Boy Scout Troop 115

BYLAWS

Boy Scouts of America
Chartered to
St. Cyril of Alexandria

Purpose

The purpose of these Bylaws is to provide guidance to the proper operation of Troop 115. In addition to these Bylaws, *The Boy Scout Handbook*, the *Scoutmaster Handbook*, *Guide to Safe Scouting* and the *Diocese of Tucson Safe Environment Program* will guide Troop 115.

Article I. Registration Requirements

Registration is available to boys who have earned the Arrow of Light Award and are at least 10 years old or have completed the fifth grade and are at least 10, or who are 11, but not yet 18 years old.

All applications must be accompanied by the appropriate fees, which include registration, troop dues and a subscription to *Boys Life* magazine. (The subscription is recommended but not required.) Each Scout is required to pay dues for twelve months each year, whether he attends or not.

Article II. Parent Participation

Troop 115 is a 'Boy Led' Troop dedicated to boys experiencing Positive Leadership and Good Citizenship, while having fun. We accomplish this through weekly meetings, planned outdoor activities, and special events, including service projects.

A fair and equitable share of assistance is expected from each parent and guardian. Parents are encouraged to attend Troop meetings, activities (including campouts and service projects) and expected to be present at the Courts of Honor. Parents are encouraged to participate as adult leaders and encouraged to attend predetermined committee meetings. (Only registered committee members may vote on issues before the committee.)

Each and every scout activity requires TWO DEEP LEADERSHIP. There shall be at least two adults present at all times to provide protection for every Boy Scout. At least one of the adults present must be registered with the troop and the other adult(s) are strongly encouraged to do same.

All volunteers will attend the Diocese of Tucson Safe Environment Program and adhere to Diocese of Tucson Guidelines for the Prevention of and Response to Sexual Misconduct.

Article III. Leaders (Chaperones)

1. All leaders should be screened, educated in the Safe Environment Program, educated in the plans for the particular event, and actively supervised by peers and leaders.

2. Following are the guidelines for the number of leaders:
   General
   There should always be at least two leaders, one of each gender if minors of both genders are present.
   Parish Guidelines
   - Junior High: 2 adults for 1 to 16 youth, 1 additional adult per each additional group of 1 to 8 youth
   - Senior High: 2 adults for 1 to 20 youth, 1 additional adult per each additional group of 1 to10 youth

3. It is particularly important to be sure that appropriate releases have been signed by the parents, that parents understand clearly the risks and the plans to mitigate those risks, that any medical conditions and treatments are clearly communicated, and that there are clear procedures that will be followed in case of emergency.

4. Parents should have the opportunity to easily opt out on behalf of their scouts if they do not approve of any aspect of the trip or event.

5. Parents should be clearly notified of any last minute changes.

Article IV. Uniforms

1. The "Class A" uniform consists of the scout shirt, scout trousers or shorts, scout belt and buckle and scout socks or knee socks. The "Class B" uniform consists of the Troop 115 t-shirt or other BSA t-shirt.

2. All Scouts are required to wear the official Class A the first meeting of the month, all scoutmaster conferences, boards of review and courts of honor. Class B uniforms may be worn at other troop meetings and activities, as designated by the Scoutmaster.

Article V. Meeting, Activities and Participation

1. Troop meetings will be held on a pre-determined day that is communicated to all involved parties at the beginning of the scout year at St. Cyril of Alexandria.

2. All scouts registered with the Troop are expected to participate in all fundraising activities.

3. Each Scout is expected to have a Scout Handbook, notebook, pen or pencil in his possession at all Troop meetings and activities.

4. Scouts who make commitments to participate in Troop activities must faithfully keep all such commitments.

Article VI. Discipline

1. The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. As such, leaders of Troop 115 will not tolerate and will report incidents to the scoutmaster of the use of foul or obscene language, unruly or disruptive behavior, harassment, name-calling or fighting at Troop meetings or activities.

