

TROOP 1203 BYLAWS

2009

I. PURPOSE

The purpose of these bylaws is to provide written guidance for the operation of Boy Scout Troop 1203. These bylaws are not designed to be restrictive in nature, but have been deemed necessary to promote the successful conduct of the Troop's business and activities and to create a harmonious atmosphere in which to foster the spirit of scouting.

II. NEW MEMBERSHIP

In order for a boy to be a member of Troop 1203, he must meet BSA requirements and attend at least one (1) meeting of the Troop with a parent. A parent must understand the parent participation requirements (paragraph III below) and agree to participate in Troop activities while a boy is in the Troop. A basic membership fee to cover registration, Boy's Life, insurance, and fees will be set by the Troop Committee, and assessed each scout annually, and charged to all scouts joining the Troop except for rare exceptions which must be approved by the committee. Once the boy has been a member of the Troop for at least three months, the troop will pay for the boy's annual registration provided he is up to date on his dues. Adults whose boy(s) meet the above requirements will have their registration funded by the troop, provided the adult has participated in at least three outings or volunteer opportunities within the previous year.

III. PARENT PARTICIPATION

Assistance from each boy's parent(s) is required in numerous areas of the Troop program, including but not limited to the following areas:

To drive and/or assist in duties deemed necessary by the Troop Committee.

To attend all Troop Court of Honor ceremonies with their scout regardless of whether or not he is receiving an award.

To assist in the Troop's fundraising activities.

To take turns accompanying scouts on day or evening outings, weekend trips, or long-term camps; e.g., summer camp.

To attend at least one Committee meeting per year.

IV. TROOP MEETINGS

A Troop meeting will normally be held once a week (day, time and place to be set by the Troop Committee at the end of each school year). Currently, meetings are held on Tuesday evenings from 6:30-8:00 PM. If a change or cancellation of a Troop meeting is necessary, the Senior Patrol Leader will notify the Patrol Leaders and each Patrol Leader will notify his patrol.

V. PATROL MEETINGS

The Patrol Leader shall make the decision as to the meeting time and place. Special meetings may be called by the Senior Patrol Leader, under the guidance of the Scoutmaster, or by the Scoutmaster as deemed necessary.

VI. PATROL LEADERS COUNCIL MEETING

Membership in the Patrol Leaders Council shall be in accordance with the BSA Jr. Leaders Handbook. Additional members may be designated by the Scoutmaster, as he deems necessary. Patrol Leaders Council meetings shall be held at least monthly at a time and place determined by the Senior Patrol Leader, with the guidance of the Scoutmaster. Special meetings may be called by the Scoutmaster as he deems necessary.

VII. BOARDS OF REVIEW

A Board of Review will normally be convened by the Advancement Chair once each month to review all candidates who are eligible for advancement. The Board of Review will normally convene on the second troop meeting of the month, or as required. The board shall be composed of a minimum of three (3) and a maximum of five (5) members as chosen by the Advancement Chair. A parent may not review their own son. Board of Review Requirements and Guidelines will be in accordance with the BSA Troop Committee Guidebook. Specific requirements and guidelines will be provided by the Advancement Chair. The Board of Review schedule may be modified by the Advancements Chair.

VIII. COURTS OF HONOR

A Court of Honor will be held as the Patrol Leaders Council directs but at least three times annually to recognize scouts and scouters who have advanced and/or are receiving other awards. Additional Courts of Honor may be scheduled as deemed necessary by the Scoutmaster and the Patrol Leaders Council. All scouts and at least one parent of each boy are required to attend each Court of Honor.

IX. UNIFORMS

Scouts are required to wear full scout uniforms, when prescribed, at all Troop meetings and designated functions. The Troop 1203 full uniform is defined as: official BSA shirt with proper patches, official BSA pants and belt. BSA neckerchief of red embroidery on a black body and a neckerchief slide (either official BSA or made by the scout) are required. Special neckerchiefs such as NYLT, Philmont, and NESA etc, earned by the boys are suitable substitutes. The policy of the Troop will be to present a Boy Scout Handbook to all boys joining Troop 1203. Boys who already have a handbook will be presented the neckerchief. The Troop will have the neckerchiefs available for purchase and presentation as necessary for all boys. All scouts are expected to have the complete uniform within 60 days of their first meeting as a member of the Troop. An alternate uniform may be authorized as directed by the Scoutmaster for those events that do not require a full dress uniform.

