



# Troop 21 Bylaws

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## **I. TROOP NAME**

The name of this organization is BOY SCOUTS OF AMERICA TROOP 21. For convenience in these BYLAWS, the organization is referred to as "Troop."

## **II. CHARTERED ORGANIZATION**

The Chartered Organization for Troop 21 is the Wydown Middle School PTO, Wydown Boulevard, Clayton, Missouri 63105. The Chartered Organization appoints a representative from its membership to serve as the Chartered Organization Representative. This individual serves as the link between the Chartered Organization and the Troop and represents the Troop and the Chartered Organization at the District and Council level. The Chartered Organization Representative will be a member of the Chartered Organization and a registered adult leader of the Boy Scouts of America (BSA).

The Chartered Organization Representative is an Officer of the Troop Committee and serves on the Troop's Leadership Council, as described later in this document. The Chartered Organization is empowered to conduct an annual audit of the Troop.

## **III. NON-DISCRIMINATION POLICY**

As a matter of policy, Troop 21 has not, and will not discriminate in any way against any Scout or Leader.

## **IV. TROOP COMMITTEE GOVERNANCE**

The Troop Committee consists of registered adult leaders of Troop 21, Boy Scouts of America. Those eligible to apply to register as adult leaders include parents/guardians of boys who are active members of the troop. Registered adults who do not have boys in Troop 21, but who have an interest in supporting the Troop, may be invited to join the Troop Committee by majority vote of the Troop Committee. All parents/guardians are strongly encouraged to become registered adult leaders of the Troop.

All members of the Troop Committee are eligible to vote on matters that come before the Troop Committee. Each family of a Scout is entitled to one vote, irrespective of whether one or both parents/guardians are registered members of the Troop. If necessary, a family may split their vote in half.

Within the Troop Committee, there is a managing Leadership Council consisting of Troop Committee Officers and the Scoutmaster. At all times, the Leadership Council must consist of at least three Officers, plus the Scoutmaster. The required officer positions include: Chair, Treasurer, and Secretary.

Members of the Leadership Council are elected by the Troop Committee, subject to confirmation by the Chartering Organization. Any member of the Troop Committee may seek a position on the Leadership Council by notifying the Troop Committee Secretary and the Chartered Organization Representative of their interest in writing no later than April 15th. A nominee must specify the Leadership Council position they seek.



Leadership Council elections are held annually between May 15th and May 31st. 30 days written notice must be given to all Troop Committee members prior to an election. A simple majority vote of Troop Committee members present at a regularly scheduled Troop Committee meeting is required to elect members of the Leadership Council. The term of office for all Leadership Council positions is 1 year: from August 1 through July 31. Before assuming office, all Leadership Council members must be registered members of the Troop Committee.

A recall referendum for any Leadership Council member will be scheduled if the Troop Committee Secretary is presented with the signatures of 33% of registered Troop Committee members (one signature per family) seek a recall of that individual. Upon validation of the signatures, the Secretary will inform all Troop Committee members of the intention to hold a recall referendum at the next scheduled Troop Committee meeting. If there are not at least 7 days between validation of the signatures and the upcoming Troop Committee meeting, the referendum will be held at the next scheduled Troop Committee meeting.

A 2/3 majority of Troop Committee members present and voting in a recall referendum at a scheduled Troop Committee meeting is required to recall any Leadership Council member. If the Troop Committee Chair is recalled, the Assistant Committee Chair will serve as the interim Chair pending a new election. If the Assistant Chair position is not already filled, the Troop Secretary will serve as interim Chair. A new election for any recalled Leadership Council member must be held within 14 days following recall.

### **Meeting Schedule**

The Troop Committee meets on a monthly basis during the school year to discuss the management of the affairs of the Troop.

### **Reporting to Chartered Organization**

The Troop Committee is responsible for making periodic reports to the Chartered Organization, in a format and on a schedule determined by the Chartered Organization.

### **Open Meetings**

It is Troop 21's intention to maintain an open environment. Troop Committee meetings are open to all registered members and others with a legitimate interest in the Troop. A non-member may be asked to leave a Troop Committee meeting by a majority vote of the Leadership Council.



## Executive Sessions

Under certain circumstances, it may be necessary for the Leadership Council to meet in Executive Session. The Chair or a simple majority of the Leadership Council may call for a meeting in Executive session. An Executive Session may be called to address (but not limited to) the following:

- Disciplinary incidents/actions involving Scouts, Committee Members, or parents/guardians of Scouts.
- Personal health related matters
- Personal safety issues
- Other issues determined by the Leadership Council

By majority vote of the Leadership Council, others may be invited to attend an Executive session.

## Troop Committee Responsibilities

In broad terms, the Troop Committee is responsible for maintaining the overall vitality of the Troop consistent with the guidelines laid out by the Boy Scouts of America and the Chartered Organization.

Among the items the Troop Committee is responsible include:

- Recruiting effective leadership for the Troop
- Administering the finances of the troop including both raising funds and managing expenses
- Providing adequate equipment
- Maintaining Troop records
- Providing Boards of Review for the Troop advancement program.

**See 'Attachment A' for position descriptions of the Troop Committee Officers and the Scoutmaster (i.e., who together constitute the Troop 21 Leadership Council).**

## V. PROBLEM RESOLUTION PROCESS

It is Troop 21 policy to address and resolve problems and concerns internally, while remaining consistent with Chartered Organization requirements, BSA regulations, and State/Federal laws.

Scouts, parents, or guardians with a concern about any Troop bylaw, policy, procedure, process, or incident acknowledge that their concerns must first be brought to the attention of the Troop Committee Leadership Council before raising it to a higher level including the Chartered Organization, Scout Council/District, or other body, subject only to reporting requirements under the state/federal law. In such latter cases, law enforcement officials should be notified directly with prompt notice (within 24 hours) given to the Leadership Council.



Concerns brought to the Leadership Council will be addressed at a scheduled Committee Meeting. However, if the concern is deemed by a majority of the Leadership Council to be sufficiently serious to warrant immediate action, the Committee Chair may call a special session of the Troop Committee or Leadership Council to address it.

Those dissatisfied with the Troop Committee's resolution of an issue may appeal the decision to the Chartered Organization Representative. It is the duty of the Chartered Organization Representative to review the matter with the leadership of the Chartered Organization. The Chartered Organization may either support the decision of the Troop Committee, reverse the decision, or take no position and refer the matter to Scout Council.

Actions that circumvent or attempt to circumvent the troop's problem resolution process described undermines Troop Committee and Leadership Council governance and may result in a suspension from the Troop.

## **VI. BYLAW REVIEW/AMENDMENT PROCESS**

Troop policy requires that these bylaws be reviewed by the Leadership Council annually. By-laws may, however, be amended at any time. Proposals to amend the by-laws must be submitted in writing to the Troop Committee at least 30 days in advance. To be ratified, proposed amendments must receive at least two thirds of the votes cast at a regularly scheduled Troop Committee meeting. All Troop Committee members will be given special notification at least one week in advance of any Troop Committee meeting that will consider the ratification of bylaw amendments.

## **VII. FINANCIAL POLICIES**

### **Annual Budget**

A proposed budget for the upcoming year will be prepared by the Treasurer and Scoutmaster in conjunction with the Troop's Annual Planning meetings in August.

The budget will provide an itemized month-by-month breakdown of all expected expenses needed to support the program for the upcoming year (December through November) as well as planned sources of revenue. The Annual Budget will be reviewed and approved by the Troop Committee and then presented to the Parents/Guardians at the Parents Meeting in October.

### **Cost of Activities**

The direct cost of activities generally will be paid on a pro-rata basis by those Scouts and adults attending the activity. This includes the fees charged for the organization conducting the activity and food and transportation. At the discretion of the Scoutmaster, certain events and activities may be partially subsidized by Troop funds in accordance with the approved annual Troop budget. Planned, but unbudgeted subsidies, must be approved by the Troop Committee in advance.



## Fundraising Activities

Fundraisers are necessary to equip the Troop and to keep the dues as low as possible. Fundraisers also teach the Scouts a sense of responsibility by letting them contribute to the Troop. As fundraisers are in lieu of paying higher costs, reasonable participation (one half-day of work) by each Scout and one parent/guardian are mandatory for each fundraiser. Scouts and parents unable to meet this commitment should consult with the Scoutmaster to identify alternative ways to meet this participation requirement.