2. The Scoutmaster has the authority to discipline a scout, including either temporary or permanent suspension, for conduct inconsistent with Scouting ideals. This can include: cursing, harassment, disrespect to leadership, dangerous behavior that involves the health, safety and welfare of himself and/or of other scouts or any policy that is not followed by the Scout.

3. The Scoutmaster, an Adult Leader, or a disciplined Scout may request from the Troop Committee a Special Board of Review. The Special Board of Review will endeavor to learn all the facts related to a case through interviews with participants and witnesses. If the Board determines that the Scout is deserving of disciplinary action, a corrective action plan, suspension or expulsion from the Troop may result.

Article VII. Troop Elections and Leadership

1. Troop and patrol elections will be conducted once a year in June.

2. A new Senior Patrol Leader (SPL) and Assistant Senior Patrol Leader (ASPL) will be elected every year. The SPL and ASPL are elected from current and former Patrol Leaders (PL) only. Unless waived by the Scoutmaster, the SPL and ASPL must have received their First Class Rank and attended Junior Leader Training (JLT) prior to being elected to their leadership positions.

3. Scout Youth leaders must attend the majority of troop meetings and the majority of troop outings during his leadership time to qualify for his leadership rank requirement. With advance Scoutmaster approval, other BSA-sponsored outings may count toward this majority total.

4. Unless waived by the Scoutmaster, Patrol Leaders must have received Second Class Rank prior to being elected to their leadership position.

5. Failure to properly fulfill the duties of his leadership position may cause the scout to be dismissed from that position and will not receive rank requirement.

Article VIII. Patrol Leaders

1. The SPL, ASPL and Patrol Leaders will meet with the Scoutmaster. These meetings will be conducted regularly to evaluate and plan the current month's activities and to plan for the next month's activities, including Troop meetings, activities, camping programs, duty roster and service projects.

2. The troop holds a planning activity toward the end of summer/the beginning of the school year to plan the calendar for the year. This calendar is then reviewed and approved by the Troop Committee.

Article IX. Equipment

1. All troop equipment must be cleaned and maintained in an organized manner.

2. Each individual will be responsible for the safety and care of his own individual personal equipment.

3. Each camper is required to provide his own backpack, personal mess gear, canteen, bedding and any other personal camping equipment he requires for outdoor Troop activities. Adult leaders may use their own saws, axes, hatchets and cooking utensils.

4. Any person who damages or destroys another's personal equipment will be required to replace or repair it, at the owner's option.

5. Scouts are not permitted to use personal electronic devices (i.e. cell phones, IPods, radio, television, player/recorder, electronic games, personal computer, etc) at Troop activities or on campouts, unless specifically authorized by the scoutmaster.

Article X. Medical/Health and Safety

1. Scouts will be required to have on file with the Troop, at the beginning of the school year or when the new scout joins, the Troop 115 record of emergency data, an updated BSA physical and BSA medical form.

2. The taking of prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. A Scout leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a Scout takes the necessary medication at the appropriate time, but BSA does not mandate nor necessarily encourage the Scout leader to do so. As-needed devices, like asthma inhalers and epi-pens, are encouraged to be in the possession of the scout. All medications must be in the original prescription bottle with correct dosage.

3. Scouts who have physical or mental disabilities will be encouraged to participate in all Troop activities to the extent they are able to do so. Parental support or assistance may be required.

4. The National Capital Area Council, Boy Scouts of America, prohibits the use of sheath knives by Scouts. All Scouts will comply with this policy. Axes, saws and hatchets will not be allowed at regular Troop meetings unless prior permission is received from Scoutmaster.

5. The Boy Scouts of America (BSA) prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the BSA or at any activity involving participation of youth members.

6. All Scouting functions, meetings and activities should be conducted on a smoke-free basis, with smoking areas located away from all youth participants.

