

By-Laws

Mission Statement

It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people and to prepare them to make ethical choices during their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath and Scout Law.

Expectations

Expectations - Scout Candidates: As a Scout, you must be willing and able to enthusiastically participate in the total program. This means that you will maintain good attendance at Troop meetings; be punctual; wear your uniform proudly; earn advancements; participate in Troop outings and activities and follow all the points of the Scout Law.

Expectations - Adult: Scouting is a family affair. No Scout is expected to travel the Trail to Eagle by himself. As a parent(s) of a Scout, you must be willing and able to support and participate in the program. This means that you will insure your son has a complete uniform and can pay dues and other fees; periodically provide adult supervision at Troop outings; attend and participate in important functions like Courts of Honor; periodically provide transportation; and during Troop activities, follow all the points of the Scout Law. There are many ways to participate *to enrich our* program; you do not have to go camping. There are opportunities in publicity, publications, fundraising, merit badge counseling, etc.

Fees

Upon joining Troop 5, a scout must complete a Boy Scout of America registration form. Registration forms must be submitted to the Scoutmaster prior to participating in Troop activities. In order to maintain a Troop that can provide the necessary program to carry out the Aims and Methods of Scouting, it is necessary for the Troop to maintain a budget that will cover related expenses. Fees to cover these expenses will be accrued as follows:

- \$45.00 Registration fee due in January of each year based on annual, BSA national registration fees.
- \$60.00 New Members, one-time fee. This covers the cost of the Troop scarf, BSA handbook, Troop number patch, and shoulder loops. This fee does pertain to registered Boy Scout Transfers.

Current OA members will also be assessed current registration fees.

Additional Costs

Each activity will have its own cost associated with it to cover the cost of the activity, food and transportation. All fees will be paid the week prior to the planned event, or sooner as needed.

Deposits or pre-registrations for events are nonrefundable. Costs associated with food are non-refundable after the food has been purchased.

No scout should be prevented from participating in any of our activities due to financial reasons. If finances are a concern, please discuss this with the Committee Chair. All such discussions will be held in the strictest confidence.

If Troop 5 equipment becomes damaged due to blatant disregard of the Troop 5 Code of Conduct, the scout is responsible for the cost of replacement or repair of the damaged equipment. The Committee will expect the payment made within 30 days of the damage, unless a payment plan is made with the Committee.

The Troop will cover the cost of *only adult* activities registration/participation fees for weekend outings. Food will not be covered with these fees when the Troop covers the cost of meals.

Leader/Driver Responsibility

The Troop uses the resource of the parents to provide transportation and the leadership for our outings. When accepting this responsibility we ask that as an adult you do your best to be an example of good scouting and act according to the Scout Oath and Law as well as (but not limited to) the Code of Conduct of Troop 5. Before an adult can participate in driving, they must make sure to fill out the driving regulation form. They can get the form from the Scoutmaster or the Troop Committee Chairman.

Troop Leadership**Troop Committee**

The purpose of the Troop Committee will be the same as outlined in the B.S.A. publication #6505b, Troop Committee Handbook. It will be made up of at least three or more qualified and registered adult Scouters, age 21 or over, and approved by the Charter Organization. They must be adults who are interested in the betterment of Boy Scout Troop 5 and are willing to accept committee positions on a volunteer basis. The various Committee positions will be administered by the Committee Chairman. These positions may be modified and/or added to by the Committee Chairman to meet the specific needs of the Troop.

Troop Committee Organization and Responsibilities

The Troop committee is the Troop's board of directors and supports the Troop program. Members of the Troop Committee must be registered as a Committee Member with the Troop and has completed the mandatory training described in the Training section of the By Laws. The Troop committee does the following:

1. Ensures that quality adult leadership is recruited and trained.
2. Provides adequate meeting facilities.
3. Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
4. Supports leaders in carrying out the program.
5. Is responsible for finances, adequate funds, and disbursements in line with the approved budget.
6. Identify fund raising opportunities and oversee the fund rising.
7. Obtains, maintains, and properly cares for Troop equipment.
8. Ensures the Troop has an outdoor program (minimum 15 days and nights per year).
9. Oversee the advancement process, including Boards of review and record keeping.
10. Supports the Scoutmaster in working with individual boys and problems that may affect the overall Troop program.
11. Provides for the special needs and assistance some boys may require.
12. Assists the Scoutmaster with handling behavioral problems.
13. Provide the liaison between the Chartered Organization, the Troop, and the Council. Ensure the timely re-charter of the Troop.

