or activities and participate in Boards of Review for the Scouts on a rotating basis.

Upon joining Troop 655, each scout must provide the following completed forms:

1. BSA Application.
2. Personal Health and Medical record (Class 1).
3. Parental Consent and Medical Release.
4. Transportation information.
5. Please be sure the Scoutmaster knows of any special needs.

The troop may require the following forms as well:

1. Personal Health and Medical record (Class 2).
  - a) Required for activities beyond 72 hours, such as summer camp.
2. Personal Health and Medical record (Class 3).
  - a) Required for Adults age 40 and over attending outings or activities.
  - b) Required for Scouts and Adults participating in High Adventure activities.

Minimum Requirements for Adults in the troop:

1. At least one adult, per family must be BSA registered.
2. All adults must Live Scan (required by the Chartered Organization).
3. All adults must take Youth Protection Training (BSA requirement).
4. All adults must take Safe Environment Training (Chartered Organization requirement).

Additional Requirements for Adults attending outings:

1. BSA registration.
2. BSA Fast Start Training.

3. New Leader Essentials Training.
4. Register for Merit badge counselor.

## **I. Scout Commitment**

By being registered with Troop 655, every Scout must be in good standing in order to attend outings or activities and advance in rank.

Scouts in "Good Standing" in the Troop must meet the following:

1. Attendance at a minimum of 50% of regular Troop meetings.
2. Attendance at a minimum of 25% of outings during the year.
3. Attendance at all Courts of Honor, Scout Sunday, and all Troop required functions. (If a Scout cannot make one of these functions, the Scoutmaster and/or Committee Chair must be notified.)
4. Wearing a clean, neat and properly configured Scout uniform.
5. Set a good example for others to follow by following the Scout Law and Scout Oath.
6. Current status for dues and re-charter fees.

Scouts not in good standing cannot advance in rank or participate in outings or activities without meeting with the Scoutmaster. The Scoutmaster will develop a plan of action, to help the Scout attain good standing in the troop, and advise the Troop Treasurer and Outings Coordinator of the plan.

## **J. Uniform**

1. "Class A" uniform is required to be worn to troop meetings, while participating in most Scouting events or service projects, and when traveling in public with the troop. Class A Uniform will be worn at Boards of Review and Courts of Honor.
  - a) "Class A" Uniform consists of a Boy Scouts of America official uniform shorts / pants, shirt with insignia sewn on in proper places (See Boy Scout Handbook for proper configuration of insignia.), belt, Troop neckerchief, neckerchief slide, name tag, socks, and closed toe shoes. The Boy Scout Handbook is part of the class A uniform. The merit badge sash should also be worn if the Scout is entitled to wear it.
  - b) Uniform must be worn properly: clean, pressed and properly configured.
  - c) Hat is optional. At troop meetings, Courts of Honor and during Colors at campouts, only BSA approved hats are allowed. Non-BSA hats, such as brimmed hats for hiking are allowed for camping or outdoor activities. No hats with Non-BSA logos are permitted.
  - d) Class B uniform consists of Troop T-shirt or BSA T-shirt, cap and appropriate shorts, or jeans, and closed toe shoes.
  - e) The Scoutmaster or outing leader shall designate which uniform will be worn at all Troop events.

2. Inspections: Uniform inspections are held periodically however, an annual formal inspection is required for Council / National re-chartering of the Troop and will be scheduled during the annual planning meeting.
3. The Boy Scout Handbook is part of the uniform.
  - a) The Handbook is necessary to pass all advancement requirements in Scouting. The Handbook should be maintained in good order.
  - b) The Scout's Handbook is required at each Board of Review and should be brought to all Troop meetings and campouts.
  - c) The Scout's name should be marked on the edge of his Handbook.
  - d) Pen or pencil should be brought to all Troop meetings and campouts.

## **K. Scout Troop Leaders**

As identified in the Scout Handbook all elected positions and Den Chief positions held shall be used in the determination for Scout rank advancement as leadership positions.