7. All Scouts are required to pass the BSA swim test annually in order to participate in Troop sponsored water activities. Scouts may not go swimming, nor use any type of boat, unless prior approval has been received from the Scoutmaster. Scouts shall comply with the rules and regulations governing aquatic safety contained in the most current version of the *Guide to Safe Scouting* published by the Boy Scouts of America.

8. All drivers transporting scouts must be at least twenty-five years of age and have a valid operator's license and proof of insurance in their possession. All vehicles must be insured for minimum amount of insurance required by the State of Arizona. Copies of the driver's licenses and insurance cards should be kept on file at the parish and taken on trips. There should be two adults in each vehicle. If this is not possible, at least always avoid a situation in which one adult is driving with one teen that is not his or her own child. If driving longer than eight hours, plan for relief drivers that meet the same criteria as the first drivers. List the relief drivers and do not allow exceptions.

9. Scouts are not permitted to ride in open truck beds. Seat belts are required for all occupants and must be in use when the vehicle is operated. Scouts will obey the rules established by the drivers of vehicles used for transportation. Scouts are not permitted to hang out of vehicle windows, throw anything from a vehicle or yell at pedestrians or drivers of other vehicles.

Article XI. Campout Rules and Regulations

1. To participate in campouts, a current permission signed by his parent or legal guardian is required for all Scouts.

2. The parent or guardian of a Scout who misbehaves or disturbs a campout will be called to come and pick him up from the campsite.

3. All Scouts will travel to and from the campsite in the uniform designated by the Scoutmaster.

4. No Scout is permitted to leave the campsite unless he has received prior approval from the Scoutmaster or SPL. Scouts leaving the campsite will use the buddy system.

5. Scouts will maintain the campsite in a clean and orderly manner at all times.

6. Scouts will use fuels as permitted by and in accordance with, the procedures and policies set forth in the most current version of the *Guide to Safe Scouting*.

7. No fires will be built at a campsite unless prior approval has been received from the Scoutmaster. No fires, heaters or candles are permitted inside tents. Flame-lit hand warmers are also prohibited from use in tents.

8. Each patrol will set-up its tents in the site selected by the SPL or the Scoutmaster.

9. Scouts will not borrow or use another Scout's or adult's equipment without first receiving their permission. Scouts will not go inside another Scout's tent unless permission has been received. Scout must ask for permission to enter the adult leaders' campsite. Refer to Bylaws Section IX #4.

10. The points and times of departure and return for campouts shall be as announced for that activity.

11. Prior to any outing, each Patrol will prepare a menu to be approved by the Scout Master. All participants will pay their share of the food costs to the person who purchased the food. Should a participant fail to attend and not notify of cancellation before the food is purchased, he will still pay his share of the cost.

Article XII. Finance

1. In order to establish a framework for expense guidelines and revenue fundraisers, the Treasurer will prepare an annual budget for presentation to the Troop Committee. After consultation with the Troop leadership, the Troop Committee shall approve a budget no later than the Troop Committee's October meeting.

2. After consultation with the Troop leadership, the Troop Committee will establish and support fundraising activities for the troop each calendar year.

3. In general, profits from the fundraising activities will be split between the Scouts and Troop Treasury as follows:

    a. Each Scout will have a special account that is maintained by the Committee Treasurer. Sixty percent (60%) of the profits earned by the Scout in fundraising will be placed in his personal account. A Scout may use the funds in his personal account to purchase scout equipment for himself, defray camping costs and fees, or for food expenses at campouts.

    b. If fundraiser occurs at the parish, ten percent (10%) will be donated to the parish and thirty percent (30%) will be retained in the Troop treasury. If the fundraiser occurs away from the parish, forty percent (40%) will be retained in the Troop treasury.

    c. Given a specific need, the Troop Committee may vote to alter the percentage allocation for a particular fundraiser.

    d. All fundraisers for Eagle projects are allocated 100% to those projects and any residual funds are held in the Eagle account.

