

TROOP 835 – BYLAWS

Established: July 6, 1994
Revised: July 6, 1995
Revised: July 6, 1997
Revised: July 6, 1999
Revised: July 6, 2001
Revised: July 6, 2003

- 1.) **ACTIVITY FOR WHICH BY-LAWS WERE ESTABLISHED:**
Boy Scout Troop #835
P.O. Box 466
Fredericksburg, VA. 22407
- 2.) **CHARTERING ORGANIZATION**
The Loyal Order of the Moose (LOOM) – Chapter #1655
11917 Cherry Road
Fredericksburg, VA. 22407
- 3.) **EMPHASIS OF ACTIVITY – PRIMARY AREAS**
 - A.) The Boy Scout is the most important person
 - B.) To promote the ability of the boys to do things for themselves and others; to train them in scouting skills; and to teach them patriotism, leadership, a duty to God, courage, self-reliance, and kindred virtues
 - C.) To promote ties with Pack #835 in support of the transition of Webelos into a Boy Scout Troop. Scouts may join any troop; however, we will encourage them to affiliate with Troop #835.
- 4.) **LEADERSHIP**
At a minimum, at the Troop level, the adult leadership will consist of the following positions:
 - ❖ Chartered Organization Representative (C.O.R.)
 - ❖ Committee Chairperson
 - ❖ Scout Master
 - ❖ Assistant Scout Masters
 - ❖ Secretary
 - ❖ Treasurer
 - ❖ Quarter Master
 - ❖ Advancement/Training Chairperson

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- ❖ Fund Raiser Chairperson
- ❖ Activities/Outdoor Chairperson
- ❖ Transportation Coordinator
- ❖ Historian/Journalist
- ❖ Web Page Coordinator
- ❖ At-Large Committee Members
- ❖ Troop Committee

At the Troop level, at a minimum, there will always be two-deep adult leadership at every event – a registered Scout Master and/or Assistant Scout Master or any other registered adult leader. **As this is in compliance with BSA policy, there will be no exceptions to this policy.**

Leader Registration – Scout Master, Assistant Scout Masters, and Committee members must be registered with BSA. Anyone interested in serving in a position of leadership within Troop #835 will need to fill out an application form and submit this to either the Scout Master and/or Committee Chairperson.

Leader Requirements – All adult leaders must view the “Fast Start” training video and have the Advancement Chairperson sign off stating that the tape has been viewed. Per BSA policy, Scout Master and Assistant Scout Masters **must** attend BSLT training within the first year of registration. The Scout Master or an appointed designee will attend the monthly District Round Table meetings to ensure the Troop stays in compliance with BSA requirements and to receive information on upcoming events that the Troop may want to participate in.

Leader Qualifications – Refer to the Troop Committee guidebook for specifics.

Leader Conduct – All leaders are expected to conduct themselves in a manner that reflects positively on scouting and on Troop #835. The improper conduct of an adult leader will be addressed within the Troop Committee. If an adult leader is to be removed from his/her position, a 2/3 secret ballot vote of those in attendance at a Troop Committee meeting will be required.

Leader Participation – All leaders are expected to participate in at least 50% of all Troop functions which include meetings, campouts, service projects, fundraisers, summertime activities, outings, etc.

Terms of Office – The term of Committee Chairperson will be one year, from January to January and the COR and Troop Committee will nominate and elect a Committee Chairperson annually. The position of Scout Master and Assistant Scout Master will be for a period of no less than one year unless there becomes a need to fill a position prior to a year's time elapsing.

5.) TROOP ORGANIZATION

Troop Charter – The Troop will re-charter every year in March for a period of one year.

By-Laws – By-Laws will be reviewed annually and will be amended as needed and are not to supersede BSA policy.

