

# **OPERATING PROCEDURES**

**And**

# **BY-LAWS**

**for**

**Boy Scout Troop 17**

**Covington, Kentucky**

**Daniel Beard Council, Trailblazer District**

**Sponsor:**

**Latonia Baptist Church**

**38<sup>th</sup> and Church Streets**

**Covington, Kentucky 41015**

**Released March 17, 2009**

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# **BOY SCOUT TROOP 17**

# **OPERATING PROCEDURES**

**and**

# **BY-LAWS**

Boy Scout Troop 17 was re-chartered by the Boy Scouts of America in March of 2009, as a part of the Daniel Beard District Council, Trailblazer District. The Troop sponsor is the Latonia Baptist Church of Latonia, Kentucky.

No article of these By-Laws shall in any way conflict with those of the BSA.

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

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

## **B. Troop Philosophy**

In contemporary secular society many people are casually dishonest, unethical, and immoral in their everyday conduct. Too many people are satisfied to follow rather than to lead. In Troop 17, we want to teach our Scouts to be leaders and to follow ethical and moral standards of behavior. We want our Scouts to set high goals for themselves, and to be achievers. Troop 17 will promote advancement and merit badge accomplishment.

## **C. Challenge and Adventure**

The official Boy Scout Handbook promises adventure and the leaders of Troop 17 must deliver it. Challenge and adventure, too often missing in adolescent life today, are vital elements to maintain the interest of the Scouts and to help them develop leadership and self-confidence. We must do everything we can do to include these elements in every aspect of our Troop program.

## **D. Membership**

Membership may be limited to the number of boys that can be adequately and safely supported by the active Troop leadership and/or accommodated by physical facilities. Membership requires a signed application (see page 11) and a majority affirmation by all Scouts along with a majority affirmation of all leaders.

## **E. Leadership of the Troop**

### **1. Chartered Organization Representative**

The Liaison Committeeman is appointed by the Leadership Team and may also serve as the Troop Committee Chairman.

Serve as Liaison between the Troop and Latonia Baptist Church.

Assist with re-charter.

Encourage recognition of adult leaders.

Duties as outlined by the Troop Committee and the Boy Scouts of America.

### **2. Troop Committee Chairman**

Keep Charter Liaison Representative informed of Troop activities.

Supervise Troop Committee.

Supervise Troop Scoutmaster and Assistant Scoutmasters, may not serve as a leader.

Assume administrative direction of the Troop.

Develop and maintain Troop/Pack relationships.

Work with the Daniel Beard Council District Office as needed.

Encourage leaders to attend training sessions.

Call special Troop Committee Meetings as necessary.

Duties as outlined by the Troop Committee and the Boy Scouts of America.

### **3. Troop Committee**

Have at least one meeting a month.

Approve adult applications.

Recruit Scoutmaster and assist the Scoutmaster in recruiting Assistant Scoutmasters.

Help stimulate Parent(s)/Guardian(s) interest with proper programming and communications.

Supervise finances.

Strive to insure Scouts a quality year round program. Members of the Troop Committee should attempt to take Scoutmaster Fundamentals during the first year of serving on the Committee. In order to help maintain a quality program, individuals must fully understand the program.

Work closely with the Scoutmaster and may serve as a Troop leader.

Supervise maintenance of Troop Records.

Set up, approve and maintain Troop Budget.

Establish an Advancement Committee consisting of three Troop Committee members.

Arrange Court of Honors as needed.

Resolve Troop business and adult leadership problems.

Secure and maintain appropriate meeting place for Troop Meetings.

### **3. Troop Committee – Cont'd**

Approve Troop By-Laws and amendments hereto by a minimum of greater than 50% quorum of Troop Committee members.

The Troop Committee will elect officers at the December meeting each year. Newly elected officers will assume office on January 1st the following year.

All Troop Committee members and leaders shall be a good example to the Scouts. Committee leaders must wear the proper uniform with appropriate insignia only when serving in that role. A uniform is not required when performing as committeeman only.

Have an annual planning conference to establish Troop calendar and budget for the following year.

Set up quarterly community service projects.

Duties as outlined by the Troop Committee and the Boy Scouts of America.

### **4. Scoutmaster**

Is of the male or female gender.

Oversees Troop meetings that will be conducted by the Senior Patrol Leader according to Boy Scouts of America policy.