The Troop Committee attempts to keep fundraising activities to a minimum. The Troop offers popcorn sales for those individuals interested.

## Dues

The Leadership Council establishes annual Scout dues based on the Troop Budget approved by the Troop Committee in October. The approved budget covers the period December 15th through December 14th. Dues cover the cost of registration with the Boy Scouts of America, Boys Life subscription, basic Troop operating expenses (including, but not limited to program materials, badges, administrative supplies, insurance), and certain Troop activities itemized in the Troop Budget.

The Troop Committee will inform parents and Scouts of Troop dues no later than the first Troop meeting in November. Dues are payable within 15 days in one annual payment to the Troop Committee Treasurer. If dues are not paid in full by November 30, the Scout may not participate in activities and will be considered inactive. Parents needing financial assistance for dues or Troop activities should consult with the Scoutmaster or a Troop Committee Officer for guidance. **See 'Attachment B' describing the Troop's Financial Aid Policy.**

## Adult Leader Purchasing Authority

All Troop expenditures above \$150 must be approved by the Troop Committee. This limit is waived when a specific line item for that expenditure is in the approved annual budget.

To facilitate the purchase of minor items or for small unplanned expenses, purchases below \$150 per Scout event may be authorized by the Scoutmaster or his designee. The Troop Committee is empowered to establish alternative purchasing authority thresholds on an activity-by-activity basis.

## Reimbursements

Reimbursements will be made promptly for all approved expenses for Scouting equipment, transportation and activities upon presentation of receipts and a properly executed Expense Request Form.



## VIII. INSURANCE

Insurance coverage is provided by or through the Greater St. Louis Area Council, Boy Scouts of America. **See 'Attachment C' for specific information.**

## IX. HEALTH FORMS

When registering their boy as a member of Troop 21, a parent or guardian shall receive a Health Form from the Health/Safety Chair. In order for their boy to become a member of Troop 21, a completed Class I Scout Health form must be on file with the Health and Safety Chair. All adults must also have a Class I Health Form on file with the Health/Safety Chair prior to participation on any Scout activity beyond the regularly scheduled Troop meetings. Forms for scouts and adults must be updated yearly.

Class II Health Forms are required to be on file with the Health/Safety Chair before any long-term camping activity including summer camp. The signed physician's statement, which is part of this form, must be dated within the previous three years.

Each adult over age 40 who participates in any camping activity longer than three days, and all Scouts participating in High Adventure programs must have a Class III Health Form on file with the Health/Safety Chair. These forms must be updated yearly and signed by a physician. For shorter duration, but physically strenuous Troop activities, the Scoutmaster or the Leadership Council, by majority vote, may require any participant (Scout or adult of any age) to have a current Class III health form on file.

The adult leader of the Scout activity is responsible for having in his/her possession a copy of the appropriate health form for each Scout participating in an overnight activity. The leader is responsible for ensuring that any original forms borrowed from the Health/Safety Chair are returned within 7 days following the end of an activity.

Troop leadership, and the Scout himself, should be informed of any food and drug allergies before outings. Prescription medication and its administration are the responsibility of the Scout and his parent or guardian, unless the parent/guardian has made separate arrangements with an adult leader to hold and dispense the medication to their child. No adult leader is required to accept responsibility to hold and dispense prescription medication for a Scout. All health-related information will be treated as confidential and shared only to the point required for Troop operations.

**Parents or legal guardians shall provide annually a signed "permission slip" for use by the adult leader in emergency health situations when the Scout is participating in a Troop activity.**





Upon first joining Troop 21 all parents or legal guardians must review and sign a copy of the Troop's bylaws indicating their understanding of the bylaws and agreement to abide by them. At the beginning of each year, reference will be made to this agreement in the parental permission slip. A signed copy of these by-laws for each Scout will be kept on record with the Troop Secretary. A single copy of these by-laws shall accompany the adult leader or Scoutmaster on any Troop trip or activity and be used as a reference when needed.

**All parents or legal guardians must inform the Scoutmaster of any problems the Scout may have including medical (allergic reactions, sleepwalking, medications required, etc.), physical, emotional, behavioral, etc. Parents or legal guardians must inform the Scoutmaster of any changes.**

## **X. TRANSPORTATION POLICY**

The Troop will travel to and from activities and campouts as a unit except when permission for alternate travel is granted by the Scoutmaster or Camp master. It is Troop policy to promote carpooling—independent drivers are discouraged. **See 'Attachment D' for specific transportation policies.**

## **XI. ANNUAL PARENTS MEETING**

In coordination with the Troop Committee, the Scoutmaster will conduct an annual parent meeting each fall near the start of the new Troop year. The purpose of this meeting is to present the Troop Program, review By-Laws, policies, and procedures to parents, and to answer any questions. At this meeting, the Scoutmaster and the Leadership Council will solicit parental help in implementing the Troop Program.

**Parental attendance (one or both) at this meeting is required as a condition for their son's continued active membership in the Troop.** If a parent/guardian cannot attend, special arrangements need to be made with the Scoutmaster to receive the information covered in this meeting.

## **XII. PARENTAL RESPONSIBILITIES**

When a Scout registers with Troop 21, his parent(s) or legal guardian(s) acknowledge a commitment to provide a fair and equitable share of assistance to the Troop based on their individual skills or capabilities. They also acknowledge a commitment to encourage their son's efforts.

Parents are encouraged to become active in the Troop as a Committee Member, Assistant Scoutmaster, Merit Badge Counselor, or helper during Troop meetings, camping trips, hikes, or events. Parents are urged to attend Court of Honors.

The parents of all scouts, and particularly those who work directly with Scouts are expected to be role models by living up to the ideals of Scouting.



### **XIII. NEW SCOUT PARENT ORIENTATION**

The purpose of the New Scout Parent Orientation is to inform the parents of the aim of the Boy Scout program and the goals of Troop 21. The orientation will be conducted by the Scoutmaster or the Scoutmaster's designee. The Scoutmaster or designee will explain the policies and practices of Troop 21 and the "New Scout" patrol method. The parents will also receive a New Scout Information Packet containing Troop bylaws and operating policies, health forms, calendar, dues, schedule, and information about Scout uniform costs/availability.

### **XIV. HAZING**

Scouting is a safe haven where all registered members who believe in the Scout Oath and Scout Law are welcome and encouraged to do their best. Accordingly, all forms of hazing, initiations, ridicule, or inappropriate teasing are prohibited and will not be tolerated. All incidents of hazing or suspected hazing must be reported immediately to the Troop Committee and the Scoutmaster. The Troop Committee will investigate all such reports. If the investigation concludes hazing took place, those responsible will be subject to the Troop's disciplinary policies for Inappropriate Scout Behavior.

### **XV. PHYSICAL INJURY**

All incidents that result in a physical injury must be reported immediately to the Troop Committee and the Scoutmaster. The Leadership Council will investigate all reported incidents and inform the Scout Executive at Council, as appropriate.

### **XVI. CHILD ABUSE**

The BSA requires immediate notification to a Scout Executive in the St. Louis office (314-361-0600) whenever information about possible child abuse in the Boy Scout program is uncovered. The current policy for after-hours notifications is to wait until the next business day and call the Scout office in St. Louis at 314-361-0600. The Scout Executive will ensure all state reporting requirements have been met and will also take measures to protect the youth in the scouting movement.

Because registered adults who participate in Scouting events are responsible for the care of Troop members, they are considered **mandated reporters** under both state law and the policy of the Greater St. Louis Boy Scout Council. Detailed information regarding BSA child abuse policies are available on the Greater St. Louis Council website. **All registered adults in Troop 21 are required to take Youth Protection Training within 3 months of joining the Troop.**



## XVII. TROOP PROGRAM PLANNING

Troop 21 supports the BSA goal of encouraging a “boy-run” troop.