1. Requirements for Scout Troop Leaders
  - a) The Senior Patrol Leader (SPL) must have earned the rank of Star Scout or above to hold this office. The SPL must also be Buckskin Trained.
  - b) Assistant Patrol Leaders (ASPLs) must be First Class or above and be Buckskin Trained.
  - c) Patrol Leaders (PL) should have obtained the rank of First Class Scout or above to hold this office. The New Scout Patrol would be an exception to this rule.
  - d) The above guidelines can be waived by the Scoutmaster, if Scouts of such rank are not available to fill these positions.
  - e) "Active Participation" by Scout Leaders is defined as participating in 75% of Troop meetings and 50% of Troop outings. Scouts in leadership positions are highly encouraged to participate in all Troop activities.
  - f) Scouts who are eligible for the office of SPL and ASPL, but know they cannot achieve "active participation" status, should not place their names in consideration on the list of eligible Scouts to be considered prior to the election.
  - g) The Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, Chaplain's Aide, Scribe, Quartermaster, and Librarian are elected positions by the Troop. For an election to be held, a quorum of 2/3 of the "active" members of the group must be present. Patrol Leaders will then appoint Assistant Patrol Leaders from the top two (2) ranking boys assigned in their Patrol. Newly elected Scout Leaders serve a two (2) month probationary period, receiving ongoing evaluation, and then receive final approval by the Scoutmaster, will serve the balance of the Troop year. In the event of any vacancies, the

Scoutmaster will appoint a Scout to fill that vacancy for the remainder of the term.

- h) Junior Assistant Scoutmasters and Instructors are to be appointed by the Scoutmaster.
- i) Candidates for Den Chief must have earned the rank of First Class. Den Chief positions must be approved by the Scoutmaster as outlined in the Den Chief Training Manual #34450A with the Scout completing a Den Chief training program provided by registered and trained adult leaders in accordance with the guidelines outlined in the Den Chief Training Manual #34450A and its subsequent revisions. The Den Chief may lose the privilege of being a Den Chief if the Scout's behavior does not meet the standards as identified in the Den Chief Training program.
- j) The Patrol Leaders Council is to be made up of the Junior Assistant Scoutmaster (if position is filled), Instructors (if position(s) are filled), Senior Patrol Leader, the Assistant Senior Patrol Leaders, and the Patrol Leaders (or their designee).

## **L. Conduct / Discipline**

The Scout Oath and Law will serve as the Troop 655 Code of Conduct at all times.

1. All Scouts and Adults shall exhibit behavior appropriate to the spirit and letter of the Scout Oath, Law, and Motto.
2. No Smoking, No Drugs, and No Alcohol are permitted at troop functions by either Scouts or Adults.
3. When misbehavior and / or disrespect by Scouts continue to occur, it will be addressed in the following sequence:
  - a) Meeting with Patrol Leader and Senior Patrol Leader.
  - b) Meeting with Patrol Leader Council.
  - c) Conference with Scoutmaster.
  - d) Conference with Scout, Scoutmaster and Parent(s)/Guardian(s).
4. The Scoutmaster or his representative will have final decision on the discipline of Scouts while participating in Troop activities and outings.
5. The Scoutmaster, Assistant Scoutmasters, and/or the Troop Committee shall have the authority and discretion to contact parents/guardians to pick up a Scout from an event regardless of time or place of the event if infraction is serious enough to warrant such action. If this occurs, the parents/guardians of the Scout will be required to make arrangements to take custody of the Scout. The Troop shall not be liable for any costs involved; these will be solely the parents'/guardians' responsibility.
6. Serious conduct or discipline issues will be addressed by the Troop Committee. The Committee Chair may assemble a Disciplinary Committee to address the issue and keep the Scout's privacy in mind.

7. The cost for repair / replacement of any troop equipment damaged by willful misconduct is the responsibility of the Scout and Parent(s)/Guardian(s).
8. Any electronic entertainment device shall be prohibited at any Scouting function unless approved in advance from the Scoutmaster.

### **Grievances**

Grievances of Scouts will be handled in the same manner as listed above. (3a. through 3d.)

The Troop Committee Chairman will handle grievances of parents/guardians.