Plans and helps carry out the Boy Scout program in the Troop.

Reports to the Troop Committee.

Guides and supports the Patrol Leader Council.

Helps develop and maintain good relationships with Packs and other Troops in the area.

Maintains good relationship with Parent(s)/Guardian(s).

Provides new Parent/Guardian orientation classes.

Guides Scouts in Good Turns.

Is responsible for providing and organizing Troop Junior Leader Training.

Has duties as outlined by the Troop Committee, the Boy Scouts of America, and Scoutmaster Handbook.

### **5. Assistant Scoutmasters**

Are of the male or female gender.

Assist the Scoutmaster as needed.

Assist Scoutmaster in meeting the leadership requirements as outlined by the Boy Scouts of America.

Promote policies of Boy Scouts of America.

Participate in Troop meetings and outings.

Must be prepared to assume duties of Scoutmaster if and when need arises.

Shall be assigned to a Patrol by the Scoutmaster. They shall maintain order and assure proper operation of his Patrol at all times.

Have duties as outlined by the Troop Committee, the Boy Scouts of America, and Scoutmaster Handbook

## **6. Leadership Training**

The Scoutmaster, Assistant Scoutmasters and Committee Chairman must complete the Dan Beard and BSA recommended fundamentals courses either prior to assuming office or at the next available class. The Troop Committee feels very strongly that any one working with the Scouts must be properly trained in the proper handling of boys. The Youth protection course must be included in the fundamentals training. Therefore, if these requirements are not met, the individual may be asked to resign.

## **7. Junior Leader Positions**

Election for all Junior Leader Positions shall be held on the third Monday in November and the third Monday in May to take over positions in January and June. Responsibility of all Junior Leaders shall be as defined in the BSA Junior Leader Handbook. To be able to be considered for the position of Senior Patrol Leader, a Scout must be a minimum rank of First Class and should have completed Junior Leader Training.

## **F. Parent/Guardian Participation**

Parent(s)/Guardian(s) support is strongly encouraged and is necessary for planning and carrying out a well-rounded scouting program. Further, Scouts have a greater attendance and achievement rate when the Parent(s)/Guardian(s) are involved.

Parent(s)/Guardian(s) are encouraged to apply for membership with the Troop Committee and the Boy Scouts of America in accordance with Boy Scouts policy. Parent(s)/Guardian(s) who do not join the Troop Committee have no vote in Troop related decisions, but may attend Troop Committee meetings as observers.

Parent(s)/Guardian(s) are encouraged to attend every Court of Honor.

Scouts **MUST BE PICKED UP ON TIME AFTER EVERY MEETING OR OUTING BY PARENT(S)/GUARDIAN(S)** unless the Troop leadership receives written permission to be picked up by others. Scouts that are licensed drivers will not be allowed to drive themselves to/from Troop activities without a legal parent/guardian in the car that fulfills the requirements of the parent('s)/guardian('s) own insurance policy.

Parent(s)/Guardian(s) are expected to participate in Troop family activities. Family activities shall be understood to include only the immediate family of the Scout.

## **G. Uniforms and Boy Scout Handbook**

Full Dress Uniform will consist of Boy Scouts of America official uniform shorts/pants, shirt with insignia sewn on in proper places, belt, Troop neckerchief (issued by Troop), socks, and closed toe shoes. The merit badge sash should also be worn if the Scout is entitled to wear it.

Class A Uniform will be as described above with the omission of the merit badge sash and official uniform pants.

Class B Uniform will consist of Troop T-shirt or BSA T-shirt, cap and appropriate shorts (or jeans depending on weather), (plus a belt if necessary) and closed toe shoes.

## **G. Uniforms and Boy Scout Handbook – Cont'd**

The Scoutmaster shall designate which uniform will be worn at all Troop events.

Class A Uniform will be worn at Board of Review and Court of Honor.

The Scout is expected to have a Uniform within eight meetings after joining the Troop.

Scouts name should be placed on all parts of the uniform with an indelible marker.

If the Scout wears a cap at any time that he is in uniform, it must be a standard Boy Scout of America cap or a BSA event cap.

Each Scout shall have proper respect for his uniform and wear it correctly. Regardless of the type, the uniform shall be buttoned, fastened, tucked in. Uniforms are subject to inspection at any time.