X. DUES

Troop 1203 will collect dues from each scout. The amount of monthly dues will be set annually by the Troop Committee at the end of the charter year (December) for the coming charter year. Payment for part or all of the yearly dues may be made in advance. If a scout becomes three (3) or more months in arrears in the payment of his dues, he will not be eligible to receive any awards and a suspension of activities may be imposed at the discretion of the Troop Committee. The Troop Scribe shall report to the Patrol Leaders Council and the Treasurer shall report to the Troop Committee any boy who becomes three (3) or more months delinquent in dues.

XI. TROOP EQUIPMENT

When Troop equipment is used by a patrol or scout, the patrol or scout assumes full responsibility for the return of such equipment in good, clean condition. If a piece of equipment is lost or damaged by a scout, he will be held financially responsible for its replacement. Patrol equipment is the responsibility of the Patrol Leader. The Troop Quartermaster and the Committee Equipment Coordinator will assist with the maintenance of a full and proper Patrol Equipment allotment as prescribed in the Junior Leader Handbook and the Troop Committee Handbook.

XII. TROOP TREASURY

An account may be maintained at the Scout Trading Post and at Council Headquarters. All items charged to this account require a receipt to be turned in to the Troop Treasurer. The Scoutmaster is entitled to a petty cash account, in accordance with BSA guidelines. The amount in this account is set by the Troop Committee and shall be maintained on a monthly basis. Receipts are required to be turned in to the Troop Treasurer at Committee meetings along with a written account of any expenses incurred. A troop budget is required to be developed and approved by the committee by 1 January. It is the responsibility of the Treasurer to develop said budget with inputs from Scoutmaster and other Committee members.

XIII. TROOP ACTIVITY PLAN

The Troop Activity Plan is the annual calendar of activities for the Troop. This plan shall be assembled and approved at a joint scout-parent meeting or outing in the fall of the year prior to the year being scheduled. Planned activities shall be determined by the scouts in the Troop with the advice and consent of the Scoutmaster and the Troop Committee. Parents are invited to provide inputs and address supportability issues on activities that have been deemed acceptable and supportable. The final vote will be by the current scouts in the Troop. When published, the Troop Activity Plan will be the calendar of events for the coming year. The calendar will be reviewed and six additional months of activities planned by the PLC, in the spring. Per scouting guidelines, the SPL will submit the mid-year plan to the troop committee for comment and approval. The approved plan will be presented at a troop meeting as soon as is practical. Modifications shall be held to a minimum. Short notice changes for safety/procedural necessity shall be determined and acted upon by the Scoutmaster.

XIV. SERVICE PROJECTS

It is a requirement of every scout to perform community service as part of the advancement process. It is also an obligation of each scout to participate in Troop and Patrol service projects, even if he does not require the service time for his own advancement. A scout need not participate in each and every project, but should make every effort to complete at least 6 hours of service time per year. Failure to exercise this obligation may result in missing some of the most rewarding and worthwhile aspects of Scouting.

XV. COMMUNICATION

Each scout and his family should be kept informed of the activities of the Troop. The Scoutmaster and the Senior Patrol Leader are responsible for keeping the Patrol Leaders Council informed on all activities. The Patrol Leaders are responsible for keeping all the scouts in their patrols informed of Troop activities. The scout is responsible for keeping his own family informed on a routine basis. The scout is ultimately responsible for keeping abreast of the news. If he is unsure or has any questions, he should call his Patrol Leader first. For information the Patrol Leader cannot provide, he should contact, in order, the Senior Patrol Leader, his Patrol Advisor, and finally, the Scoutmaster. If a scout misses a meeting of the Troop or his Patrol, it is his responsibility to find out what went on at that meeting. The Scoutmaster is responsible for keeping the Troop Committee informed on all aspects of the Troop's activities and members. The troop reserves the right to publish pictures of troop events on its website. This includes pictures of scouts participating in the events. If a scout takes exception to a photo that is placed on the troop website, request for its removal must be submitted by written request. The picture will be removed as soon as is practical.

