

Boy Scouts of America Troop 27  
Troop Committee Bylaws

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Approved

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# Boy Scouts of America Troop 27

## Troop Committee Bylaws

### Article I. Charter and Bylaws

#### Section 1.01 Charter

Boy Scouts of America (BSA) Troop 27 has been in existence for over 50 years. The troop is chartered by the Mount Calvary United Methodist Church as an educational outreach to the community, and primarily serves boys from East Hanover and West Hanover Townships of Dauphin County Pennsylvania. The Troop is part of the Keystone Capitol District, New Birth of Freedom Council of the Boy Scouts of America.

#### Section 1.02 Bylaws

These Bylaws are designed to govern the Troop Committee in developing and implementing the Scouting Program for Troop 27. These Bylaws supersede all those previously adopted; however, they do not supersede or restate National Boy Scout Policy. Any item not detailed in these Bylaws, which are not covered by National Boy Scout Policy, shall be left to the Committee Chair.

The Scoutmaster is responsible for the organization and day-to-day operation of the troop. These Bylaws are not intended to dictate how the Scoutmaster organizes or runs the troop. The Troop Committee with input from the Scoutmaster and the Assistant Scoutmaster(s) shall maintain written Standard Operating Procedures (SOP), which provide guidelines to the Scoutmaster and Assistance Scoutmaster(s), that describe the details of how the Troop is run. The SOP shall be provided to each Scout and Parent that joins the Troop as part of the Troop 27 Troop Handbook. Any item not detailed in the SOP, which is not covered by National Boy Scout Policy, shall be left to the Scoutmaster.

### Article II. The Troop Committee

#### Section 2.01 Purpose

The purpose of the Troop Committee is to assist Mount Calvary Church by supporting Troop 27 by handling troop administration. The Troop Committee is responsible for the following -

- Ensuring, recruiting and training quality adult leadership, including the selection of the Scoutmaster;
- Providing adequate meeting facilities;
- Advising the Scoutmaster on policies relating to Boy Scouting and the chartered organization;
- Supporting leaders in carrying out the scout program;
- Managing finances, adequate funds, and disbursements in line with the approved budget plan;
- Obtaining, maintaining, and properly caring for troop property;
- Ensuring the troop has an outdoor program;
- Serving on Boards of Review and courts of honor;
- Supporting the Scoutmaster in working out individual behavioral and other problems within the troop that may affect the overall troop programs;
- Providing for any special needs and assistance as needed;
- Helping with the Friends of Scouting campaign;
- Assisting the Scoutmaster with handling boy behavioral problems.

## Section 2.02 Membership and Voting Rights

The membership of the Troop Committee is open to all Parents or Guardians, Friends, and Adults, age 21 or older, who have a desire to support BSA Troop 27 and this Troop Committee. There are two levels of membership: Voting and Non-Voting.

### (a) Voting

Any individual may join as a Voting Member.

- a) To become a Voting Committee Member, an individual must request to be chartered as a BSA Troop 27 "Adult Leader." Any individuals requesting to be chartered will reimburse the troop treasury in full for any fees associated with their chartering.
- b) The minimum number of voting members required is four.
- c) There is no maximum to the number of Voting Members.
- d) All voting members shall take BSA Youth Protection Training.
- e) All voting members shall meet all BSA and state-mandated background check clearance requirements for adult volunteers.
- f) No one may register in more than one position in the same unit, except the chartered organization representative (who can multiple only as the committee chairman or a committee member).
- g) Adult citizens, or adult noncitizens who reside within the country, may register with the Boy Scouts of America in any capacity if they agree to abide by the Scout Oath or Promise and the Scout Law, to respect and obey the laws of the United States of America, and to subscribe to the precepts of the Declaration of Religious Principle.

### (b) Non-Voting

Any individual may join as a Non-Voting Member.

- a) Individuals supporting the Troop Committee and activities of the Troop who are not registered and subsequently chartered.
- b) There is no minimum or maximum number of nonvoting members.
- c) Nonvoting members may be appointed by the Troop Committee Chair to positions in the Troop Committee (see Section 2.03), but this does not grant them voting rights.

### (c) Ex-Officio

The Scoutmaster and Assistant Scoutmasters are ex-officio members of the Troop Committee by virtue of their position and have no vote.

## Section 2.03 Troop Committee Positions

The following sections note the different positions associated with the Troop Committee. All individuals assigned to these shall take the minimum amount of training required for the specific position and youth protection training.

Voting Members of the Troop Committee vote on the Committee Chair (see Para 2.03(a(i)) below). The Committee Chair appoints all other positions within the Troop Committee, and these appointments requires confirmation by the Troop Committee. All leadership positions, must be approved by a majority of the Troop Committee, the Chartered Organization Representative and Council.