Enforcement of the dress code shall be the direct responsibility of the Scoutmaster. He may use verbal warnings, Parent(s)/Guardian(s) consultations and recommendations to the committee for suspension or expulsion.

Within two meetings of joining Troop 17 each Scout is required to have the current edition of the Boy Scout Handbook.

The Handbook is necessary to pass all advancement requirements in Scouting.

The Scout's Handbook is required at each Board of Review and should be brought to all Troop meetings.

The Scout's name should be marked on the edge of his Handbook.

Scouts are required to have all advancement requirements signed and dated as each requirement is passed, by the Scoutmaster or Assistant Scoutmaster.

## **H. Troop Meetings**

Troop 17 has a standing meeting time, every Monday or Tuesday night, beginning at 7:00 p.m. and ending at 8:00 p.m. during the school year and ending at 8:15 during the Summer.

Troop 17 will not meet during the two weeks after summer camp. Scouts may vote on not having meetings during holidays, training sessions or any other conflicting circumstances. All Troop meeting adjustments shall be approved by the Scoutmaster and committee.

Scouts should not be dropped off more than 15 minutes prior to scheduled meeting time and **ONLY THEN IF A TROOP OFFICIAL IS PRESENT**.

Scouts shall arrive prior to the established meeting time and attend the entire meeting, except when special organized events conflict.

Scouts **MUST** be picked up by Parent(s)/Guardian(s), or other person designated by Parent(s)/Guardian(s), within 15 minutes of scheduled ending time.

Scout must wear designated uniform or he will not be allowed to participate in activities. The only exception will be if the Scout comes directly to the meeting from an organized event (e.g. sport practice or game).

A Scout is expected to participate and attend, unless excused by the Scoutmaster, at least two meetings in a given month. A Scout with greater than 50% unexcused absences from regular Troop meetings over a three-month period may be subject to expulsion from the Troop.

## **H. Troop Meetings – Cont'd**

Meeting format shall be as follows except as designated by the Scoutmaster and the Senior Patrol Leader:

Fall-In “at Attention”

Opening Ceremony

Announcements

Fall-Out

Rank advancement work and/or special event preparation

Merit Badge work

Games

Fall-In “at Attention” then immediately “at Ease” or a ‘Round circle’

Scoutmaster’s Minute

Closing Ceremony

Dismissal

## **I. Patrol Meetings**

Each Patrol shall have a meeting once a month at a place and time agreed upon by the Patrol members. Each member of the patrol is expected to participate.

## **J. Camping**

Camping fees shall be set annually by the Troop Committee for the purchase of food and normal camping fees.

**CAMPING FEES ARE REQUIRED FOR EACH SCOUT AND ADULT TO PARTICIPATE AND WILL BE DUE BY MONDAY NIGHT PRIOR TO THE CAMP OUT - PAYABLE IN CASH OR CHECK TO TROOP 17.**

The Scoutmaster may amend the camping fees when selected camping or camporee fees are required.

Camping fees are non-refundable unless the Scoutmaster determines that there is a valid reason to refund fees.

Scouts or adults may not bring sodas, candy, gum, etc. on camp out. Any food item that is brought on a camp out must be reported to Scoutmaster or Assistant Scoutmaster and put in the dry box. No food is permitted in the tents. Exceptions can be made by the Scoutmaster.

Summer Camp fees and deadlines for the same will be published and strictly followed.

Completed and signed Permission Slip must be turned in at the Scout meeting prior to the campout. Otherwise the Scout will not be allowed to participate in the campout.

## **J. Camping – Cont'd**

All outing and camping transportation shall be in accordance to the BSA "Guide to Safe Scouting".

Scout must properly wear designated uniform or he will be not be permitted to participate.

## **K. Emergency Treatment**

In case of a medical emergency, the Parent(s)/Guardian(s) will be notified as soon as possible.

In event Parent(s)/Guardian(s) cannot be reached, the injured person will be treated as deemed necessary by the leadership of the event.

Every Scout must have a physical every three years. Adults over 40 must have a physical every year.

## **L. Permission Slips**

The standard Troop 17 Permission Slip will be used for all campouts and other activities as required by the Scoutmaster.

The completed, signed Permission Slip must be turned in by the established deadline or THE SCOUT WILL NOT BE ALLOWED TO PARTICIPATE.