Each year in August, the Scoutmaster shall arrange a Planning Conference with the Patrol Leader Council (PLC), and Troop Committee Chair (or designee) with the goal of establishing a troop program for the upcoming Troop year starting in September. This program will include monthly campouts, monthly themes for the meetings and upcoming Summer Camp options. The Troop will use the Scout District and Council calendars as well as relevant school calendars as guides. This meeting will help set Troop priorities and map out activities including:

- Troop Meetings
- Camping Trips
- District Camporees
- Scout Summer Camp
- Junior Leadership Training
- Scouting for Food
- Advancement
- Board of Review
- Court of Honor
- Boy Scout Recruitment Night
- Fund-raising Activities
- Service Projects
- Sustaining and growing active troop membership

## XVIII. CANCELLATION OF TROOP EVENTS

The decision to cancel any weekend Troop activity will be made by designated adult leaders. After the decision has been made to cancel an event, it will be their responsibility to make every reasonable effort to contact the affected people. All Troop activities will be automatically canceled if the Clayton School District closes due to inclement weather.

## XIX. TROOP CALENDAR/MEETING TIMES

The Scoutmaster, in consultation with the Troop Committee, will select the Troop meeting time, date and place. Currently, Troop meetings are held from 7:30 -9PM Tuesday evenings at Wydown Middle School, Clayton, MO. The Patrol Leader Council meets once monthly on Wednesday evenings.

The official Troop calendar lists all planned meeting and activities for the Troop year: September through August. Any changes to the meeting schedule or calendar will be communicated by mail and/or email and will be posted on the Troop Website. **It is the responsibility of each Scout family to consult the Troop Calendar and/or Troop website regularly to ensure awareness of schedule changes.**



## **XX. TROOP EQUIPMENT**

Troop 21 equipment is the property of the Chartered Organization and is maintained by the Troop Committee. The Leadership Council must approve all purchases of Troop equipment over \$150. (Note: Supplies related to “Advancement” and not considered equipment).

Troop equipment will be stored in a storage area provided by the Chartered Organization. The Troop Quartermaster/ Equipment Coordinator will be responsible for the inventory of the equipment. The Quartermaster must also maintain an inventory of all Troop equipment stored outside the Troop storage area including over-sized equipment stored at a registered adult leader’s residence. When Troop equipment is removed from the storage area, except for a Troop activity, the Troop Quartermaster must be notified.

The Quartermaster and the Scoutmaster are the only individuals authorized to borrow equipment to be used as Troop equipment. If borrowed equipment is damaged, Troop 21 assumes full responsibility for the damaged, or lost property.

The Scout will be responsible for providing his personal sleeping gear and mess gear consisting of a knife, fork and spoon. The Troop will provide Scouts with tents and other equipment, as available.

Equipment must be returned in clean, dry and proper working order. The Troop may hold financially responsible any adult or Scout who intentionally, or negligently, damages Troop equipment, up to and including the replacement cost of the equipment.

## **XXI. TOUR PERMITS**

Tour permits establish high standards of health and safety for the Troop and assure parents that the tour will be wisely planned, safe and fun. It is the responsibility of the Scoutmaster or his designee to coordinate and obtain a tour permit when applicable, and submit it to Council for approval, if required.

A local tour permit is required if the outing is outside Council boundaries and within 500 miles of the Chartered Organization; A National tour permit is required if the outing is more than 500 miles of the Chartered Organization.

## **XXII. ACTIVITY REQUIREMENTS**

The leaders of Troop 21 recognize that there are many demands on the time available to any boy who is a member of the Troop. Competing factors include family, health, school, religion, sports, music, and numerous other interests.

Scouting is a long-term program designed to develop skills, attitudes and values in the developing adolescent. The Scouting program is subtly complex, and the leadership puts in many volunteer hours to make the program work. That program has no chance of working, however, if scouts are not active participants. See Attachment E for specific activity requirements.



## XXIII. ADVANCEMENT TARGETS

Being "Active" in Scouting generally leads to advancement. The Troop has established the following advancement "targets":

- Second Class by the end of the first year (typically before age 12)
- First Class by the end of the second year (typically before age 13)
- Star by the end of the third year (typically before age 14)
- Life by the end of the fourth year (typically before age 15)
- Eagle by the end of the fifth year (typically before age 16)

**These are targets only. A Scout is eligible to earn his Eagle up to age 18.**

## XXIV. SCOUTMASTER CONFERENCE

As each Scout completes the requirements for rank advancement, his progress is reviewed by the Scoutmaster, or his designee, during a Scoutmaster's Conference. The Scoutmaster's Conference helps the Scout evaluate his accomplishments, review his performance, and set new goals. Once this conference is complete, the Scout is prepared for his Board of Review.

A periodic review of the progress of all Scouts is vital in the evaluation of the effectiveness of the Scouting Program. The Scoutmaster, Troop Committee Advancement Chairperson, or other responsible adult will meet with those Scouts who are not progressing in rank on a regular basis to offer encouragement and advisement. Where particular advancement requirements cannot be met due to physical or mental handicaps, the Troop Committee will develop written alternate requirements as allowed by BSA policy. Such alternate arrangements will be kept on file by the Advancement Chair.



## **XXV. BOARD OF REVIEW**

When a Scout has completed all the requirements for a rank, he appears before a Board of Review composed of at least three Committee members or persons designated by the Advancement Chairperson. The review has four purposes:

1. To make sure that the work has been learned and completed
2. To verify that the Scout continues to exhibit behavior through his actions and deeds that are consistent with the Scout Oath and Law
3. To find out what kind of experience the Scout is having in the Troop
4. To encourage the Scout to progress further.

Scoutmasters, Assistant Scoutmasters, relatives, guardians, or others who may have a conflict of interest may not serve as members of a Scout's Board of Review. A Scout must present himself to the Scoutmaster and request to appear before the Board. He must meet the following requirements:

- Be in complete Class A uniform as described in Troop policy and procedures
- Have in his possession his Scout Handbook, completely filled out for the rank he is requesting a Board of Review
- Have completed service projects and Scout leadership position when necessary
- Have completed all appropriate merit badges (if applying for Star Scout or above.)

A Scout may be asked to attend a Board of Review to discuss his progress toward advancement.

## **XXVI. COURT OF HONOR**

The Court of Honor is a special ceremony scheduled to formally recognize advancement, achievements and awards of Troop members. Courts of Honor will be conducted four times per year. All Scouts who have advanced since the previous Court of Honor are recognized. The primary purposes of the Court of Honor are to furnish formal recognition for achievement and to provide incentives for other Scouts to advance. The Scout's family and friends are encouraged to attend the ceremony.

## **XXVII. BEHAVIOR/DISCIPLINE**

The behavior of Troop 21 Scouts, Troop Committee members, and adult participants in Troop activities is to be guided by the Scout Oath and Law, common sense, and personal respect. See Attachment F for the Troop Code of Conduct and specific Discipline Policy.



## XXVIII. SEARCHES

Scouting is based on trust. Unfortunately, some scouts may abuse this trust and bring contraband or steal from other scouts. Therefore, the Troop reserves the right to ask a Scout to present the contents of his pockets, pack, trunk, tent or other belongings. Only the Scoutmaster or his designee is empowered to conduct a search of a scout or his belongings.

Should a search be necessary, it must be conducted in the presence of the Scout being searched and 2 adult leaders. Within 7 days of a search, the Troop Committee Leadership Council must be informed in writing by the Scoutmaster or his designee, regardless of the outcome of the search. If contraband is found, the Scout's parent must be notified within 24 hours.

A Scout may refuse a search. If so, the Scout automatically will be sent home from an activity at his parent's expense, the Leadership Council will be notified in writing, and the Scout will receive an automatic 180-day suspension from the troop. Readmission to the Troop will be at the discretion of the Leadership Council.

## XXIX. UNIFORMS

Scout uniforms present an image that must be maintained appropriately. Shirts must be tucked in the trousers. Trousers will not be worn low slung or excessively baggy. The Scoutmaster, in consultation with the Senior Patrol Leader (SPL), will designate the required uniform for wear at Troop meetings, Troop activities and Campouts. Troop uniforms will consist of the following:

### **Class A – Troop**

- Scout shirt with all insignia, rank patches, and name tag- Scout hat (optional)
- Scout trousers w/belt
- Scout socks
- Dress/athletic shoes

### **Class B – Troop**

- Scout activity shirt
- Scout trousers w/belt
- Scout socks
- Shoes (activity appropriate, as directed by the Scoutmaster or his designee)

**It is the responsibility of the Scout and his parent/guardian for the Scout to be dressed in the appropriate uniform and to wear it properly.**

Scouts who arrive at Scouting events out of uniform will receive a verbal warning from the Scoutmaster or his designee for a first offense. A second offense within a 3-month period will result in a call to the Scout's parents by the Scoutmaster or his adult designee. Subsequent offenses will be treated as a disciplinary matter.