XVI. DISCIPLINE

Discipline is necessary for any organization to function properly. Scouting is no exception. The standard of behavior for Troop 1203 is defined by the Scout Oath and Laws. Discipline at Troop and Patrol meetings is the responsibility of the Senior Patrol Leader and Patrol Leaders with the guidance of the registered adult leadership. Any disciplinary decisions will be referred to the Scoutmaster or any uniformed adult leader for review and action as appropriate. Disciplinary

measures applied as a result of misconduct on outings shall be reported to the Committee Chair and the boys parents/guardians as soon as practicable after the completion of the outing. Disciplinary measures may range from simply taking the offender aside for a private conference to, in the case of serious and/or repeated offenses, dropping the boy from membership. The decision to drop a youth from the unit can only be made by the Troop Committee in consultation with the charter organization after notification of the boy's family that such action is being considered.

XVII. TROOP COMMITTEE

Membership in this committee is open to any and all adults who have a desire to work with youth and who meet the registration standards of the Boy Scouts of America. Parents of scouts are most cordially invited to attend regular Troop Committee meetings. Elections shall be held yearly. The Troop Committee shall consist of the following voting positions:

- Committee Chairperson
- Advancements Coordinator
- Chaplain
- Charter Organization Representative
- Communications
- Equipment Coordinator
- Fundraising
- Health and Safety
- Membership
- Outdoor Activities Coordinator
- Publicity
- Secretary
- Scrip
- Summer Camp Coordinator
- Training Coordinator
- Transportation
- Treasurer
- Webmaster
- Members-at-large

The Scoutmaster shall be a non-voting member of the Troop Committee.

Troop Committee membership, with the exception of the Charter Organization Representative, will be approved by a simple majority vote of the Troop Committee. The Charter Organization Representative will be selected as described in paragraph XIX below. New members will be required to register with Boy Scouts of America. All new members are highly encouraged to receive Fast Start, Basic Training, and Youth Protection Training to improve their understanding of the overall program. The decision to remove a member from the Committee can only be made by the Troop Committee in consultation with the Charter Organization.

Job descriptions for each Committee position shall be in accordance with the BSA Committee Guidebook, as applicable, or by mutual consent of the Committee for those positions not officially described. Job descriptions may be modified by the Committee, as necessary.

Each member of the Committee shall have only one (1) vote (regardless of the number of positions held) with the exception of the Committee Chairperson who shall vote only in the event of a tie. All votes by the Troop Committee shall be approved by a simple majority. A quorum is not defined for regularly scheduled meetings of the Committee and votes shall be by a majority of the members present.

The Troop Committee shall normally meet monthly. The date, times, and locations of the meetings shall be determined by the Committee Chair.

Any parent complaint of any nature may be presented either to the Scoutmaster or to the Troop Committee at a Committee meeting.

XVIII. ADULT LEADERSHIP

In addition to the Scoutmaster, the Troop should have a minimum of two (2) Assistant Scoutmasters or the equivalent of one (1) Assistant Scoutmaster per Patrol. The Scoutmaster shall have the right to choose those individuals, with the approval of the Troop Committee, whom he feels will best serve the Troop in those positions. The removal of an Assistant Scoutmaster may be done by the Scoutmaster with the approval of the Troop Committee.

Training of those adult leaders in routine direct contact with the scouts is mandatory. The Scoutmaster and all Assistant Scoutmasters should complete Scoutmaster / Assistant Scoutmaster Specific Training, (or its equivalent if the title changes), Hazardous Weather, and Youth Protection Training as soon as possible but not later than six (6) months after registering in Troop 1203. Failure to complete this training may be grounds for removal from office. Training completed prior to registration fulfills this requirement upon presentation of the proper documentation. This training is highly encouraged for all other leaders, as is advanced training in various aspects of scout adult leadership, such as High Adventure, Water Trek, Wood Badge, etc.