## (a) Officers

The Troop Committee has three officers: Committee Chair, Secretary, and Treasurer. The Committee Chair position must be chartered. The Secretary and Treasurer positions do not require chartering, and these positions may be held by non-voting members.

The duties of the three positions are defined in the following subsections.

### (i) *Committee Chair*

- Organize the committee to see that all functions are delegated, coordinated, and completed;
- Maintain a close relationship with the chartered organization representative and the Scoutmaster;
- Interpret national and local policies to the troop;
- Prepare and distribute troop committee meeting agendas. Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called;
- Ensure troop representation at monthly roundtables;
- Secure top-notch, trained individuals for camp leadership;
- Arrange for charter review and recharter annually.

### (ii) *Secretary*

- Keep minutes of meetings;
- Prepare Troop newsletter;
- Report the minutes of the previous meeting at each meeting.

### (iii) *Treasurer*

- Handle all troop funds;
- Pay bills on recommendation of the Scoutmaster and authorization of the troop committee;
- Maintain checking account;
- Train and supervise the troop scribe in record keeping. Keep adequate records in the *Troop/Team Record Book*;
- Supervise the camp savings plan;
- Lead the preparation of the annual troop budget;
- Lead the Friends of Scouting campaign;
- Provide a written financial report at each troop committee meeting showing new receipts and payments, by category, since the last financial report, and the current balance of each category of troop funds and other reports as requested by the Troop Committee.

## (b) Coordinators

To assist the Troop Committee with its responsibilities, there are a number of Committee Coordinators, with their respective roles defined per BSA below. The Committee Coordinators may be either voting or non-voting members of the Troop Committee (per requirements defined in Section 2.02). The Troop Committee Chair shall appoint all Committee Coordinators, as deemed necessary, pending confirmation by the Troop Committee. The Chair may appoint other Committees and Committee Coordinators as deemed necessary, with approval by the Troop Committee.

The duties of each coordinator are defined in the following subsections. The Committee Chair may delegate any of these responsibilities to another Voting or Non-Voting member of the Troop Committee.

### (i) *Outdoor Activities*

- Helping to secure permission to use camping sites;
- Serving as transportation coordinator;
- Ensuring a monthly outdoor program;
- Promoting the National Camping Award;
- Promoting, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of an outing per month;
- Securing tour permits for all troop activities.

*(ii) Advancement*

- Encouraging scouts to advance in rank;
- Working with the troop scribe to maintain all Scout advancement records;
- Arranging troop boards of review;
- Developing and maintaining a merit badge counselor list;
- Making prompt report on the correct form to the council service center when a troop board of review is held;
- Securing badges and certificates;
- Working with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature;
- Reporting to the troop committee at each meeting.

*(iii) Training*

- Ensuring troop leaders and committee members have opportunities for training;
- Maintaining an inventory of up-to-date training materials, videotapes, and other training resources;
- Working with the district training team in scheduling Fast Start training for all new leaders;
- Being responsible for BSA Youth Protection training within the troop;
- Encouraging periodic junior leader training within the troop and at the council and national levels;
- Reporting to the troop committee at each meeting.

*(iv) Equipment*

- Supervising and helping the troop procure camping equipment;
- Working with the quartermaster on inventory and proper storage and maintenance of all troop equipment;
- Making periodic safety checks on all troop camping gear, and encouraging the troop in the safe use of all outdoor equipment;
- Reporting to the troop committee at each meeting.

*(v) Membership*

- Handling publicity;
- Planning for family night programs and activities, including membership recruitment open houses;
- Helping to arrange Courts of Honor;
- Conducting the troop resources survey;
- Maintaining and updating the troop website.

**(c) Other Positions**

*(i) Chartered Organization Representative*

The liaison with the Keystone Capital District, New Birth of Freedom Council of the Boy Scouts of America. The Chartered Organization Representative shall be a voting member of the Troop Committee (per requirements defined in Section 2.02 Item A), and shall be an active member of the chartered organization. The COR is appointed by the Chartered organization, and duties include:

- Serving as a liaison between the chartered organization and the troop and BSA Council structure;
- Encouraging unit leaders to take advantage of training opportunities and cultivate organization leaders. Encourage recognition of leaders;
- Promoting well-planned troop programs, encouraging active outdoor programs;
- Organizing units to serve the youth needs of the troop;
- Promoting the recruitment of troop adult leaders;
- Ensuring that scouts graduate from one program phase to the next, emphasizing advancement and recognition;
- Assisting with troop re-chartering;
- Suggesting unit Good Turns to the troop;
- Encouraging troop committee meetings;
- Securing district help when needed;

- Using approved troop finance policies.
- Cultivating troop resources to support troop;
- Maintaining membership in the chartered organization;
- Reporting to the Chartered Organization on the activities of the troop.