### **Disciplinary Actions**

Any actions, which might involve disciplinary action, should be dealt with in strict confidence. The Scout's parents should be fully informed of the issue. Because serious or recurring behavioral problems may require the Troop Committee's involvement, the Scoutmaster should share discipline problems with the Committee Chairman. Such problems should be addressed in a firm, fair manner with the goal to integrate the youth into the Scouting program. Problems that may lead to a youth's permanent removal from the troop should be handled by the Troop Committee and the Scoutmaster, and should involve the Scout's parents or guardians. Together, the Troop Committee, parents, and Scoutmaster should work toward a solution with the Troop's best interest in mind.

***Troop Committee Guidebook, 1998***

The parent of a Scout involved in a disciplinary action, who is the Scoutmaster, Outing Leader involved, or the Committee Chair, shall defer to another leader or committee member during problem resolution. Any disciplinary action will include conditions, if any, under which the Scout may return to the Troop's regular program.

### **M. Scout Expenses**

1. Fee to Join Troop 655. The parents of each new Scout registering with Troop 655 shall pay a fee of \$60.00. Additionally, as explained below, each Scout and his family will be required to contribute the Prorated Program Fee toward the troop's operating expenses for the year.
2. Uniform. It is the parent's responsibility to provide a complete uniform for the Scout, including shirt, pants or shorts, socks and official BSA belt. (The troop will provide a hat, neckerchief, name tag and Class "B" t-shirt to new Scouts.) The troop maintains a uniform exchange. Parents and Scouts are encouraged to donate used uniform items.

3. Re-Charter Costs. In November of each year, the troop has to re-charter. The current annual re-charter costs are \$63. For those families with 2 or more scouts with the troop, it is \$63 for the first scout and \$43 each for the second or third scout.

Re-charter includes:

- a) \$50 Scout Dues (\$5.00 per month for 10 months).
- b) \$10.00 per scout BSA Registration Fee.
- c) \$ 3.00 per scout Insurance.

Financial hardships which preclude payment of dues and other expenses should not prevent a boy from joining or participating in the Troop. Such circumstances should be brought to the attention of the Troop Committee Chairman who may then waive payment of dues and or expenses (including food costs for camping trips). These costs may be provided out of the troop treasury, various Council programs, or other resources.

4. Program Fee. This fee is to cover the troop expenses not covered by the re-charter fees, and is based on the annual budget.
5. Summer Camp. Summer camp costs are always increasing. Scouts should be encouraged to earn this money himself through participation in troop fundraisers or his own enterprise. Each year the Summer Camp Coordinator will provide parents with a monthly payment schedule in order to minimize the financial burden of paying for summer camp.
6. Outing Costs. Each Scout shall pay for his own food and activity fee (if applicable) for each campout or activity. Each Patrol will select a Grub Master for each campout. Every effort should be made to insure that every scout in a patrol has a turn each year. The Grub Master (and at least one parent or guardian) will be responsible for shopping for the food required for the outing. Fees (food costs and applicable activity costs) and outing permission slips will be collected at least one week prior to the outing.
7. Additional Expenses. Each Scout is expected to provide their own minimum individual Scout gear and necessary personal articles for each outing. Each scout should have a backpack or duffel bag and a sleeping bag with a suitable temperature rating. No Scout will be allowed to carry gear in paper or plastic bags and they are encouraged to avoid conventional luggage.

## **N. TROOP EXPENSES**

**Major Expenses.** The Troop shall be responsible for paying the following expenses from the general fund:

1. Troop Registration (annually).
2. Troop Insurance (annually).
3. Troop equipment (as needed - Committee Approval required).
4. Advancement pins, merit badges, rank patches, etc.
5. Troop neckerchief, hat and name badge.

6. Literature for the Troop Library and record keeping.
7. Reserve fund (for unexpected expenses).
8. Bank charges and check printing.
9. Office Supplies, copies and postage.
10. Court of Honor expenses.
11. Refreshment expenses for various meetings and service projects.
12. Eagle Court of Honor expenses. (Not to exceed \$125).

Expenditure Approval. A pre-approval vote of the Troop Committee will be necessary to approve any expenditure of Troop funds beyond the expenses described above or identified in the Troop Budget. Approval must occur prior to the expense, or the individual runs the risk of non-approval and non-reimbursement.