## **M. Registration and Dues**

All boys are required to pay the annual fee as established by the Boy Scouts of America. This fee includes Boy Scouts of American supplemental AD&D insurance. Boys Life Magazine is available for an additional fee set by Council. The charter year for Troop 17 runs from January through December.

Each registered Scout will be responsible to pay monthly dues established by the Troop Committee, to be collected by his Patrol Scribe at the first meeting of each month.

A letter will be sent to Parent(s)/Guardian(s) if Scouts dues are more than 60 days delinquent.

All checks should be made payable to: Boy Scout Troop 17.

Any Scout more than 60 days delinquent may not participate in any Troop meetings, activities or outings until dues become current. A Scout who does not become current within 90 days may have his membership in Troop 17 canceled.

If financial consideration for non-payment of dues is needed, contact Scoutmaster or Troop Committee Chairman. All contacts will be confidential.

## **N. Troop Budget**

An annual Troop Budget will be submitted by the Budget Committee and approved by the Troop Committee for approval at the November Committee meeting each year.

The Budget Committee will consist of the Scoutmaster, a Scoutmaster appointed Assistant Scoutmaster, Troop Committee Chairman, Chartered Organization Representative, Troop Treasurer and a Troop Committee person appointed by the Troop Committee Chairman.

## **O. Checking Account**

All Troop checks will require two (2) signatures.

No two members of the same family may sign on Troop checking account.

All signatories of the Troop checking account will be recommended by the Troop Treasurer and approved by the Troop Committee.

No signatory on the Troop checking account will be permitted to sign a check addressed to herself/himself.

Receipts are required on all purchases and must be turned into Treasurer.

A minimum balance of \$100 should be set as a goal.

All purchases over \$50 must be pre-approved by at least two of the following:

Committee Chairman.

Treasurer.

Scoutmaster.

Committee Members will review the Financial Reports monthly.

## **P. Fund Raising**

Fund raising is a very important part of the Troop operation.

The Troop Committee and Scouts must approve all fund raising.

Fund raising pays for the purchase of new Troop equipment, maintenance of Troop equipment and facilities, insurance, licensing of Troop trailer, and Troop activities.

A part of all fund raising goes into the individual Scout's account to be used for summer camp, Eagle projects, or special events as deemed by the Troop Committee.

The individual Scout account shall be forfeited to the Troop general account if the Scout does not re-charter with Troop 17, or has been expelled.

The Troop Committee will be responsible for setting the amount each participating Scout will receive from fund raising efforts.

Individual Scout Patrols may raise funds for special Patrol needs after approval of the Scoutmaster and Troop Committee.

**ALL PARENT(S)/GUARDIAN(S) AND SCOUTS ARE EXPECTED TO PARTICIPATE IN FUND RAISING ACTIVITIES.**

## **Q. Merit Badges and Rank Advancement**

Merit Badge Counselors shall file a Merit Badge Counselor form with the Dan Beard District office.

Each Scout must obtain and read the Merit Badge Pamphlet for the Merit Badge he is currently seeking, as well as meeting ALL requirements described in the Pamphlet. The online version of the requirements may be used in lieu of the Pamphlet with the Counselor's permission.

The fulfillment of the requirements for all Merit Badges shall be reviewed and approved by the Advancement Committee in addition to the Merit Badge Counselor.

Parent(s)/Guardian(s) and other family members shall not be in the approval, review and endorsement of awards and rank requirements.

A Scout must participate overall in approximately 75% of the activities of the Troop in order to advance in rank. The areas of participation shall be service projects, fundraisers, campouts, and outings. Boys not meeting the 75% level will not be advanced.

So that a Scout has the opportunity to experience and mature as a Scout in all available Boy Scout ranks, a Scout shall not be allowed to progress at a rate exceeding one rank advancement per 3 months. This does not supersede any time requirement for rank advancement specified by the Boy Scouts of America.

All Rank Advancements shall be reviewed by a member of the Advancement Committee prior to the Scoutmaster Conference.

It is expected that, at a minimum, a Scout progress at least one rank per year of membership up to and including the rank of Life. Performance below this minimum level shall require a Scoutmaster's conference, and possible Board of Review, with the Scout, to develop a written performance goal for the next calendar year. Failure to meet the written goal shall require a second Scoutmaster conference with the Scout and Parent(s)/Guardian(s) to discuss advancement progress and goals.