4. Troop events or outings may be subject to separate costs, such as transportation, permits, equipment rentals, food and special awards. These costs are calculated by the Outdoors chairman and are to be paid in full no later than the meeting before the outing. Outings, such as summer camp and long term, with sizeable participation cost, are generally paid in installments over a course of a few months. Refunds for all events are provided only upon prior cancellation by the Scout and with the approval of the Outdoors chairman. Unless a meal is provided by Troop funds, all reimbursement costs associated with patrol meals are to be paid directly to the grub master or adult in charge of purchasing the food.

5. If a Scout transfers to another Troop, the remainder of the funds in his personal account will be forwarded to the new Troop. If a Scout quits the Scouting program, or when he reaches the age of 18, the remaining funds in his account will be transferred to the Troop treasury or transferred to another scout who is a Troop member in good standing.

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6. Authorized signatories on Troop checks shall include the Troop Treasurer and Scoutmaster. Any one signature shall be sufficient. Payments may be authorized for any expenses that are within the current budget, provided reimbursement requests are accompanied by proper documentation. If an amount requested exceeds the budget, or is not otherwise reflected in the budget, approval of the Troop Committee must be obtained before funds can be disbursed. The Troop Committee shall authorize all Troop expenditures by a simple majority vote (option with the most votes).

Article XIII. Charter Organization Concept

The Boy Scouts of America does not operate Cub Scout packs, Boy Scout troops, Varsity Scout teams, or Venturing crews. The Boy Scouts of America charters organizations to use the program as a resource for children, youth, and families. Because the program of the Boy Scouts of America is conducted only through chartered organizations, it is imperative that adequate attention be given to the support of organizations that are chartered to operate units. Our success can only be assured if the chartered organization considers itself successful in the delivery of the Scouting program to young people.

Following its incorporation in 1920 in Washington, D.C., the Boy Scouts of America became increasingly popular across the United States. Congress recognized Scouting's potential as an educational resource and, in 1916, granted a Federal charter to the Boy Scouts of America to make the program available to boys through community organizations. Under its Congressional mandate, the Boy Scouts of America, in turn, issues two kinds of charters:

- One charter grants annually to a local Scouting council the authority and responsibility to provide services to community organizations, enabling them to use the Scouting program for their young people. There are more than 300 local councils throughout the United States. There is a council in Europe and another in the Far East.
- The other charter is issued annually to a community organization granting it the use of the Scouting program, operated under its own leadership, to serve the children, youth and families for which it has a concern.

The education program of the Boy Scouts of America is designed to help develop ethical values in young people. In fact, the purpose of the Boy Scouts of America is to provide a program that enhances citizenship training, character development and fitness of this country's youth.

The support service of the Boy Scouts of America to the community organizations that use Scouting is provided by the local council, through its districts. The impetus comes from the national office with its regional and area structure. The membership/relationships committee is an important part of this support system.

The success of Scouting's impact on young people can only be assured when both the chartered organization and the Boy Scouts of America cooperate and meet their respective obligations.

Prospective chartered organizations should be approached from their viewpoints and interests, not just those of the Boy Scouts of America. Point out how Scouting can help the organizations achieve their objectives for the young people in their communities. It is important that the potential chartered organizations understand the cooperation that exists between the BSA and the church, school or community organization.

As soon as the facts and the need for a unit have been determined, the steps to organize a unit are followed to ensure a strong organization. During the organizing process, establish a mutually cooperative relationship that will further the purposes of both the community organization and Scouting.

The Boy Scouts of America is an educational resource program. It charters religious, educational and other community organizations or groups to use Scouting as part of their service to their own members, as well as the community at large.

The local BSA council provides the support services necessary to help the chartered organization succeed in their use of the program. The responsibilities of both the BSA council and the chartered group are described below.