#### (ii) Chaplain

The Committee Chaplain may be either a voting or non-voting member of the Troop Committee, (per requirements defined in Section 2.02), and shall be appointed, if deemed necessary, by the Troop Committee Chair, pending confirmation by the Troop Committee.

Duties include:

- Providing a spiritual tone for troop meetings and activities
- Giving guidance to the chaplain aide
- Promoting regular participation of each member in the activities of the religious organization of his choice
- Visiting homes of Scouts in time of sickness or need
- Giving spiritual counseling service when needed or requested
- Encouraging Boy Scouts to earn their appropriate religious emblems
- Reporting to the troop committee at each meeting

#### (d) Special Committees

Special Committees with a specific function and their respective chairs may be appointed by the Committee Chair, pending confirmation by the Troop Committee. A Special Committee Chair may be either a voting or non-voting member of the Troop Committee, (per requirements defined in Section 2.02). Examples of Special Committees include: Social Committee, Fundraising Committee, Mount Laurel Committee, etc.

#### (e) Scoutmaster and Assistant Scoutmaster

The Scoutmaster and Assistant Scoutmaster are ex-officio members of the Troop Committee and do not have any voting rights. The Scoutmaster and Assistant Scoutmaster are approved by the Troop Committee and the Troop's Chartered Organization. The Scoutmaster must be at least 21 years of age. There may be more than one assistant scoutmaster. Assistant Scoutmasters must be at least 18 years of age, with at least one Assistant Scoutmaster 21 years of age, in order to serve in the Scoutmaster's absence.

The Scoutmaster and Assistant Scoutmasters are required to take all Scoutmaster Specific training, including BSA Youth Protection. The Scoutmaster and Assistant Scoutmasters shall meet all BSA and state-mandated background check clearance requirements for adult volunteers. The Scoutmaster and Assistant Scoutmasters are encouraged to become First Aid and CPR certified, and undergo Safe Swim Defense, Safety Afloat, Hazardous Weather, and Wood Badge Training.

### Section 2.04 Elections & Appointments

The election of the Troop Committee Chair shall occur annually at the September Committee Meeting. The Troop Committee Chair shall make all appointments at the time of election, or on an as-needed basis. The Scoutmaster and Assistant Scoutmasters shall be approved at this meeting.

### Section 2.05 Resignations

If the Committee Chair resigns, an election of a new Committee Chair shall occur at the first regular meeting after a new candidate for Committee Chair has been identified. All appointed positions by the resigning chair shall remain in effect until the September meeting, as defined in Section 2.04.

### Section 2.06 Removal of Positions

The removal of the Committee Chair may be initiated by a written or electronic request to the Troop Committee Secretary by at least three voting members of the Troop Committee. Upon receipt of this request, a special meeting for removal of

the position shall be called by the Secretary to address the request. Removal of the Committee Chair shall require a two-thirds approval by the Voting Troop Committee Members present at this meeting.

The removal of the Scoutmaster or an Assistant Scoutmaster may be initiated by a written or electronic request to the Troop Committee Secretary by the Troop Committee Chair or at least three voting members of the Troop Committee. Upon receipt of this request, a special meeting shall be called by the Secretary to address the request. Removal of the Scoutmaster or an Assistant Scoutmaster shall require a two-thirds approval by the Voting Troop Committee Members present at this meeting.

The removal of an appointed position may be initiated by a written or electronic request to the Troop Committee Secretary by the Troop Committee Chair or at least three voting members of the Troop Committee. This request shall be addressed at the next regular meeting after the request has been received. Removal of an appointed position shall require a two-thirds approval by the Voting Troop Committee Members present at the meeting.

## Article III. Committee Meetings

### Section 3.01 Regular Meetings

The Troop Committee Meeting is held monthly on the first Sunday of the month or on a date/time as determined by the Troop Committee Chair. The Committee Meeting is attended by all Committee members (Voting and Non-Voting), the Scoutmasters, and occasional invited guests. Parents are encouraged to attend. Only Voting Committee members are entitled to vote.

### Section 3.02 Meeting Procedures

All Troop Committee meetings will be conducted with Robert's Rules of Order as a guideline unless specified by bylaw amendment.

### Section 3.03 Quorum

A quorum consists of a minimum of 4 Voting Members present. A majority of all present at a meeting is required to accept committee reports and to conduct Troop Committee business, with the exception of Boards of Review. Boards of Review have separate specific voting requirements (see Article V).