The Scoutmaster, Assistant Scoutmasters, and registered adults (when directed by the Scoutmaster) should recognize they are role models for the Troop and have a similar responsibility to wear the appropriate uniform.



## XXX. LEADERSHIP CORPS QUALIFICATIONS AND ELECTIONS

To participate in Troop elections, a Scout must be properly registered with the BSA as a member of Troop 21 and be on the active roster. A quorum of 67% of the active roster Scouts is necessary for a valid election. The election will be conducted by the outgoing Senior Patrol Leader (SPL) or, in his absence, the Scoutmaster. The Troop elects Senior Patrol Leader and Patrol Leader.

**The Patrol Leader Council (PLC) consists of the: Senior Patrol Leader, Assistant Senior Patrol Leader, Quartermaster, Scribe, Historian, and Librarian.**

### **Patrol Leader Council (PLC)**

#### *Qualifications:*

- Rank – First Class or above
- Active in Troop
- Cannot be incumbent
- Complete Junior Leadership Training (preferred, but not mandatory)

#### *Duties:*

The PLC plans the annual program, then the weekly meetings leading up to the monthly outdoor adventure. Planning is the key. Together, members of the PLC address the needs of each patrol and the general problems that involve the patrols and the Troop. Each member of the PLC represents the whole Troop.

#### *Election Schedule:*

Election of Patrol Leaders will be held no later than the second Troop meeting of the Troop year. Nominations will begin at least two weeks prior to the election.

#### *Term of Office:*

Term of office shall be one calendar year to run from August through July





## Patrol Leader

### *Qualifications:*

- Active in Troop and Patrol
- Cannot be incumbent
- Complete Junior Leadership Training (preferred, but not mandatory)

### *Duties:*

- Appoints Assistant Patrol Leader
- Represents the Patrol on the PLC
- Plans and steers Patrol meetings
- Helps Scouts advance
- Acts as chief recruiter of new Scouts
- Keeps patrol members informed
- Understands the duties and responsibilities of his patrol members and other leaders
- Sets the example
- Wears the uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

## **XXXI. APPOINTED SCOUT LEADERS**

The Scoutmaster, after consulting with the Senior Patrol Leader and Assistant Scoutmasters, will appoint Scouts to any or all of the following positions. The term of the office is at the discretion of the Scoutmaster.

- Junior Assistant Scoutmaster (must be at least 16 years of age)
- Troop Guide
- Troop Instructor

The Senior Patrol Leader, in consultation with the Scoutmaster, will appoint Scouts to any or all of the following positions. The term of office for these positions will be no less than six months:

- Assistant Senior Patrol Leader
- Scribe
- Historian
- Librarian
- Quartermaster



## **XXXII. BOY SCOUT LEADERSHIP POSITION REQUIREMENTS**

An elected or appointed Scout leader must meet the following requirements for the position to be considered as a requirement for the ranks of Star, Life and Eagle.

- Perform his duties as required by the Troop policy
- Must maintain active participation in Troop activities during his tenure

The Scoutmaster and/or the Committee Chairperson must sign the leadership requirement for the rank of Star, Life and Eagle.

## **XXXIII. REMOVAL OR REPLACEMENT OF ELECTED SCOUT LEADERS**

### **Senior Patrol Leader (SPL) or Assistant SPL**

If the SPL is unable to perform his duties or resigns his position, the ASPL will assume the duties of SPL and appoint a new ASPL. If the ASPL is unable to perform his duties or resigns his position, the SPL will appoint a new ASPL. The PLC, with the advice and consent of the Scoutmaster, may recommend to the Scout membership that a SPL be removed from his position if the performance of his duties is unacceptable. The Troop membership will vote on the issue with 80% of active Troop members voting. A two-thirds majority is necessary to remove a SPL or ASPL. If the Troop votes to remove a SPL, the Scoutmaster will conduct new elections. The new SPL will have the option of retaining the current ASPL or selecting a new ASPL.

### **Patrol Leader or Assistant Patrol Leader**

If a Patrol Leader is unable to perform his duties or resigns his position, the Assistant Patrol Leader will assume his duties and select a new Assistant Patrol Leader from among the Patrol members. If an Assistant Patrol Leader is unable to perform his duties or resigns his position, the Patrol Leader will appoint a new Assistant Patrol Leader from among the members of the Patrol. The Patrol members, with the advice and consent of the Scoutmaster, may ask for a vote on the removal of a Patrol Leader or Assistant Patrol Leader if his performance is unacceptable to the Patrol members. The Patrol membership will vote on the issue with 80% of the active Patrol members voting. A two-thirds majority is necessary to remove a Patrol Leader or Assistant Patrol Leader. If the Patrol votes to remove a Patrol Leader, the SPL will hold new Patrol Leader elections.

The new Patrol Leader will have the option of retaining the Assistant Patrol Leader or selecting a new Assistant Patrol Leader. If the Assistant Patrol Leader is removed by the vote, then the Patrol Leader will select a new Assistant Patrol Leader from among the remaining Patrol members.



## XXXIV. REMOVAL OF APPOINTED LEADERS

If an appointed leader cannot perform his duties or resigns his position, the Scoutmaster will appoint another Scout to the position. The Scoutmaster may remove an appointed Scout leader for cause and appoint another Scout to the position.

## XXXV. SCOUT SKILLS

### Instruction

Whenever feasible, Scouts will be used to instruct the Troop in Scout craft skills. It is the Scoutmaster's responsibility to ensure an adequate number of Scouts are available for instruction of Scout skills.

### Testing

Scouts may be tested and signed off for skills by the Scoutmaster, Assistant Scoutmaster, SPL, Troop Guide or Instructor. Committee members may test Scouts when acting at the direction of the Scoutmaster or Assistant Scoutmaster. **An adult leader who has a son in Troop 21 is not permitted to sign off his/her own son for skills testing.**

### Alternate Rank Requirements

A Scout who is unable to perform the skill tests as outlined in the Boy Scout Handbook may petition the Troop Committee for alternate rank requirements. The Committee will state the alternate rank requirements in writing and they will become a permanent part of the Scout's advancement records. Any alternative rank requirement will also be submitted to District Council for approval.

## XXXVI. SERVICE PROJECTS

Service projects are an important method for teaching Scouts their responsibility to the Chartering Organization and the community. Scouts may participate in Troop service projects and individual service projects for the requirements for Scout rank. The Committee member responsible for Community and Service projects will designate Troop service projects that have been approved by the Scoutmaster. A Scout who wishes to work on an individual service project generally must obtain approval of the Scoutmaster before beginning work. If a service project is performed without first obtaining Scoutmaster approval, the Scout may receive credit at the discretion of the Scoutmaster. The Scoutmaster or his designee will record the service project on a form provided by the Committee and provide it to the Scout upon completion for the work. The Scout will present this record to the Board of Review. The Scoutmaster will also be responsible for signing the Scout's handbook.



## **XXXVII. OUTDOORS PROGRAM**

Troop 21 maintains an active outdoor program developed under the leadership of the Scoutmaster and approved by the Troop Committee.

### **Outdoors Program Participation Restrictions**

Because people's physical condition, stamina, and maturity can vary widely, it will be at the discretion of the Scoutmaster (or his designee) which Scouts and adults within the Troop may participate in specific outdoor events.

Information contained in the Scout's health form, notwithstanding, the Scoutmaster retains the authority to restrict Scout or adult participation in an outdoor event based on the above factors. See Attachment G for Outdoors Program Guidelines.

## **XXXVIII. TOBACCO, ILLEGAL DRUGS, AND ALCOHOL**

Scouts of Troop 21 will not use, smoke, or ingest tobacco or any other smoking substance use tobacco of any form, illegal drugs, or alcohol during ANY Troop activities, regardless of prior parental permission. Due to the dangers of secondhand smoke, adults who use tobacco will refrain from doing so while in the presence of the Scouts. Adults are prohibited from consuming alcohol while participating in or attending any Scout activities.

## **XXXIX. RATIFICATION**

The By-laws as set forth above were reviewed by the Troop Committee and approved by a majority vote on March, 2004.