Committee Structure

The following make up the primary Committee and persons must be elected to these positions on an annual basis:

1. Troop Committee Chairperson*
2. Treasurer*
3. Secretary**
4. Program Chair**
5. Advancement Chair**
6. Adult Quartermaster**
7. Fundraising Chair**
8. Members at large

*elected positions

**positions appointed by committee chair and confirmed by vote of majority of active registered voting members.

Nominations for Troop Committee Chair, and Treasurer will be handled as follows:

1. Nominations must be made in person with nominator and nominee present.
2. Nomination must be seconded by registered voting member.
3. Nominee must be registered with the Troop and in good standing.
4. Nominations must be made no later than the November committee meeting.
5. Candidates for each position must be available at the December committee meeting to outline their qualifications and to address questions.
6. All nominees must go through this process regardless of whether they are running opposed or unopposed.
7. Must have all mandatory trainings completed as described in the Training section of the By Laws.

Troop Committee Elections

The following positions are elected: Troop Committee Chair and Treasurer. Election of the aforementioned Committee Chairs requires a majority vote of the registered committee members. If more than two persons are seeking a position and no single person gains a majority vote, then the two persons with the highest number of votes will be the only two persons included in another vote. There shall be no limit to the number of terms for any of these positions, but the person must be reelected for each term. Elections will be held by the end of December. The term will begin following the Troop's re-charter. Any person elected to one of these positions is expected to serve until the following year's re-charter. If any person cannot fulfill their term, the same process will be used to fill the position until the next standard election process (this applies to elected and appointed positions).

Removal of Troop Committee Members

Any member of the Troop Committee will be immediately suspended from their position when any of the following conditions occur:

1. Any violation of Youth Protection Guidelines
2. Inappropriate use of Troop equipment
3. Inappropriate use of Troop funds

The suspension will be reviewed at the next committee meeting and either reversed or confirmed by a quorum (more than 50%) of registered voting members. Any Committee Member may be removed from their position through a majority vote of the Committee. Only the Chartering Organization can remove the Troop Committee Chair.

Committee Meetings

The Committee shall meet on the fourth Tuesday of each month to discuss Troop Business.

1. Meetings shall be scheduled by the Troop Committee Chairperson who will provide a written agenda via email no less than 24 hours in advance of the committee meeting.
2. If the committee meeting needs to be rescheduled to an alternate date for any reason other than an emergency, a full week's notice will be given to all registered voting members.
3. If the Troop Committee Chair is unable to attend the meeting, he will designate a Committee member to head the meeting.

Voting

All Registered Committee Members and Assistant Scoutmasters are eligible to vote on any matter with some exceptions for the Troop Committee Chair or Acting Troop Committee Chair.

1. A Registered Committee Member is limited to one and only one vote on any issue. (Pursuant that one of the aforementioned exceptions do not apply)
 - a. The Troop Committee Chair or Acting Troop Committee Chair may only vote in the event of a tie.
 - b. The Troop Committee Chair or Acting Troop Committee Chair may also vote in any election, or for removal of a Committee Member.
 - c. The Scoutmaster is encouraged to attend the Troop Committee Meetings, but is ineligible to vote on any matter.
2. Counts of each vote will be tallied and added as part of the meeting minutes. Voting will be conducted in one of the following manners depending upon the nature of the proposed question:
 - a. Simple verbal "Aye", "Nay" or "Abstain" votes

- b. Show of hands
- c. Secret ballot
3. Any voting member may request votes be tallied by each voting person's name (with the exception of secret ballot votes). If majority of voting members vote in favor of tally by name, then the minutes will include each voting member's name and vote. If the majority of voting members vote not in favor of tally by name, then the minutes will indicate that the tally by name was rejected.
4. Voting by proxy is acceptable, the absent voter must:
 - a. Designate a specific registered voting member to serve as proxy
 - b. Provide designated proxy voter a signed and dated note stating to the question that is to be voted upon by proxy that includes the absentee's vote on the matter
 - c. Committee chair is to be notified in writing no less than 12 hours in advance (email acceptable) of the proxy vote and the specific question that will be voted upon by proxy
 - d. Each registered voting member can only serve as proxy for one absentee member

Amending the by-laws

Annual review of the by-laws will commence in December, to be voted on no later than the February committee meeting by quorum of the registered voting members. Revisions are to be emailed to all registered voting members at least one week prior to the by-laws vote. Interim amendments can also be passed in this manner, and shall remain in effect until the next revision of the by-laws.