Troop Composition – The Troop will consist of a Committee, Scout Master, Assistant Scout Masters, Junior Assistant Scout Masters, Senior Patrol Leader, Assistant Senior Patrol Leader(s), and individual Patrols. Providing that membership allows, there will be an Older Boy Patrol, a New Boy Patrol, and a Venture Crew/Explorer Patrol. Assistant Scout Masters will be assigned to each patrol to ensure that safety, training, guidance, leadership, and adherence to BSA policy is occurring.

6.) MEETINGS

Troop – Troop meetings will be held weekly on Wednesday from 7:00 – 8:30 p.m. Summer meetings and meetings around a holiday season may be adjusted accordingly.

Patrol Leaders – Patrol Leader meetings will be held regularly throughout the scouting year. The Senior Patrol Leader, Assistant Senior Patrol Leader(s), and Patrol Leaders are expected to attend.

Troop Planning Meeting – This meeting will be held annually each August to plan and evaluate the Troop's program for the upcoming year. A summer planning meeting will be held in January with the Patrol Leaders to prepare for summer activities – i.e. summer camps, etc.

Committee Meetings – Troop Committee meetings will be held monthly or quarterly depending on the needs of the Troop. The Committee Chairperson is in charge of this meeting. Those expected to attend are: Committee Chairperson, COR, Treasurer, Secretary, Scout Master, Advancement Chairperson and committee members. Anyone else in attendance, is by invite specifically from the Committee Chairperson. A minimum requirement of three committee members is needed in order to conduct the business of the Troop. (Please refer to the Troop Committee Guidebook for reference).

Pack Committee Meeting – Whenever necessary, a designated adult leader from the Troop Committee (usually the COR or his designee) should attend the monthly Pack Committee meetings. This is to allow the Troop and the Pack to work together on the coordination of joint-wide scouting activities.

7.) **FINANCIAL**

Registration/Dues – Registration is \$10.00 per year and this figure is prorated depending on when the scout joins the Troop. Dues are \$100.00 per year, with a minimum quarterly payment schedule of \$25.00 to be paid during the first meeting of the month in each of the following months: January, April, July, and October.

NOTE: HARDSHIP CASES – In the event there is a financial hardship within a family regarding the paying of dues regularly, the family must inform the COR or the Treasurer who in turn will see if other arrangements are available. If any financial assistance is dispersed, the Scout must be actively participating in at least 50% of scout meetings, functions, activities, service projects, and fundraisers. Knowledge of any cases of this nature is kept strictly confidential and limited to only those who have a direct need to be advised.

Budget – The Troop will establish and follow a budget under the control of the Troop Treasurer, with the approval of the Troop Committee.

Leader Registration – All adult leaders will pay their initial yearly registration fees. However, after the first year of service, provided the adult remains active and has participated in at least 50% of the overall troop activities, the Troop will assume payment of the fee annually at re-chartering.

Advancements – Rank badges are presented to the Scout upon completion of his rank requirements. At the quarterly Court-of-Honor, the scout receives the official rank card, Mother's pin, and all other merit badges earned. Dues **must** be current in order for a scout to receive his earned awards. The Advancement Committee will be conducting sporadic "informal" meetings with individual boys who are not advancing regularly in rank, earning merit badges on a consistent basis, or actively attending scout meetings, functions, and activities.

Transfers – Providing that a scout's dues are current and there are no outstanding monies owed to Troop #835, upon a scout's transfer to another Troop and/or his re-location to another area, all monies up to \$50.00 in his individual scout account will be refunded upon request. If a scout becomes inactive within the scouting program, he will then forfeit any balance of monies already paid to Troop #835 and any accumulated funds in his individual scouting account.

Payments – Cash, Money Orders, or Personal Checks are accepted by the Troop Treasurer for any event (i.e. dues, fundraisers, outings, etc.) However, any check that is returned to the Troop for insufficient funds **must** be satisfied in full (along with any additional fees assessed by the bank) within sixty days from notification. Failure to resolve this matter with the Troop Treasurer within this time frame will result in the scout being ineligible for monthly Board of Reviews and to receive recognition for rank advancement and merit badges. The Troop Committee also reserves the right to suspend the scout from participation in all troop activities until the financial matter has been satisfactorily resolved.