**Tom Coscia, Scoutmaster**

**David A. Poldoian, Committee Chair**



## **XL. AGREEMENT TO ABIDE BY TROOP BYLAWS AND POLICIES**

The rules, policies, and procedures described in this document are designed for the safety of all youth, and for the protection of all associated with Troop 21. Failure to follow the rules, policies, and procedures as outlined can be the basis for removal by the Troop Committee of an adult or youth member from the troop's programs and/or activities and even be the basis for loss of membership privileges in the Boy Scouts of America.

By my signature below, I acknowledge that I have reviewed Troop 21's bylaws, understand them and agree, as the parent/guardian of a Scout, that I will abide by Troop 21's By-laws and assist my son to live up to the letter and spirit of the Scout Oath and motto.

Parent/Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



# Attachment A

## POSITION DESCRIPTIONS

### COMMITTEE CHAIRPERSON

- Calls, presides over, and promotes attendance at monthly Troop Committee meetings and any special meetings that may be called
- Manages the Leadership Council to ensure all functions are delegated, coordinated and completed
- Maintains a close relationship with the Chartered Organization Representative and the Scoutmaster
- Ensures Troop Leaders and Committee members have training opportunities
- Interprets national and local BSA policies to the Troop
- Works with the Scoutmaster to prepare the Troop Committee meeting agenda
- Ensures Troop representation at monthly Roundtable Meeting
- Verifies Eagle and Scouter Applications
- Secures trained individuals for Troop leadership
- Arranges for charter review and re-charter annually
- Selects the Scoutmaster with the approval of Chartered Organization and a majority of the Leadership Council

### CHARTERED ORGANIZATION REPRESENTATIVE

- Serves as an active and involved member of the Chartered Organization
- Functions as Troop Representative and liaison to the Chartered Organization
- Helps recruit adult leaders and encourage training
- Ensures appropriate Boy Scout activities are put on Charter Organization's Calendar
- Assists with unit re-chartering
- Encourages service to the Charter Organization

### TREASURER

- Administers all Troop finances (dues, payments, raised funds, disbursements, etc.)
- Maintains checking/savings accounts
- Pays bills on recommendation of the Scoutmaster and authorization by the Leadership Council
- Keeps adequate records of receipts and disbursements in the Troop Record Book
- Prepares a written financial report monthly and presents to the Troop Committee
- Consults on fund-raising efforts
- Works with the Scoutmaster to prepare annual Troop budget
- Reports on Troop finances to the Chartered Organization, if they request
- Prepares Yearly Audit Statement for Chartered Organization



## **SECRETARY**

- Keeps meeting minutes and submits a report of the minutes of the previous meeting
- Sends out Troop Committee meeting notices, as needed
- Prepares/distributes news of Troop events and activities
- Maintains Troop resource survey, detailed roster, and e-mail distribution lists
- Helps maintain Troop Website
- Assists Troop Historian
- Oversees the activities of a corresponding secretary which may include preparation and mailing of Troop correspondence, including electronic correspondence

## **ADVANCEMENT CHAIR**

- Monitors scout attendance
- Encourages Scouts to advance in rank
- Records on electronic software all advancement and awards for each Scout
- Assists the Scoutmaster in planning Troop activities to enhance advancement
- Trains and supervises the Troop Scribe in record keeping, as appropriate
- Obtains and disburses rank badges, certificates and awards
- Arranges and conducts monthly Troop Boards of Review
- Verifies results of Boards of Review
- Works with the Scoutmaster and Chair to support Court of Honor ceremonies
- Develops and maintains an accurate and current Merit Badge Counselor list and makes it accessible to all Scouts
- Files a report to the Council service center following a Troop Board of Review
- Works with the Troop Librarian to build and maintain a Troop library of merit badge pamphlets

## **EQUIPMENT COORDINATOR (if filled)**

- Monitors equipment and supplies
- Provides assistance to Scout Quartermaster
- Presents supply and equipment needs to Committee
- Purchases supplies and equipment as approved by the Troop Committee

## **MEMBERSHIP CHAIR (if filled)**

- Ensures all Boy Scout and adult applications are properly completed, fees are collected and forwarded to the Treasurer, and applications are submitted to the Council, as required
- Works with the Scoutmaster and Secretary to ensure an accurate roster of all Scouts and adult leaders is maintained
- Submits the Boy Scout and adult leader Applications to the Council with a copy retained for the Troop and Chartered Organization
- Maintains contact with area Cub Scout packs who have Webelos who will advance to Troop 21
- Arranges for the Scoutmaster and Assistant Scoutmasters to participate in cross-over ceremonies, as appropriate
- Works with the Scoutmaster to conduct new parent and new scout orientation



### **TRAINING CHAIR (if filled)**

- Ensures Troop leaders and Committee members have opportunities for training
- Maintains an inventory of up-to-date training materials, videos, and other training resources
- Works with the District training team in scheduling Fast Start training for all new leaders
- Works with Health and Safety Chair to ensure BSA Youth Protection training within the troop
- Works with Scoutmaster to develop and enhance Scout leadership and values training
- Documents Troop progress at Troop Committee at each meeting
- Trains Board of Review (BOR) members prior to their serving on BOR

### **HEALTH/SAFETY CHAIR (if filled)**

- Ensures parents complete a health summary for their son and themselves, if appropriate
- Maintains a copy of health and insurance forms in Troop records
- Inspects Troop meeting place for safety
- Monitors first aid training for adult leaders
- Maintains Troop first aid kits
- Monitors CPR certifications (if adult leaders are certified)
- Ensures adult leadership on outings are aware of any Scout medical conditions
- Ensures outing binder contains up to date health forms and insurance information for all Scouts

### **ACTIVITIES/OUTDOORS CHAIR (if filled)**

- Work with Quartermaster and Patrol Quartermaster on inventory, storage and proper maintenance of Troop Equipment
- Coordinates with Treasurer to ensure that permission slips have been signed and turned in to Scoutmaster
- Helps in securing permission to use camping sites
- Encourages participation in monthly outdoor activities or special activities
- Takes responsibility for coordination of Summer Camp
- Promotes attendance at Troop Campouts, Camporees and Summer Camp to reach the BSA goal of an outing per month
- Obtains volunteers for outings, when needed
- Ensure BSA guidelines are followed for adult leadership on all outings

### **COMMUNITY AND SERVICE PROJECTS CHAIR (if filled)**

- Recommends to the Scoutmaster service projects for the Troop to perform
- Promotes service projects for the Chartered Organization
- Serves as counselor for Eagle Scout service projects





### **FUNDRAISER CHAIR (if filled)**

- Prepares and presents ideas to Committee for fund-raisers
- Coordinates fund-raiser and enlists volunteers
- Submits Approval Request to Council, if necessary
- Ensures that Treasurer receives all monies received from fund-raiser
- Reports on fund-raiser at next Committee meeting
- Ensures compliance with Chartered Organization Rules regarding fund-raisers

### **TRANSPORTATION CHAIR (if filled)**

- Develops and refines Troop travel/transportation policies
- Records vehicle information on each Scouter
- Prepares and submits BSA national tour permits when necessary
- Arranges and provides transportation for all Scouting activities (anyone transporting Scouts to any Scout activity must be at least 21 years of age)

### **ASSISTANT CHAIR (if filled)**

- Performs the duties of the Chair, when the Chair is unable, or when the position is temporarily vacant
- Works on special projects as requested by the Chair or a majority of the Leadership Council

### **SCOUTMASTER**

The Scoutmaster is the key adult leader responsible for the public image, day-to-day operations, and program of the troop. 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 a member of the Leadership Council. The Scoutmaster is nominated by the Troop Committee and appointed by the Chartered Organization. The Scoutmaster must meet the personal requirements of the Boy Scouts of America.

- Trains and guides boy leaders
- Attends all Troop meetings or, when necessary, arrange for a qualified adult substitute
- Conducts Scoutmaster Conferences
- Meets regularly with the Patrol Leaders' Council for training and coordination assistance in planning troop activities
- Takes the lead in recruiting, managing, and developing Assistant Scoutmasters
- Serves as a member of the Troop Committee Leadership Council
- Works with the Treasurer to develop the Troop's annual budget
- Works with the Membership Chair and others as appropriate to retain and recruit new scouts
- Conducts periodic parent meetings to share the program and encourage parent participation and cooperation



## **ASSISTANT SCOUTMASTERS**

The Troop Committee with the advice of the Scoutmaster and the approval of the Chartered Organization appoints Assistant Scoutmasters.