A Court of Honor shall be held quarterly for all awards and recognition of Scouts and adults.

## **R. Boards of Review**

Board of Review will be staffed and held on a scheduled basis. When requested by a Scout, a Special Board of Review may be held when requested by the Scoutmaster.

The Board of Review shall follow the procedures outlined in the Troop Committee Handbook.

Board of Reviews may only be scheduled after a Scouts Scoutmaster Conference.

Any Parent(s)/Guardian(s) of a Scout appearing before a Board of Review is disqualified from that Board.

A Scout appearing before a Board of Review will wear Class A Uniform and have his Boy Scout Handbook with him.

A newly registered Scout may have the uniform requirements waived, if necessary during the eight meeting grace period.

## **S. Conduct / Discipline**

All Scouts and adults shall exhibit behavior appropriate to the spirit and letter of the Scout Oath, Law, and Motto.

When misbehavior and disrespect by Scouts continue to occur, it will be addressed in the following sequence:

Meeting with Patrol Leader, Senior Patrol Leader and the Patrol's Assistant Scoutmaster.

Meeting with Patrol Leader Council.

Conference with Scoutmaster.

Conference with Scout, Scoutmaster and Parent(s)/Guardian(s).

The Scoutmaster or his representative will have final decision on the discipline of Scouts at all Troop activities.

Scoutmaster has the authority to call Parent(s)/Guardian(s) to pick up Scout from event regardless of time or place of event if infraction is serious enough to warrant such action.

Any electronic entertainment device shall be prohibited at any Scouting function unless approved in advance from the Scoutmaster. Possession of these articles without an expressed exemption shall be grounds for immediate confiscation of the article and possible expulsion of the Scout from the Scouting function.

The cost for repair/replacement of any Troop equipment damaged by willful misconduct is the responsibility of the Scout and Parent(s)/Guardian(s)

**ALL PERSONS PARTICIPATING IN TROOP 17 ACTIVITIES WILL ABIDE BY POLICIES OF THE BOY SCOUTS OF AMERICA AND THE OPERATING PROCEDURES AND BY-LAWS OF BOY SCOUT TROOP 17.**

## **T. Grievances**

The Troop Committee will handle grievances of Parent(s)/Guardian(s) of the Scouts.

Grievances of Scouts will be handled in the same manner as listed above. (2a. through 2d.) under the Discipline Section.

Last Step: in the case of a dispute, the Troop 17 Sponsor i.e. The Latonia Baptist Leadership Team Committee has final AUTHORITY for resolution, up to and including dismissal of any troop official or scout.

## **U. Changes to By-Laws**

Any changes to the By-Laws of Troop 17 must be approved by a minimum of greater than 50% quorum of Troop Committee members and will be published and distributed to Troop Officials, Troop Liaison and the Scouts.

## V. Troop 17 Membership Application

BY SIGNATURE BELOW, THE SCOUT AND PARENT/GUARDIAN INDICATE THAT THEY ARE APPLYING FOR MEMBERSHIP IN TROOP 17 AND THAT THEY HAVE READ AND AGREE TO ABIDE BY THE OPERATING PROCEDURES AND BY-LAWS DESCRIBED IN SECTIONS A – U, PAGES 1 - 10 ABOVE.

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(Boy's Signature                      Date) (Parent/Guardian's Signature                      Date)

- Approved
- Disapproved

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(Senior Patrol Leader's Signature                      Date)

(signature means a majority of all Scouts in Troop 17 approve/disapprove)