Fundraisers – There will be at least one fundraiser per year that may be held in conjunction with the Pack (i.e. popcorn sales, etc.) which is a District level event. The District Popcorn fundraiser will be conducted by the Troop Committee and will not result in individual boy participation unless a specific scout and his parent/guardian request to be involved. However, the Troop will conduct quarterly fundraisers and each scout is expected to participate in these events. Fundraiser profit disbursement will vary from fundraiser to fundraiser depending on the troop committee's recommendation (i.e. – some fundraiser profits may all go to each individual boy's scouting account; some may go all to the Troop's general operating account; and some may be split between the two accounts). All Troop fundraisers will be pre-approved by the COR and a fundraiser application will be completed and forwarded to District.

As fundraisers are an essential element for any non-profit organization in assuring that we have a quality program, boys who do not participate in the Troop's fundraisers will result in their parent/guardian providing a monetary contribution that will go directly into the Troop's account and will not be split into the individual scout's account. For example, if each boy is asked to sell a minimum of five items and your son does not sell any, the parents/guardians will need to provide a \$20.00 contribution to the Troop which would have been the Troop's profit from the sale of five items. If the scout had participated, then \$10.00 profit would go to the Troop account and \$10.00 profit would go into the individual scout's account.

8.) SPECIAL TROOP ACTIVITIES

Service Projects – Scouting For Food, Conservation projects, Community Service projects, Moose Lodge projects, etc. will be coordinated by the Scout Master and at times may be held in conjunction with the Pack. Attendance at these events is strongly encouraged and participation is credited under the “Scout Spirit” category which is a requirement of all rank advancements.

Outings – Upon identification of an outing, a tour permit must be filed no later than two weeks prior to the date of the outing and signed by the COR or Committee Chairperson and subsequently forwarded to Council. A permission slip must be completed and signed by the parent/guardian before a scout can participate in an outing. This permission slip must be turned in no later than two weeks prior to an outing in order for your son to be eligible to participate. There will be no add-ons accepted after the cut-off date as we need to ensure that we meet the council’s time frame for approval and that we have an actual head count in planning for both transportation and food. All outings must be coordinated through the Scout Master. Transportation to and from an outing must be safe and all vehicles used for transporting scouts must be actively insured. The number of scouts in each vehicle cannot exceed the number of working seat belts within the vehicle. Per **BSA** policy, scouts are prohibited from riding to any event with anyone under the age of eighteen years old unless they are transporting a sibling and the Troop has received written authorization from the parent/guardian that this is acceptable. Depending on the number signed-up to attend, parents will be asked from time to time to provide transportation to and from an outing to ensure that an outing is not cancelled as a result of not having adequate transportation. With any outing, the two-deep leadership policy will be adhered to – **NO EXCEPTIONS!!!!**

9.) TROOP CAMPING

The Troop will participate in a minimum of ten outings per year. Note: the ten outings do not necessarily mean ten campouts – these outings could also include: hikes, day trips, activities, service projects, etc. A minimum of three campouts held will include: Spring Camporee, Fall Camporee, and Arrow of Light ceremonies. A week-long resident summer camp is also planned annually and all scouts are encouraged to attend.