Committee Approvals

At a minimum, the committee must approve and define reimbursement of fees for the following:

1. Scouts to attend training events paid for by the Troop.
2. Adults to attend training events paid for by the Troop.
3. Expenditures in excess of \$250 that are not reimbursed to the Troop through outing fees.
4. All purchases of \$250 or more will need two signatures for approval.
5. Checks cannot be issued or signed to a person related to and/or living in the same household.

Adult Leadership Positions

All adult leadership will be approved by the Chartered Organization Representative (COR) and the Troop Committee Chairperson. All registered adults must complete Youth Protection Certification and Fast Start Training. In accordance with BSA policy, leader specific training should be completed.

The Troop will not attend any function with less than two (2) adult leaders being present, in accordance with BSA policy.

The Committee Chairman is the adult leader who oversees the Troop committee. Leader specific training must be completed within one year of appointment as committee chair. Responsibilities include:

1. Organize the committee to see that all functions are delegated, coordinated, and completed. Review of adult leadership.
2. Be accountable to the Troop and the Charter Organization for the performance of all persons holding committee positions in completing their appointed functions.
3. Call, preside over, and promote attendance at monthly Troop committee meetings.
4. Prepare Troop committee meeting agenda.
5. Maintain a close relationship with the chartered organization representative and the Scoutmaster.
6. Serve as the chair of the selection committee with regards to the selection of candidates for the position of Scoutmaster.
7. Interpret national and local policies to the Troop.
8. Encourage at least two deep representations at monthly District Roundtable.
9. Secure top-notch, trained individuals for camp leadership.
10. Charter review and re-charter annually.
11. Plan the Charter presentation.
12. Annual review with adult leadership.

13. With the assistance of one committee member and one assistant scoutmaster (selected at random from the roster at a committee meeting), conduct an annual review of scoutmaster and assistant scoutmaster(s) performance per the scoutmaster's job description.

Scoutmaster/Assistant Scoutmaster

The Scoutmaster and at least one Assistant Scoutmaster must be adults, 21 years or over, who will work with the Scouts, Patrols, Troop Leadership, Committee Chairman, and Scouting Coordinator to bring Scouting to the members of the Troop. The Scoutmaster is appointed by the Troop Committee with the approval of the Charter Organization. Leader specific training must be completed within one year of appointment as scoutmaster.

General

1. Maintain, along with the support of all Scouts and Scouters, respectful and appropriate Scout like behavior at all Troop sanctioned activities.
2. Guide the Boy Scouts within the Troop to run the Troop and develop leadership capabilities.
3. Work with other responsible adults to bring Scouting to boys.
4. Use the Methods of Scouting to achieve the Aims of Scouting per Boy Scouts of America.
5. Scoutmaster in contact with the SPL at least once per week; Assistant Scoutmaster to be in contact with patrol leader of their assigned patrol at least twice a month (or as needed).
6. Attend Eagle board of reviews and introduce the Troop's Eagle candidates or arrange for a qualified adult leader to represent the Troop.
7. Conduct all Troop sanctioned activities under qualified leadership, safe conditions, and the policies of the chartering organization, and the BSA.

Meetings

1. Meet regularly with the PLC for training and coordination in planning Troop activities.
2. Attend all Troop meetings, or, when necessary arrange for a qualified adult substitute.
3. Attend all Troop committee meetings, or, when necessary arrange for qualified adult substitute.
4. Take part in annual parents' session to share the program and encourage parent participation and cooperation.
5. Take part in annual membership inventory and uniform inspection, charter review meeting, and presentation.
6. Scoutmaster/Assistant Scoutmasters attend monthly district Roundtable as able or arrange for a qualified adult substitute. Encourage other adult leadership of the Troop to attend.
7. Scoutmaster/Assistant Scoutmasters will coordinate elections in accordance with Troop policy in conjunction with the Patrol Leader's Council.
8. Coordinate an annual planning meeting with the Patrol Leader's Council to plan the next years Troop activities. Present this plan to the Troop Committee for support and approval.
9. Scoutmaster meets on a monthly basis with the Assistant Scoutmasters.