Assistant Scoutmasters work closely under the leadership of the Scoutmaster to support all aspects of the Troop's program. Assistant Scoutmasters are prepared by the Scoutmaster and the Leadership Council to assume the Scoutmaster's position on a temporary or a permanent basis.



# Attachment B

## FINANCIAL AID POLICY

- 1) It is Troop 21 policy to not serve as a lender to scouts, scouters, or parents. Exceptions to this policy will be considered if special circumstances warrant.
- 2) The Scoutmaster may authorize short term (less than 15 days) interest free loans from the Troop treasury in amounts up to \$50 to assist a Troop member deal with emergency situations. Accurate written records must be kept. The Scoutmaster must report to the Treasurer immediately any short-term loan that is past due. The Treasurer or his/her designee will be responsible for collecting past due loans. Any short-term loans that are past due will be recorded in the Treasurer's Report presented at the monthly Leadership Council meeting
- 3) Any request for financial aid great than \$50 – either loans or scholarship, must be submitted to the Troop's Financial Aid Committee for consideration.
- 4) The Troop's Financial Aid Committee shall consist of the Chair, the Treasurer and the Scoutmaster. All written requests for financial aid will be treated as confidential by the Financial Aid Committee. Consideration of financial aid will be based on the applicant's financial need and ability to repay.
- 5) A financial aid grant requires unanimous approval of all three members of the Financial Aid Committee. If unanimous approval is not given, the applicant may request that the financial aid application be brought before the Troop's Leadership Council for consideration. A 2/3 majority of all Leadership Council members must approve requests that did not receive unanimous approval by the Financial Aid Committee.
- 6) If the financial aid applicant is a member of the Troop Committee or the Financial Aid Committee, the applicant is not permitted to vote. If the financial aid applicant is a member of the Financial Aid Committee, a substitute will be appointed to the Financial Aid Committee by the Chair. If the Chair is the applicant, the Treasurer will select the substitute. Substitutes must be Leadership Council members.
- 7) If the financial aid is in the form of a loan, the terms must be put into writing and must be co-signed by the Scout's parents, the party ultimately responsible for repayment of the debt. The maximum loan that will be considered is \$500. The maximum term of the loan may be no longer than 6 months, and the interest rate no less than that earned on existing troop bank accounts. The repayment schedule and interest charged will be determined by the Financial Aid Committee consistent with the above guidelines



8) All loans must be recorded on the Troop's books as a current receivable. The Treasurer's report must list the total amount of financial aid granted – both for loan and scholarship (not listing the names). The Treasurer's report will reflect the names and accounts of borrowers who are more than 30 days past due on their loan. If a loan is past due, it will be treated as other payments due to the troop, and the scout's activities in the troop may be limited until payment is received.



# Attachment C

## INSURANCE POLICY

### Primary Comprehensive General Liability Insurance

This coverage provides primary general liability coverage for registered volunteer Scouters with respect to claims arising out of an official Scouting activity **with the exception that the coverage is excess over any insurance which may be available to the volunteer for loss arising from the ownership, maintenance, or use of a motor vehicle or watercraft.** This insurance is only available while the vehicle or watercraft is in the actual use of a Scouting unit and being used for a Scouting purpose. Coverage is more than \$15 million for bodily injury and property damage. Because of the high limits, volunteers should not be placed in a position where their assets are jeopardized because of a negligence liability claim or lawsuit.

The insurance provided unregistered Scouting volunteers through the BSA General Liability Insurance program is excess over any other insurance the volunteer might have to his or her benefit, usually a homeowners, personal liability, or auto liability policy.

There is no coverage for those who commit intentional or criminal acts.

### Secondary Automobile Liability Insurance

All vehicles must be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. (It is recommended, however, that coverage limits be at least \$50,000/\$100,000/\$50,000.) Any vehicle carrying ten (10) or more passengers is required to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 single limit. In the case of rented vehicles, the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle. All vehicles used in travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that country.

The Council's automobile liability insurance is excess of the insurance the owner of the auto carries, providing insurance protection above the limits carried on the auto up to the Council's \$15 million limit of coverage.

### Secondary Council Accident and Sickness Insurance

This secondary insurance covers Scouts and registered adult volunteers for accidents, sickness, accidental death, and dismemberment while participating in any official Scouting activity. Benefits are excess of any other insurance covering the individual. Accident medical benefits are limited to \$15,000; sickness to \$7,500; ambulance to \$6,000.

Each parent or legal guardian is encouraged to have health/accident insurance for his or her Scout. Any Scout needing to file an insurance claim should contact the Scoutmaster, his designee, or Troop Committee Chair.



# Attachment D

## TRANSPORTATION POLICIES

Scouts will be charged \$1.50 for each 25 miles of distance between Wydown Middle School and the activity site. Fees collected will be distributed in an equitable manner among the drivers carrying Scouts and/or equipment.

If a driver does not wish to accept his/her share of transportation fees, that share will be considered a donation to the Troop treasury. If requested, the Troop Treasurer will provide a receipt acknowledging the donation.

All drivers who carry scouts as passengers on Troop activities must be 21 years of age, be registered adult leaders, and have a valid driver's license and insurance. For trips scheduled to take more than 4 hours, two adult drivers must ride in the vehicle.

Troop members under the age of 21 may drive their own vehicle to and from a Troop Activity. However, they may not take along any Troop members under the age of 18, except for family members. Exceptions to this rule require approval from the Scoutmaster and permission letters from the parents of Scouts riding with the underage driver.

All drivers must provide the Health/Safety Chair with updated information about their vehicles and associated insurance.

All vehicles must be covered by automobile liability insurance with limits that meet or exceed state requirements. Vehicles designed to carry 10 or more passengers must carry insurance of no less than \$100,000 (per person)/\$500,000 (per accident)/\$100,000 (property damage).

It is Troop 21 policy that when traveling by automobile, truck, or van, all passengers must wear seatbelts. It is the responsibility of the driver to ensure all passengers are in compliance with this policy before starting. It is the responsibility of the passengers to keep their seatbelts on at all times.

In view of the risks associated with the use of large vans, it is Troop 21 policy that any vehicle rated to carry 12 or more individuals shall be driven by a driver with a commercial driver's license. Use of any vehicle for a Troop Activity that is rated to carry 12 or more individuals must be approved by a majority of the Officers of the Troop Committee.

All vehicles must not exceed the posted speed limits.

On extended trips lasting greater than 2 hours, and where the drivers do not hold commercial driver's licenses, a 15-minute rest break is mandatory approximately every 2 hours. Drivers should plan ahead to ensure a safe location for rest break is available. Under no circumstances may a driver drive for more than 3 hours without a rest break.

On all trips outside a 50-mile radius of St. Louis, an adult (or scout age 15 or older) must serve as the assistant navigator. The navigator will be supplied with route and city maps for each leg of the journey by the leader of the Troop activity. The Troop leader must discuss each leg of the journey in advance with all navigators, including assistant navigators, and agree on a place of meeting if an unplanned separation takes place.

On all trips outside a 50-mile radius of St. Louis, appropriate inter-vehicle communication devices (e.g., cell phones, walkie-talkies) and backups must be available and tested before the trip.



Parents are responsible for picking up their sons after a Troop activity or make other 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 boy 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).

Adult leaders are to use common sense and consider what is in the best interest of the Scout, should the occasion arise that a parent is not available when a Scout must be dropped off, or no parent is available to pick up a Scout.



# Attachment E

## TROOP 21 MINIMUM PARTICIPATION REQUIREMENTS

### Scout, Tenderfoot, 2nd Class and 1st Class Advancement

As noted in the **Boy Scout Manual**, a scout is required to attend a total of 5 troop activities to complete the attendance requirement for 2nd Class and to attend 10 troop activities to complete the requirement for 1st Class. For these two ranks, "troop activities" include both tent-camping events such as campouts, district camporees, big trips, and summer camp, and non-tent-camping events such as the December cabin campout, the February urban adventure, bike rides, hikes, and Scouting for Food bag pickup.

### Star, Life, and Eagle Advancement

Scouts earning the Star, Life, and Eagle ranks require that the Scout be "active in your Troop and patrol" for a period of 4 months, 6 months, and 6 months, respectively. The Troop Committee has determined the following attendance guidelines. Both the Scoutmaster and Troop Committee must approve exceptions to the rank advancement attendance requirements.