Based on the number of scouts attending, the Troop will secure the appropriate number of adult leaders also needed. Transportation to and from the camp site will be coordinated by the Transportation Coordinator and parents could be contacted to provide transportation to and from the camp site in order to ensure that we have adequate transportation for all attending. Initial deposit payments for the week-long summer camp will usually begin in January of each year depending upon the camp's regulations and **all initial deposits made are non-refundable**. Payment in full for summer camp will be due no later than sixty days prior to the selected camp dates (i.e. if summer camp is the week of July 15th, then the final payment needs to be paid by May 15th), unless the camp in question has different payment requirements. The Troop Treasurer will establish monthly payment schedules if you desire to pay for the summer camp registration fees in smaller increments. Once you have made the commitment that your son will be attending the summer camp and you have paid your initial deposit, **any and all monies paid towards the summer camp balance are non-refundable at the Troop level**. Should there be a situation that arises and you find out that your son cannot or will not attend the camp on the designated week after the final payment has been submitted by the Troop Treasurer, any negotiations regarding camp fee reimbursements will be handled directly between the parent/guardian and the designated camp in question. If your son finds out prior to the selected camp's final payment date that he has a conflict, the Troop will attempt to find another scout who is interested in going and if this slot is then filled, you would receive reimbursement from the Troop on all funds paid, **minus the initial deposit. If no other scout fills the allocated spot, you will then forfeit all monies paid towards the summer camp costs**. The Scout Master, upon recommendation to the Troop Committee, will decide if the Troop will be attending a District Camporee. Troop campouts will be coordinated by the Outdoors/Activities chairperson and/or the Scout Master. The Senior Patrol leader is responsible for the physical layout of the camp, the camp program, the preparation of the camp site, and general activities. Before attending a campout or outing, a current medical/health form must be on file. Attendance at all outings is strongly encouraged as often times scout skills are taught during an outing. In order for a scout to receive scout spirit participation, he needs to attend at least 50% of the outings the Troop offers.

Regarding campership financial assistance, before Troop #835 approves or disapproves any monetary campership funding, the following guidelines are in effect:

- 1.) Is a campership contribution the only way the scout can attend a resident week-long summer camp?
- 2.) Can the parent/guardian provide any financial assistance towards the total camp expenses?
- 3.) Has the scout participated in a minimum of 50% of regular Troop meetings, scouting activities/outings, service projects, fundraisers, etc.? Also, has the scout shown an active interest in advancement within the Troop?

If all campership money has been expended, the scout's parents will be given campership forms so they can inquire independently and directly to the camp in question to request any campership reimbursement that may be available.

Note: The following items are **prohibited by the scouts** on all official outings and at all troop meetings: sheath knives, folding knives over 3 ½" in length, guns, martial arts weapons, televisions, radios, electronic games, cigarettes, alcoholic beverages, and fire works.

- 10.) Troop Insurance – The Troop carries accidental insurance on all its registered scouts and leaders, however, this insurance is a secondary insurance policy to that carried by the scout's individual parent/guardian. Accidents – If an accident occurs at any Troop function, an accident report must be filed with the Scout Master and the Committee Chairperson as soon as possible. The Scout Master is then responsible for the filing of the actual report that is submitted to the District and Council representatives. All accidents/injuries will be recorded in the Troop's Accident Log Book which will include the scout's name, the date of the event, the accident or injury, the first aid administered, and the name of the registered adult leader who administered the first aid. Within twenty-four hours after the incident, the Scout Master or his designated leader must advise either the COR or the Troop Committee Chairperson of the incident. Follow-up with a written statement and a copy of the approved tour permit must be submitted to the COR as soon as possible to be submitted to the District Council Executive. Per **BSA** policy, if there is an event which involves water activities, only those scouts who have passed the swimming merit badge will be allowed to actually participate in the activity. The scout can

still participate in the overall activity (i.e. – the campout, but just not in the swimming portion). Also, with any water activity, the appropriate number of life jackets must be available for all scouts who are participating. In regard to Eagle Scout service projects and/or building or community projects, a scout will not be authorized to operate any type of power tool or hand tool without registered adult leadership on site.

First Aid – First Aid is to be administered as needed by a person who has received training in the principles of First Aid. A troop first aid kit will be taken on all outdoor outings and supervised by an adult leader. Any scout requiring medication **must** provide the medication in its original container with the prescription label and have a signed parent/guardian permission form attached before any medication will be administered. The medication will be kept by the Scout Master or his designated registered adult leader and will be dispensed according to the prescription label. In regard to dispensing of medications, this policy will strictly be followed by **BSA** policy and will **not vary from their stated policy**.