Guidance

1. Coordinate Scoutmaster Conferences (formal or informal) on a semi-annual basis for all Boy Scouts regardless of advancement status.
2. Provide a systematic recruiting plan for new members and see that they are promptly registered.
3. Delegate responsibility to other adults and groups so that they have an active part in Troop operations.
4. Arrange for Troop elections for the Order of the Arrow on an annual basis.
5. Guide PLC in providing opportunities for the delivery of scout skills.
6. Evaluate progress of individual scouts through self or assistant scoutmasters.
7. Share materials from Round Table with appropriate youth and adult leadership.

Activities

1. Provide opportunities for each Boy Scout to attend at least 15 outings/activities.
2. Participate in council and district events (Roundtable, training, outings, district/council dinners).
3. Build a strong program by using proven methods presented in Scout literature.
4. Work with PLC to develop activity plans for Troop outings.
5. Attend all campouts or arrange for a qualified adult leadership.

Training – For Position

1. Leader specific training (Scoutmaster Fundamentals/Oakleaf) must be completed within one year of assuming position
2. Scoutmaster and Assistant Scoutmasters are strongly encouraged to complete Wood Badge training.
3. Keep up with required training: Youth Protection (2 years); Safety Afloat (2 years); and Trek Safety.

Training – For Youth

1. Arrange for the presentation of Youth Protection training session on an annual basis.
2. Coordinate semi-annual youth leadership training following Troop elections (JLT).
3. Arrange for potential Eagle Scout candidates to attend the Life to Eagle workshop.
4. Coordinate NYLT – Pine Tree selection process; and highly encourage/monitor progress to insure completion of the program.
5. Any other training as needed (den chief, first aid, etc.)

Communication with Adult Leadership

1. Maintain a close relationship with the Charter Organization Representative and the Troop Committee Chair.
2. Communicate individual advancement of Scouts with Advancement Chair after every Troop meeting, activity, or individual interaction.
3. Serve as liaison between the Troop Committee and the Patrol Leader's Council.
4. Work with Committee Chair to recruit required adult leadership.

Youth Leadership

A Troop is run by its elected and appointed youth leadership. With the guidance of the Scoutmaster and his assistants, they plan the program, conduct Troop meetings, and provide leadership among their peers. Troop 5 practices the Patrol Method as prescribed by the Boy Scouts of America.

The Senior Patrol Leader is the youth leader of the Troop. His peers, the other Scouts in the Troop elect him. He is the leader of the Patrol Leader Council (PLC) and leads meetings and outings. The SPL is responsible to the Scoutmaster for the operation of all activities of the Troop involving the Scouts.

Troop elections are held twice a year. Elections are held for the Senior Patrol Leader (SPL) and for Patrol Leaders (PL).

- The SPL is chosen by secret ballot. Elections will be held based on number of Troop members in attendance or with approval of the Scoutmaster (or designee) and Committee Chair (or designee). Members of a patrol will elect their PL in a similar matter.
- Troop positions are held for six months. The Scoutmaster, at his discretion, may allow the SPL and PL to run for additional terms.
- Nominees or scouts interested in serving as SPL or PL must be in attendance on the day of elections to share their scouting background and answer questions.
- Scouts interested in holding the position of SPL must be approved by the Scoutmaster before election is held.
- Scouts interested in holding the position of PL must be attending most meetings and outings, and have been a member of the Troop for a minimum of six months.

Boy Scouts of America

Troop 5

Potawatomi Area Council

- Following elections, the newly elected SPL, ASPLs, and PLs will participate in a Troop level JLT. It is strongly encouraged that all Troop youth leadership participates in a Troop level JLT.
- Scouts need to be *at least* First Class before attaining an elected position.

The SPL appoints the following key leaders to serve during the same term as the SPL: Scribe, youth quartermaster, historian, chaplain aide, bugler, instructors, Troop guides, librarian, and Order of the Arrow representative. These officers have duties as described in the Junior Leader Handbook and Scout Binder. These positions are open to any qualified interested Scouts subject to Scoutmaster approval. Special elections may be held in the event that an additional patrol is added or an appointed or elected leader cannot fulfill the duties of the position.

The Patrol Leader who is elected by their Scout peers runs each Patrol. He appoints the Assistant Patrol Leader and a patrol scribe in agreement with the appointed adult patrol advisor. Patrol level positions shall serve the same term as the patrol leader.