### Section 3.04 Approval

Every action or decision done or made by a majority of Voting Members of the Troop Committee present will be regarded as approved by the Troop committee, unless a greater majority is required by BSA or by these Bylaws.

### Section 3.05 Voting

Only those members designated as Voting Members of the Troop Committee (reference Section 2.02a) will have voting authority for any and all business of the Troop Committee.

### Section 3.06 Special Meetings

Special meetings, other than the removal of offices (see Section 2.06), may be called at any time by the Committee Chair or by a formal request in writing or electronically to the Committee Chair by three Voting Members of the Committee. Special meetings will only be held on a minimum of 24 hours' notice. This notice must be given to all Voting Members of the Troop Committee. This notice will be by any of the following means:

- a. Written (including e-mail)
- b. Personal (verbal)
- c. Telephone (verbal)

### Section 3.07 Action Without a Meeting

Action by the Troop Committee may be taken without a formal meeting. Proposed actions shall be initiated by the Committee Chair, or delegate. Such actions will be considered approved if a majority consent in writing or e-mail to the requested action. Such written consent will be filed by the Secretary with the minutes at the next scheduled Troop Committee meeting.

## Article IV. Financial Matters

The Committee Treasurer will be responsible for maintaining financial records, managing the bank account and distribution of troop funds.

### Section 4.01 Troop Expenses

Troop expenses include, but are not limited to: re-chartering, camping fees, troop camping supplies and equipment, training aids and materials, Scout Service Center account for advancement awards including Eagle Scout award packets and scout related documentation, i.e. merit badge books and leadership materials, administrative supplies and items purchased for resale.

### Section 4.02 General Funds

General funds are derived primarily from troop fundraisers and corporate and personal donations, Mt. Laurel games, and aluminum recycling program.

### Section 4.03 Budget

After the planning outing and prior to the first committee meeting in January the treasurer will present a budget of projected income and expenses.

### Section 4.04 Disbursement

All general funds will be disbursed by the Treasurer to the designated vendor, scout, or committee member, with approval from the Troop Committee, as necessary to finance committee-approved expenditures. Reimbursement of purchases made will be supported by a receipt, invoice or proof of payment. Category amounts should be budgeted and pre-approved for expenses.

### Section 4.05 Scout Dues

The scribe collects Scout dues weekly from the scouts. The money is turned over to the Scoutmaster to be used at the Scoutmasters discretion for unplanned scout and Scoutmaster needs. At the Scoutmaster's discretion, excess dues are turned over to the Treasurer for deposit into the general fund.

## Article V. Boards of Review

The following subsections define the Board of Review for each rank.

### Section 5.01 Rank of Scout

To earn rank of Scout – Scoutmaster Conference is conducted.

### Section 5.02 Ranks of Tenderfoot through Second Class

To earn rank of Tenderfoot through Second Class – Patrol Leaders Council (with Adult Leader present) is conducted, followed by a Scoutmaster Conference.

### Section 5.03 Ranks of First Class, Star, and Life

To earn rank of First Class, Star, and Life – A Scoutmaster Conference is conducted. The Scout then appears before the Troop Committee in a Board of Review. The purpose of the Board of Review is to review progress and encourage further advancement, not to test the scout on knowledge or skills. A Board of Review shall consist of 3 – 6 voting members of the committee and shall follow the guidelines set forth in the Scoutmasters Handbook. A unanimous vote is required.

### Section 5.04 Rank of Eagle

As part of the requirements to achieve the rank of Eagle, a scout must, plan, develop, and give leadership to others in a [service project](#) helpful to any religious institution, any school, or of the community. This project must be approved by either the Keystone Capitol District or the New Birth of Freedom Council.

When earning the rank of eagle, two reviews are conducted:

1. Project review by the Troop Committee

The scout appears before the Troop Committee to present his proposed Eagle project.

2. Eagle Board of Review

- a. The Eagle Board of Review is conducted by the Keystone Capitol District at a time and location selected by the District Executive.
- b. Members of the Troop 27 committee are invited to take part in the board of review. The Committee chair will coordinate participation;
- c. The Eagle Board of Review decision must be unanimous;
- d. Scouts must be notified of the results, and if not approved, why not;
- e. The Eagle Board of Review is not a test but is designed to review the character and legitimacy of the scout in question.

## Article VI. Amendment of the Troop Committee Bylaws

At a regular Committee Meeting, the proposed amendments shall be presented in writing and read to the membership. At the next Committee Meeting a vote will be taken on the proposed change or amendment after it is read again. It shall pass with the approval of two-thirds of those voting with the rules of a quorum met.