XIX. CHARTER ORGANIZATION

Troop 1203's Charter Organization is the Mira Mesa Moose Lodge #2108. The relationship of the Troop and its Charter Organization will be in accordance with BSA guidelines. The Charter Organization Representative shall be assigned by the Charter Organization and is a voting member of the Troop Committee.

XX. PARTICIPATION

The success of the Troop and the scouting experience within the Troop requires the participation of each scout. The Patrol Leaders Council, with the guidance and approval of the Scoutmaster and the Troop Committee, shall devise a system for tracking participation in scouting activities. Failure to maintain a specified level of participation in any charter year may result in the scout's being barred from future activities or being dropped from membership in the Troop. The decision to drop a boy from membership can only be made by the Troop Committee after notification of the boy's family that such action is being considered.

XXI. ADVANCEMENT

In order for a boy to receive the full benefits of the scouting program, a certain amount of advancement is necessary. Therefore, any scout who does not advance by at least one (1) merit badge or one (1) rank in each full charter year and has not actively participated in the Troop program may be subjected to a suspension of activities at the discretion of the Scoutmaster.

XXII. RULES AND REGULATIONS

In addition to the Troop Bylaws, the Patrol Leaders Council may establish a set of "Troop 1203 Rules and Regulations" under the guidance of the Scoutmaster and with the approval of the Troop Committee. Nothing in the Rules and Regulations may be contrary to the guidance contained within these bylaws.

XXIII. SCOUT CAMP FUND

The Troop will give its scouts the opportunity to earn necessary fees for scout-related activities or individual equipment purchases. These earnings will be maintained in separate, individual accounts for each scout by the Committee Treasurer. At no time are these moneys to be considered the property of the individual scout or his family.

If a scout transfers to another Troop with a similar camp fund, a check will be issued - payable to the new Troop - in the amount the scout has on balance minus any unpaid dues or other expenses.

If a scout transfers to a unit that does not have an individual camp fund program or the scout leaves the Scouting Program, this money will be transferred to the general fund of Troop 1203.

A scout has until 6 months after his 18th birthday to use his campership.

XXIV. SCOUT CAMP SCHOLARSHIP

Annually, the Committee may award scout camp scholarships. With the recommendation of the Scoutmaster and the concurrence of the Troop Committee, scout camp scholarships may be awarded in amounts determined on a case-by-case basis in either of the following categories:

1. A scout would otherwise not be able to attend camp.
2. A scout has demonstrated exceptional leadership or advancement potential.

XXV. FUNDRAISING

In addition to fund-raisers for the individual scout camp funds, the Troop may require fund-raising efforts to augment the general Troop funds. Prior to each fund-raiser, the Troop Committee will determine if that fund-raiser will be subject to a Troop assessment. All scouts and their families are required to support and participate in these fund-raisers. Should a scout not participate in the fundraising activity, an assessment in the amount the scout was expected to earn for the Troop may be levied on the scout and he will not be permitted to participate in Troop activities or receive any awards until the assessment is paid. The methodology for determining the distribution of funds between the Troop and the scouts and the assessment on non-participating scouts shall be determined by majority vote during the Troop Committee meeting following the first fund-raiser of the scout year. This methodology shall remain in effect until the Troop Committee meeting following the first fund-raiser of the following scout year.

XXVI.AMENDMENTS TO THE TROOP BYLAWS

Proposed amendments to the Troop Bylaws may be submitted by any member or registered adult of Troop 1203. The amendment shall be presented at any Troop Committee meeting and will be acted upon at the next regular Committee meeting. A vote of a simple majority of the Troop Committee members present shall be necessary to amend these bylaws. A review should be conducted by at least three (3) registered members of the Troop Committee and their recommendations acted upon at a regularly scheduled meeting of the Troop Committee. The committee shall review the bylaws biennially.

XXVII. ADOPTION

These bylaws are effective upon signing by the Troop Committee Chairperson, The Charter Organization Representative, and the Scoutmaster, and shall govern the operation of Troop 1203, Boy Scouts of America (BSA). All requirements of the BSA shall be adhered to in all Troop activities.

TROOP COMMITTEE CHAIRPERSON _____ DATE_____

CHARTER ORGANIZATION REPRESENTATIVE _____ DATE_____

SCOUTMASTER _____ DATE_____