11.) Registration/Recruiting

If a scout leader or any other adult affiliated with Troop #835 has a boy who is interested in joining the Troop, they are to refer the boy to the Scout Master. If the Troop has available openings within its membership, the boy will be allowed to observe a Troop meeting, however, he is not eligible to participate in any event until he is officially registered, filled out the appropriate paperwork, is assigned to a Patrol, has a medical form on file, and the Scout Master has had a conference with both the scout and his parent/guardian.

12.) Handicapped Boy Scouts

The Troop **cannot and will not discriminate against any physically, emotionally, or mentally handicapped boy who is interested in joining the Boy Scout program**. A handicapped scout must be able to meet the requirements set aside by BSA. The Scout must be capable of understanding the Boy Scout Promise, Oath, and the Troop Law. It is strongly recommended that the parent/guardian fully participate in their son's development within the scouting program. We ask that you keep yourselves informed as to how your son is advancing in rank and that he is actively earning merit badges. We ask that you encourage your son to participate in all activities sponsored by the Troop.

Boy Scout Troop #835 always has an open-door policy and the Scout Master or any other adult leader will meet with you to discuss any issues you may have. However, due to fire-law restrictions on the Scout Building, parents are asked not to attend the regularly scheduled scout meetings. Parents are encouraged to attend our quarterly Court-of-Honor meetings and other special meetings in regard to summer camp presentations, etc.

- 13.) Advancements/Ceremonies/Special Awards/Merit Badges, etc
Advancement reports are submitted two weeks prior to a scheduled Court-of-Honor. The Advancement Committee is responsible for reviewing all records of each scout on a regular basis. The Advancement Committee will sit on the Board of Reviews held the 1st Wednesday of every month and review the records of those boys who are eligible for a rank advancement. **In order for the scout to be entitled to receive a Board of Review, all dues and monies owed to the Troop must be current.** The Troop Committee will also scan records of those boys who are not advancing to determine if the reason is an individual one or a “troop” related problem beyond the scout’s control. The committee will offer solutions to overcome any problem that the scout may be experiencing. Merit Badge counselors are available within our Troop and on a district-wide basis on a variety of topics. Please encourage your son to actively pursue a merit badge of interest to him.

Regarding Eagle Badge requirements, a scout **cannot** have the same merit badge counselor on more than three Eagle badges. The only exception to this rule will be if the merit badge counselor is providing a “group” merit badge to the Troop. If this occurs, then the scout will not be penalized for having more than three badges from the same counselor. However, **all** over three must have been completed on a troop-wide basis. Group-wide badges earned will be specifically notated on each scout’s blue card. Eagle packets will be distributed by the Advancement Chairperson after the scout, his parents, and members of the Advancement Committee have met to discuss the requirements, expectations, time frames, etc. All Eagle rank requirements (including service project completion, merit badges, etc.) **must** be completed prior to a boy reaching the age of eighteen. The **only** exception to this BSA policy is for a scout who has a physical and/or mental medical disability and who has medical documentation on file, and then there is no age limit restriction on obtaining the rank of Eagle.

Regarding Eagle Scout Court-of-Honors, it is the responsibility of the Scout and his parent/guardian to actually plan the ceremony. Once the Eagle Scout package has been returned from Dallas, Texas as “officially” approved, (usually about eight weeks after being submitted), it then

becomes the scout's responsibility to schedule a meeting with members from the Troop Committee to discuss his plans for the ceremony. The ceremony selected can be as formal or informal as the scout desires. The Troop Committee will be available to help guide the scout and to show how other scouts have conducted their Court-of-Honors. The Troop Committee will be responsible for helping the scout to design and set-up the facility. The Troop will also provide a designated amount in financial assistance towards food purchases for the reception. **Again, please remember, in order for a scout to be eligible for a Court-of-Honor ceremony whereby the Troop is involved, the scout's dues and any outstanding monies owed to the Troop must be paid in full prior to receiving any Troop Committee assistance.**