### 60% of Troop Meetings

Troop 21 meets nearly every Tuesday evening during the school year, including occasional recreation nights, *Scouting for Food* bag drop-off night, and Courts of Honor. Attendance is not required for recreation nights but will be recorded for all other meetings. A Scout must attend at least 60% of all other scheduled troop meetings during a four or six-month period.

### 60% of Tent-Camping Events

During the relevant time period for an individual rank advancement (four months for **Star** and six months for **Life** and **Eagle**), a Scout must attend at least 60% of scheduled troop tent-campouts. Overnight trips during which the scouts sleep in housing (urban adventure, cabin campout) are classified as activities.

### 60% of Activities

During the relevant time period for an individual rank advancement, a Scout must attend at least 60% of scheduled troop non-camping activities such as bike rides, hikes, etc. Overnight trips during which the scouts sleep in housing (urban adventure, cabin campout) are classified as activities.





While 100% Scout attendance is an ideal, it is not required to be considered an active member of Troop 21. The Troop has set the following minimum expectations for a Scout to be considered "active" in the Troop:

- Attend a minimum of 67% of scheduled Troop Meetings
- Participate in a minimum of 50% of camping trips
- Attend at least one major event (Cabin Campout-December, Urban Adventure-February, Big Trip-June, Summer Camp)

Any Scout who does not meet the Active Service Standard is considered INACTIVE.

- The Troop will not suspend inactive Scouts; however, they may be excluded from some Troop 21 activities.
- The Board of Review may deny advancement to an inactive Scout.

If circumstances beyond the Scout's control exist which preclude him from participating in Troop activities, the parent of the Scout should contact the Scoutmaster or Assistant Scoutmaster to discuss alternative ways to maintain active status.

The determination as to whether a Scout meets the Troop's activity requirements rests with the Scoutmaster.



# Attachment F

## DISCIPLINE/BEHAVIOR POLICY

### **DISCIPLINE PHILOSOPHY**

Discipline should be positive rather than negative, whenever possible, and it should be applied using common sense and fairness.

Troop 21 does not permit corporal punishment, nor does it allow discipline to be applied through punitive physical exercises, personal humiliation, group ridicule, or punishment of an entire group for the infractions of an individual scout(s).

### **Minor Disruptive Behavior**

Disruptive behavior at Troop Meetings or on trips will be managed by Patrol Leaders, the Assistant Senior Patrol Leader, and the Senior Patrol Leader. If a Scout does not respond to the corrective actions of his leaders, the Patrol Leaders' Council, with the Scoutmaster (or Adult designee) and offending Scout present, will have the authority to review the incident, offer counseling, and take corrective actions. All corrective actions, including any disciplinary action recommended by the PLC must be approved by the senior adult leader present.

### **Repeated Disruptive Behavior**

If a Scout repeatedly displays disruptive behavior during a Troop event, the has the authority either to require that one of the Scout's parents/guardians attend the balance of the event or send the Scout home at the parent's expense.

An incident report must be filed with the Scoutmaster, Troop Disciplinary Committee, and the Scout's parents whenever a Scout has exhibited repeated disruptive behaviors at an event or is sent home. Whenever a Scout has been sent home from a Scout activity due to disruptive behavior, a parental conference with the Scoutmaster is required before the Scout can participate in Troop activities. The Scoutmaster will submit a summary report of the parental meeting to the Troop's Disciplinary Committee and the Troop Secretary.

### **Inappropriate Scout Behavior**

Inappropriate behavior is a label applied for more serious infractions, typically those that are inconsistent with the Troop Code of Conduct, Troop bylaws, the Scout Oath and the Scout Law. Examples of inappropriate behavior include, but are not limited to the following:

- Repeated and willful violation of camp rules and policies.
- Willful disrespect of adult leaders or adult leader direction.
- Refusal to abide by Troop 21 policies as described in Troop bylaws
- Willful or repeated disregard of the Scout Law or Scout Promise.
- Behaviors that create a potential personal safety risk, including fighting
- Damage of gear by an act of vandalism, gag, prank or sabotage
- Sexual innuendo, name calling, ethnic jokes, disparaging remarks or repeated cursing.
- Illegal conduct (in or out of scouting).
- Criminal activity (in or out of Scouting)



## **Discipline for Inappropriate Behavior**

More serious behavior infractions identified above as inappropriate behavior or repeated disruptive behavior over multiple events will be treated differently.

Once the Scoutmaster or an adult becomes aware of an inappropriate behavior, intervention must be immediate. With the support and assistance of the Senior Patrol Leader and other adults as needed, the Scoutmaster (or his adult designee) will attempt to resolve the matter with the offending Scout(s). The Scoutmaster (or his designee) is required to counsel the offending Scout(s), and, if the situation merits, he is empowered to discipline the Scout(s) consistent with the Troop's discipline guidelines. The Scout will be put on probation for the duration of the activity. In most cases where the inappropriate behavior is not deemed serious by the Scoutmaster, no further action will be required.

## **Documentation for Inappropriate Behavior**

The Adult Leader &/or the Scoutmaster will document the inappropriate behavior following procedures that have been established by the Leadership Council. This documentation will include the date and time of the incident(s) the offending scout(s), the behaviors involved and the resultant impact of these behaviors.

## **First Strike**

Over time, if a pattern of disruptive behavior is identified in a Scout, or, if the Scout commits an inappropriate behavior deemed serious by the Scoutmaster, the Scoutmaster must notify the Scout's parent(s) in writing. A copy of this notification will be sent to the Disciplinary Committee (see below for description of this Committee). The Leadership Council will be made aware of all such notifications by the Scoutmaster. This notice will be considered a 1st Strike. The Disciplinary Committee, may, at its discretion, request a conference with the Scout and his parents to discuss this first strike. In addition to any disciplinary action taken by the Scoutmaster, the DC may impose a period of probation and/or require the Scout's parent to accompany their Scout to all Troop events.

## **Second Strike**

If a second incident of inappropriate behavior occurs within a 12-month period, or if disruptive behavior continues, a second letter will be sent to the parents by the Disciplinary Committee with a request to meet with the Troop Disciplinary Committee. Such a meeting is mandatory for a Scout to remain active with the Troop. The Disciplinary Committee is empowered to take whatever action is necessary in the best interests of the Troop. Committee actions can include requiring parental accompaniment to all activities in which the Scout participates, temporary suspension from the Troop, or both. Should a suspension occur, the Scoutmaster or his designee will work with the parents and the Scout to develop a written plan to integrate the boy back into the Scouting program. Such a plan must be on file with the DC and the Troop Secretary.



### **Third Strike**

If a third incident of inappropriate behavior occurs within an 18-month period, or if disruptive behavior continues, a third letter will be sent to the parents by the Disciplinary Committee with a request to meet with the Troop Disciplinary Committee. Such a meeting is mandatory for a Scout to remain a member of the Troop. A third strike will result in a minimum 180-day suspension from the Troop. The Disciplinary Committee may, at its discretion expel the Scout from the Troop. Expulsions require a majority vote of the Leadership Council with notification also being sent to Scout Council.

### **Reinstating a Scout**

In the event that a scout who had previously been expelled from the Troop wishes to regain membership into the troop, the scout must wait a period of 12 months. After the one-year period, the scout has the option to reapply to the Troop Leadership Council for reinstatement. A majority vote of the Leadership Council must be obtained for approval of reinstatement.

### **Disciplinary Committee**

The Troop Disciplinary Committee (DC) shall consist of the Troop Committee Chair, Advancement Chair and Scoutmaster. In the event a member of the DC cannot attend a DC meeting, a member of the Leadership Council will be appointed by the Chair to attend in his/her place. The Advancement Chair will serve as recording secretary in DC meetings. To avoid a conflict of interest, if an offending scout's parent or guardian serves on the Disciplinary Committee, that parent or guardian will remove him/herself from the Committee and will be replaced by a member of the Leadership Council.