## **O. TROOP FINANCING AND FUNDRAISING**

**Goals of the Troop Financing Program.** The Troop Fundraising Plan is to provide funds to operate the troop on an annual basis. The program is also intended to encourage the parents to have their sons participate in fundraising events with the goal of permitting each scout to pay for 100% of their annual costs. The program is arranged to reward those scouts that participate in Fundraisers by having a prorated portion of the funds collected added to each participating Scout's fund.

**Fiscal Year.** The Troop 655 fiscal and program year starts in September and ends in August.

**Annual Budget.** A proposed budget for the coming year may be prepared by the Budget Committee, and presented for approval at the Annual Planning meeting. The Budget Committee will be comprised of at least the Troop Committee Chairman, Scoutmaster, a Scoutmaster appointed Assistant Scoutmaster and the Treasurer. The budget should provide an itemized month-by-month breakdown of all expected expenses needed to support the program for the next year. The Annual Budget will be reviewed and approved by the Troop Committee.

**Program Fee.** The Program Fee for the next year will be established by dividing the Annual Budget by the number of scouts registered with the Troop minus the Scout Dues to be collected on an annual basis. The Program Fee can be made in two payments. The first payment is October 1<sup>st</sup>, the second payment is due February 1<sup>st</sup>. The Program Fee can either be paid by check or with the Scout's Fund.

**Scouts Fund.** The Treasurer will create a Scout's Fund for each registered Scout. Money raised, by each Scout that participates in the Fundraising events, will go into the appropriate Scout's fund. The Treasurer will make this information

available when requested by any parent/guardian. The Scout cannot use money in the Scout's Fund until the Program Fee is 100% paid. After the Program Fee is paid, the Scout's Fund can be used to pay for outings or activities, Summer Camp or any other scouting related expenses. Individual Scout Fund money earned by any Scout and not used by the time that Scout leaves the Troop shall be returned to the Troop General Fund.

**Fundraisers.** The Troop encourages the organization of Fundraising events to allow the Scouts to pay for the Program Fee and supplement the cost of the Scouting year. Parents should encourage the Scouts to participate in every fundraiser. The Fundraising Coordinator shall supervise fundraising activities, but all Parents are encouraged to participate. Monies collected through fundraisers will be proportioned to the Scout's Fund of those Scouts that participate.

**Re-charter.** Annual re-charter fees are due on November 1<sup>st</sup>. Re-charter fees include: Scout dues, equipment replenishment fee, BSA registration fee, BSA insurance and Boy's Life. A breakdown of the re-charter fees for the year will be provided in October.

**Annual Audit.** Two Committee Members appointed by the Troop Committee, neither being the Troop Treasurer, will perform an annual audit of the Troop Treasury.

## **P. INQUIRIES AND COMPLAINTS**

All complaints and/or inquiries shall be directed to the Troop Committee Chairman.

## **Q. RATIFICATION**

The bylaws as set forth above were reviewed by the Troop Committee and approved by a majority vote during the Troop Committee meeting of April 30, 2007.

Troop Committee Chair	Rob Donofrio
Scoutmaster	Dave Pastor
Treasurer	Kathleen Peters
Secretary	Mia Hidayat
Outdoor Program Coordinator	Laura Ott
Advancement Coordinator	Sharon Nylund
Membership Coordinator	Angelo DiMario
Summer Camp Coordinator	Mario Ordonez
Fundraising Coordinator	Shelley Eckvahl

### References:

*The Boy Scout Handbook*  
*The Troop Committee Guidebook*  
*The Junior Leader Handbook*  
*Guide to Safe Scouting*  
*The Scoutmaster Handbook*  
*Boy Scout Field Book*

## **R. Effective Limits of Bylaws**

These Bylaws shall become effective on the acceptance date noted below and shall remain in effect as long as Troop 655 remains chartered by the BSA and St. Peter and St. Paul Catholic Church, or until amended by a two thirds vote of the Troop Committee. In the event of such a vote, fifty one percent of the Minimum Committee members must be present. The Bylaws shall be subject for review by the Troop Committee every two (2) years from the last date amended or approved as identified below.

Accepted and Agreed to this 30th Day of the Month of April, in the Year 2007.

**A signatory list follows on the adopted document.**