The SM may appoint Junior Assistant Scoutmaster(s) (JASM). Each JASM has responsibilities similar to the adult ASM. The JASM serves at the discretion of the Scoutmaster based on performance. JASMs must be at least a 16 year old Eagle Scouts.

At Troop meetings, each Patrol assembles as a unit. Each Patrol will have a Patrol Flag and Patrol Yell. There will be a time given at each meeting for Patrols to share information.

As a group the patrol will work, play and have fun together. Each Scout is expected to do his fair share and help others when they need help. Patrol Leaders will assign jobs fairly and evenly among all members of the Patrol.

Meetings

Troop Meetings

Troop Meetings are held at least twice a month whenever possible. Refer to Troop 5 Handbook for specific meeting information.

Patrol Meetings

Patrols should be meeting on a monthly basis, beyond regularly scheduled Troop meetings and activities. We strongly encourage patrols to plan and conduct patrol activities.

Scoutmaster Staff and Patrol Leader Council Meetings

The youth leadership of Troop 5, known as the Patrol Leaders Council (PLC), working under the guidance of the Scoutmaster, is responsible for the Troop program. This includes planning and carrying out Troop meetings and outdoor programs with the approval of the Troop Committee. The PLC meets the meeting following the district Roundtable and prior to the first Troop meeting of the month.

Troop Accounts

The Troop Treasurer will maintain a separate account for each registered Scout. Money from fund-raisers will be deposited in the appropriate account. Funds in an individual Scout account may be used for any authorized Scouting purpose (i.e., pay for outings, purchase Scout clothing, or camping equipment). The Troop Treasurer will issue a Troop check to the parent when provided with an appropriate receipt. The Troop Committee will determine what constitutes a "Scouting Purpose". The Troop Treasurer will bring all receipts to the Troop Committee for approval. When a Scout leaves the Troop, any funds in his account will become part of the general operating account of the Troop and are not refundable or transferable. Account funds may only be transferred between family members.

Troop 5 sponsors an annual fund-raiser. All scouts registered with the Troop are required to participate. The Troop Committee may establish a minimum sale, buy-out option, equivalent equipment buy-out, or combination option on an annual basis. The annual fundraising event profits will be split between the Scout (50%) and the Troop (50%). All profits from Troop organized show and sell events will go to Troop general fund. Dissemination of profits from additional fundraising activities will be determined by a committee vote.

The Troop Committee may decide, before the fundraiser begins, to pay for fundraiser at the time of delivery. The troop committee may pay for Troop members who did not collect at time of order and seek reimbursement from those individuals.

Uniforms

The Troop uniform for all meetings is the official Scout Field Uniform. Scouts must also be in their Field Uniform for Scoutmaster Conferences, Boards of Review, and meetings with Merit Badge Counselors. For Courts of Honor ceremonies, in addition to the standard Scout Field Uniform, Scouts must wear their Merit badge sash, neckerchief or bolo, and any special awards they have earned.

The Field Uniform shirt is required during group travel. It may also be required at activities at the Scoutmasters discretion. All Scouts and Leaders must be in uniform during travel to be covered by BSA insurance.

Between Memorial Day and Labor Day, Scouts are able to wear any Scouting approved T-shirts, unless the Troop is in the process of group travel.

Discipline

The rules of Scouting are found in the Scout Oath, Scout Law, Scout Motto, and Scout Slogan. It is by following these rules that you can become a true Scout.

The scouting program is designed for group activities in a team environment, with appropriately trained youth and adult leadership. Each Scout is expected to conduct himself at all Scout activities according to the Boy Scout Oath and Law. Everyone participating in a Troop 5 activity is required to sign the Code of Conduct.

Disruptive or inappropriate behavior or violation of the Code of Conduct will not be tolerated. The Scoutmaster, Assistant Scoutmaster(s), and or designated adult leader are charged with maintaining discipline at all Troop functions. If the problem is serious enough, the Scout's parents or guardian will be informed. The parents could be asked to pick their son up from the activity, or provide transportation at their cost.

Amendments

All policies adopted by the Troop 5 Committee cannot be in conflict with BSA policies. These policies cannot cover every conceivable situation. As such, these policies may be amended, revised, removed, or new policies added as deemed necessary by the Troop 5 Committee. This is done by a majority vote of adult members of the Troop Committee who have been in regular attendance. Notice to amend by-laws must be one month in advance of said action.

Signed and approved this date: _____

Committee Chair

Scoutmaster