### **Format for a Disciplinary Hearing**

1. Leader filing report shall present his report to the DC.
2. The scout and his parents/guardians shall respond to the DC about the report.
3. The DC shall retire to a separate room to discuss the violation and determine the appropriate disciplinary action, if any, to be taken.
4. The DC will return and present their decision to the scout, parents/guardians, and leader filing the report. The decision of the DC is final.
5. A record of the DC decision will be summarized and reported to the Troop Committee at the next scheduled Troop Committee meeting.
6. Discussions at the DC hearing are strictly private.



# Attachment G

## OUTDOORS PROGRAM POLICIES

### General Guidelines

All activities will be planned with Activities Planning sheets. The Scoutmaster, or his designee, and the Troop Committee must give final approval for all activities.

For each camping trip the Scoutmaster or his designee will be in charge of the camping activity and supervise the Troop's youth leaders in carrying out the program and agenda of the event.

Outdoor activities will be planned to meet the needs and abilities of the Troop members. A Scout's participation in particular activities will be at the discretion of the Scoutmaster or his designee. High adventure is for older Scouts who want to go beyond the conventional Scouting challenge. High adventure activities are demanding, and physically challenging events and participation may be restricted to qualified individuals at the discretion of the Scoutmaster or his designee.

During Troop outings it may often be necessary to combine Patrols due to lack of attendance by all Patrol members. The Scoutmaster or his designee will designate Patrols for the outing to facilitate the preparation of meals and advancement activities. The Scoutmaster or his designee will also designate the Troop Scout leadership if the elected or appointed leaders do not attend the event.

### Camp Safety

**Two Deep Leadership** – All troop activities require two registered adult leaders or one adult and a parent of a participating Scout, one of whom must be at least 21 years of age or older.

**Safety Rule of Four** – For any backcountry expedition or campout, no less than four individuals (always with a minimum of two adults) are permitted.

**Buddy System** – Scouts must use the buddy system during activities and camping trips. If one member is injured or in danger, the other can get help immediately. Scouts must use the buddy system when visiting merit badge counselors. **Firearms Restriction** – Firearms are never to be used without the supervision of a certified BSA or National Rifle Association firearms instructor and only used on proper ranges designed for such use. (Among the purposes of the policy is to prohibit adult leaders from bringing firearms on BSA camping and hiking activities or to Troop meetings).

**Chemical Fuels** – Proper guidelines will be observed in the transportation, use and disposal of all chemical fuels. The use of chemical fuels for starting any type of fire is prohibited. Only adult leaders will be allowed to refill liquid fuel stoves or lanterns.



**Fireworks** – Fireworks or pyrotechnics are strictly forbidden according to BSA policy.

**Fires/Stoves** – Lighted stoves and fires will be attended to at all times. Cooking fires will be extinguished promptly. Established fire rings will be used if present.

All fire laws, ordinances and regulations will be strictly observed. There will absolutely be no flames allowed in or near tents. Unit fireguard plans will be posted. Unauthorized use of flammable devices such as lighters is forbidden.

**Knives** – Sheath knives or folding lock blade knives with a blade over 4" (inches) long are not to be worn or carried during any Scout function or outing. The only exceptions are kitchen knives which may be used in the cooking area only and must be stored in the Patrol cooking equipment box. **Any violations will result in immediate confiscation by any adult leader.** The Scoutmaster, or his designee, will only return items to the parent or guardian.

**Saws/Axes** – All woods tools such as camp saws and axes must be of reasonable size and dimension and all must have sheaths available to cover their sharp edges. Axes and saws are to be used by those Scouts who have earned the BSA Totin' Chip Card and then only for a task that requires the use of an ax or saw. The Troop will provide any qualified Scout the use of the Troop ax or saw. In any case, saws and axes will only be used in a defined ax yard and under adult supervision.

**Totin' Chip Card** – The requirements for the Totin' Chip card are found in the Boy Scout Handbook. A Scout who has earned the Totin' Chip card may use woods tools and be permitted to carry a pocketknife. To earn the Totin' Chip card a Scout must demonstrate his ability to meet the requirements for the card to the Scoutmaster or an Assistant Scoutmaster, or designee. The Scoutmaster or Assistant Scoutmaster, or their designee, must consider a Scout's maturity and judgment before awarding a Scout the Totin' Chip card. The Scoutmaster or an Assistant Scoutmaster must sign and date the Totin' Chip card and present it to the Scout. The Totin' Chip card is valid for one year after its issue date. At the expiration date of the card, the Scoutmaster or an Assistant Scoutmaster may issue another card if they have personal knowledge and observation of the Scout's ability to safely use woods tools. It is the discretion of the Scoutmaster or Assistant Scoutmaster whether to re-test the Scout. Before exercising the privileges of the Totin' Chip the Scout must have a valid Totin' Chip card in his possession. The Scoutmaster will maintain a roster of all Scouts who have earned Totin' Chip privileges. For those Scouts who have demonstrated the above but do not possess either the maturity or physical strength to handle more than a pocketknife, or where a parent has not given permission for use of other woods tools, a Totin' Chip card with a "Pocket Knife Only" restriction annotated on the card will be issued.



## **Camp Rules/Guidelines**

- Appropriate uniform and dress will be set by the Scoutmaster or his designee.
- Appropriate footwear suitable to the camping activity will be determined in advance by the Scoutmaster or his designee.
- Radios/CD players/DVD players/laptop computers/video games and similar items will not be allowed in camp without the permission of the Scoutmaster or his designee.
- Board games may be played as a Troop activity at the discretion of the Scoutmaster or his designee.
- Food stored in tents must be sealed airtight containers.
- Any device with an open flame and/or catalytic heater will not be permitted in the tents.
- The Scoutmaster or his designee will have a copy of the Health Form and insurance information on each Scout attending the outing.
- Male and female leaders require separate sleeping facilities. Couples may share the same quarters.
- No youth will stay in the tent of an adult other than his family member or guardian.
- All Scouts will respect the privacy of all other campers with regard to latrine and shower facilities.
- Separate latrine and shower facilities will be used for male/female and youth/adult. If separate facilities are not available, guidelines will be established for use.
- The campsite will be left as clean, or cleaner, than it was found. Campout agendas will include time to check and clean, if necessary, all areas used by Troop members before the Troop leaves the campsite. This inspection and cleaning will include latrine and shower facilities.
- Scouts are not allowed in other Patrol sites or adult areas except when permission is obtained, or to see the Scoutmasters in an emergency.
- Each Patrol will supply its own paper products, soap, food items, trash bags, and supplies.
- No Scout may take food or gear that belongs to another Scout/Patrol without prior consent.
- Each Patrol will develop its own menu and duty roster, subject to review by the Scoutmaster or his designee, prior to the campout, and have them posted during the campout. Adults will be charged their fair share of meal costs and will supervise the preparation, sanitation and clean-up of meals.

## **Patrol Rosters During Campouts**

During Campouts, it may often be necessary to combine Patrols due to lack of attendance by all Patrol members. The Senior Patrol Leader, with the approval of the Scoutmaster or his designee will designate Patrols for the campout to facilitate the preparation of meals and advancement activities. The Senior Patrol Leader will also designate the Troop Scout leadership if the elected or appointed leaders do not attend the campout.



The activities of Troop 21 are not a buffet from which a member can pick and choose for entertainment value. Each activity is a step that leads to a final product. Further, each boy is part of a larger group—a Patrol. A Patrol is a team where each member is responsible to approximately seven other boys. The absence of any member places a hardship on the remaining team and goal accomplishment becomes more difficult.

While 100% Scout attendance is an ideal, it is not required to be considered an active member of Troop 21. The Troop has set the following minimum expectations for a Scout to be considered “active” in the Troop:

- Attend a minimum of 67% of scheduled Troop Meetings
- Participate in a minimum of 50% of camping trips
- Attend at least one major event (Cabin Campout-December, Urban Adventure-February, Big Trip-June, Summer Camp)
- Participate in a minimum of 50% of Troop Service Projects to ensure Scouts have an opportunity to think beyond their own needs and give of themselves to others.

Any scout who does not meet the Active Service Standard is considered INACTIVE.

- The troop will not suspend inactive scouts; however, they may be excluded from some Troop 21 activities.
- The Board of Review may deny advancement to an inactive scout.

If circumstances beyond the Scout's control exist which preclude him from participating in Troop activities, the parent or the Scout should contact the Scoutmaster or Assistant Scoutmaster to discuss alternative ways to maintain active status.

**The determination as to whether a Scout meets the Troop's activity requirements rests with the Scoutmaster.**