14.) Uniforms

Scouts who have obtained the rank of Star and all adult leaders are expected to be in uniform at all functions. Scouts should have the basic uniform as established by the Troop to include:

Class A & Class B shirt, belt, troop scarf, slide and insignia

Note: hats are optional, however, if a hat is worn it must be the official BSA hat only (the only exception to the hat rule would be if at some time in the future the Troop orders hats to match the troop scarf, then this hat would also be considered official).

Note: Class B t-shirts are also considered as part of the official uniform for Boy Scout Troop #835 and are required by all scouts. The Troop does 1 or 2 t-shirt orders each year and the shirts cost approximately \$10.00.

Blue jeans/blue jean shorts and/or green shorts/pants are acceptable attire until the rank of Star has been earned. Once this rank has been attained, the official BSA scout pants/shorts are then required.

15.) Troop Equipment

Troop Equipment will be kept and maintained by an assigned Boy Scout Quarter Master and supervised by an Adult Quarter Master or other designated registered adult leader. As a general rule, troop equipment will not be issued out for "individual" outings but will be available for troop-wide activities.

If Pack #835 has a need to utilize some of the troop equipment for a Pack event, the equipment will be loaned to them and must be signed out by the Cub Master and/or the Committee Chairperson. This person is then responsible for ensuring that the equipment is properly returned to either the Adult Quarter Master, Scout Master and/or the COR.

There is a sign-up board available in the Quarter Master's room to be utilized whenever any equipment is removed and/or returned back to inventory.

16.) Discipline

Under no circumstances is a scout to be placed in an embarrassing situation – i.e. spanked or yelled at. The Scout sign will be used to get a boy's attention – shouting to get one's attention is not allowed and will not be acceptable. There is to be no physical contact between a scout and an adult leader except for the scout handshake. If a scout has violated BSA policy and warrants dismissal from the Troop, the Troop Committee is responsible for all disciplinary action based upon recommendation from the Scout Master, Assistant Scout Masters or other adult troop leadership.

A scout's complaint or concern is always to be heard and addressed. If a serious infraction occurs, any disciplinary action required will be handled by the Scout Master and the Patrol Council. The scout's parents will be notified accordingly. Any complaints of a significant nature must be brought to the attention of the Troop Committee as soon as possible after an infraction has occurred. If a disciplinary action cannot be resolved, the boy's parent/guardian will be contacted and asked to come and pick up their son.

If a parent has a formal complaint it should be brought to the Scout Master's attention and then before the Troop Committee. If there is a complaint with the Scout Master, it should be brought to the attention of the Committee Chairperson and/or the COR. Resolution of any such complaints that are not resolved internally would result in the complaint being formally presented to the Troop Committee.

Miscellaneous:

The parent/guardian is required to receive and sign the following forms:

Medical/Health Form – (as needed throughout the scout year)

Permission Slip (needed for each outing or activity)

“No Tolerance to Fighting” (signed by both parent/guardian and the scout
– copy attached to By-Laws for reference)

By-Laws (per request of the Troop Committee)

Regarding campouts and outings (all events outside of the regularly scheduled Troop meetings), these activities are to be “earned” and not automatically “given” based upon the Scout Master’s and/or Assistant Scout Master’s recommendations. In order for a scout to be included in these activities, the scout must actively and regularly be doing the following:

Showing Scout Spirit (at all meetings and outings)

Attending meetings in uniform (at all meetings)

Participating in fundraisers and service projects (at least 50% of the year)

Actively working on merit badges and/or rank advancement (ongoing)

Paying dues on a regular quarterly basis (ongoing)

No display of disciplinary related problems (ongoing)