The Chartered Organization Agrees to:

- Conduct the Scouting program according to its own policies and guidelines as well as those of the Boy Scouts of America.
- Include Scouting as part of its overall program for youth and families.
- Appoint a chartered organization representative who is a member of the organization and will represent it to the Scouting district and serve as a voting member of the local council. (The chartered organization head or chartered organization representative must approve all leader applications.)
- Select a unit committee of parents and members of the chartered organization (minimum of three) who will screen and select unit leaders who meet the organization' standards as well as the leadership standards of the BSA. (The committee chairman must sign all leadership applications.)
- Provide adequate facilities for the Scouting unit(s) to meet on a regular schedule, with time and place reserved.
- Encourage the unit to participate in outdoor experiences, which are vital elements of Scouting.

The Council Agrees to:

- Respect the aims and objectives of the organization and offer the resources of Scouting to help in meeting those objectives.
- Provide year-round training, service and support to the organization and its unit(s).
- Provide training and support for the chartered organization representative as the primary communication link between the organization and the BSA.
- Provide techniques and methods for selecting quality unit leaders and then share in the approval process of those leaders. (A council representative must sign all leader applications.)
- Provide primary general liability insurance to cover the chartered organization, its board, officers, chartered organization representative and employees against all personal liability judgments. This insurance includes attorneys' fees and court costs as well as any judgment brought against the individual or organization. Unit leaders are covered in excess of any personal coverage they might have, or, if there is not personal coverage, the BSA insurance immediately picks them up on a primary basis.
- Provide camping facilities, service center and a full-time professional staff to assist the organization in every way possible.

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Article XIV. BSA Insurance

A. Eligibility

All registered youth and leaders (including den aides/chiefs, seasonal staff and volunteer leaders) of each Boy Scout Council and Learning for Life program are eligible for coverage. New youth members added during the year are automatically covered until the renewal date. Coverage is also automatic for new leaders if the Council includes coverage for such members.

B. Coverage

The Plan provides year-round coverage for injuries occurring anywhere in the world while:

- **Participating** in an official Scouting or Learning for Life activity. Seasonal camp staff are also covered during their off-duty hours, subject to the workers' compensation exclusion.
- **Traveling** to and from official Scouting or Learning for Life activities.

Coverage is provided for sickness that begins while the insured member is:

- **In attendance** at an official overnight Scouting or Learning for Life activity or other covered event operated and supervised by your Council. Seasonal camp staff are also covered during their off-duty hours, subject to the workers' compensation exclusion.
- **Traveling** to and from such an overnight or other covered event.

C. Definitions

"Injury" means accidental bodily harm sustained by an insured member that results directly and independently from all other causes from a covered accident. The injury must be caused solely through external and accidental means. All injuries sustained by one person in any one accident, including all related conditions and recurrent symptoms of these injuries, are considered a single Injury. **"Sickness"** means any Sickness that requires unscheduled medical treatment during an official Scouting or Learning for Life activity.

D. Tour Permits

Catalina Council requires a Local Tour Permit when units leave their immediate area. A National Tour Permit is required for all trips more than 500 miles.

Article XV. Amending Bylaws and Troop Procedures

1. The Troop Committee may establish troop procedures as necessary to govern Troop 115 administration of the BSA program. Such procedures must be approved by a simple majority vote of the voting members present at the Troop Committee meeting.

2. The Troop Committee may recommend changes or amendments to these Bylaws. Changes and amendments to these bylaws must be approved by (a) a simple majority of the voting members present and (b) a two-thirds vote of the voting members present at the Troop Committee meeting.

3. These bylaws are effective on the date when the Troop Committee Chair signs.

4. These bylaws will be reviewed on an annual basis.

Troop Committee Signatures

Mike Jenkins — 18 oct 2010

Senior Patrol Leader — Date

18 Oct 2010

Scoutmaster — Date

10/18/2010

Troop Committee Chair — Date

10/18/10

Secretary — Date

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