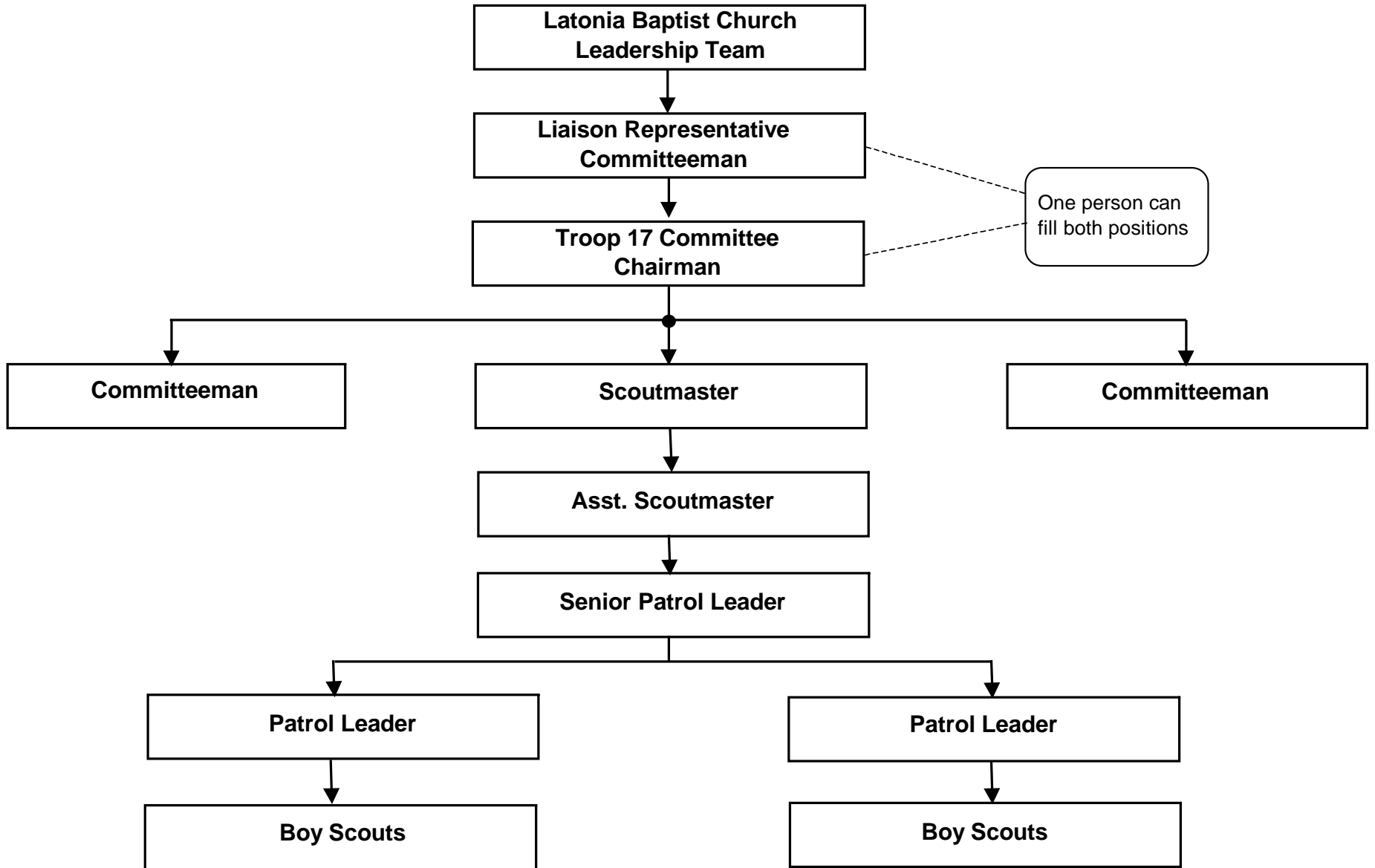
- Approved
- Disapproved

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(Committee Chairman's Signature                      Date)

(signature means a majority of all leaders of Troop 17 approve/disapprove)

# Boy Scout Troop 17 Organization



**Troop 17 OPERATING PROCEDURES AND BY-LAWS**


*Approval and Signature Page*

BY MY SIGNATURE BELOW, I SIGNIFY THAT I HAVE READ AND APPROVE THE OPERATING PROCEDURES AND BY-LAWS DESCRIBED IN SECTIONS A - U. I ALSO ACKNOWLEDGE THAT IN THE CASE OF A DISPUTE THAT THE TROOP 17 SPONSOR i.e. THE LATONIA BAPTIST LEADERSHIP TEAM COMMITTEE HAS FINAL AUTHORITY FOR RESOLUTION UP TO AND INCLUDING DISMISSAL OF ANY TROOP OFFICIAL OR SCOUT.

 3-15-09  
(Chairman of the LBC Leadership Team Date)

 3/15/09  
(LBC Troop 17 Liaison Committee Member Date)

 3-17-09  
(Troop 17 Committee Member Date)

 3-15-09  
(Troop 17 Committee Member Date)

 3-17-09  
(Troop 17 Committee Member Date)

\_\_\_\_\_  
(Troop 17 Committee Member Date)