

# Troop Bylaws



## **BOY SCOUTS OF AMERICA TROOP 229 LOYAL ORDER OF THE HYBERNIANS**

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## **Section 1. Introduction**

### **1.1 Purpose**

Troop 229 BYLAWS establishes Troop policies, procedures, and guidelines as expressed in the Boy Scout Handbook and other official BSA publications. Some information contained herein is in addition and supplemental to the charter and Bylaws of the Boy Scouts of America and is intended to provide guidelines for Troop operations.

### **1.2 Scope**

The Troop 229 "BYLAWS" describe how Troop 229 does things under the higher policies of the BSA rules and guidelines. In the event that any guideline set forth in this document contradicts a guideline set forth in any official BSA publication, the BSA publication will always take precedence. Any contradiction should be reported to both the Scoutmaster and the Troop Committee.

These Procedures apply to all members of Troop 229, and to all authorized guests of members of Troop 229, when engaged in any sanctioned Troop activity.

### **1.3 Annexes**

Annexes are part of the BYLAWS, but may be updated individually and distributed separately, subject to Committee approval, without effect on the rest of the BYLAWS.

### **1.4 Responsibility**

The Troop Committee is responsible for the content of Troop 229 BYLAWS and for all modifications to the same. Recommendations for changes or enhancements to this document should be made in writing to the Troop Committee Secretary for consideration by the Troop Committee.

## **Section 2. Chartered Organization**

### **2.1 General**

2.1.1 The Troop is "owned" by a *Chartered Organization*, The Ancient Order of Hibernians of Selden, which receives a national charter yearly to use the Scouting program as part of its youth work. These Chartered Organizations, which have goals compatible with those of the Boy Scouts of America, include religious, educational, civil, fraternal, business, labor, governmental bodies.

2.1.2 Each Chartered Organization using the Scouting program provides a meeting-place, selects a Scoutmaster, appoints a Troop committee of at least three adults, and chooses a chartered organization representative.

### **CHARTERED ORGANIZATION REPRESENTATIVE**

- Is a member of the chartered organization
- Serves as head of "Scouting department" in the organization
- Secures a Troop committee chair and encourages training

- Maintains a close liaison with the Troop committee chair
- Helps recruit other adult leaders
- Serves as liaison between our Troop and our organization
- Assists with unit re-chartering
- Encourages service to the organization
- Is an active and involved member of the district committee
- Can multiple-register as a Troop committee member

As the Troop committee works on behalf of the chartered organization, Troop 229 must be operated within the organization's policies.

2.1.4 The chartered organization must also approve all adult leaders. The chartered organization representative is our liaison to the Troop's operating organization. As a member of the chartered organization, that person will guide us on the organization's policy. The representative will also know the most effective ways to get the organization's assistance and maintain a mutually satisfactory working relationship with the chartered organization.

2.1.5 In the chartered organization relationship, the Boy Scouts of America provides the program and support services, and the chartered organization provides the adult leadership and uses the program to accomplish its goals for youth.

2.1.6 The Troop committee's primary responsibilities are supporting the Scoutmaster in delivering quality Troop program, and handling Troop administration.

### **Section 3. Troop Organization**

#### **3.1 Troop**

3.1.1 The Troop will be composed of one Senior Patrol Leader (SPL), two to three Assistant Senior Patrol Leaders (ASPL's), and one or more patrols, each with a Patrol Leader.

#### **3.2 Scout**

3.2.1 A Scout will be considered "active" in his unit if he is:

- Registered in his unit (registration fees are current)
- Not dismissed from his unit for disciplinary reasons
- Engaged by his unit leadership on a regular basis (informed of unit activities through Scoutmaster's conference or personal contact, etc.
- In communication with the unit leader on a quarterly basis.

(Units may not create their own definition of active; this is a national standard.)

3.2.2 If the Scout does not initiate communication, the unit leader is to contact the Scout and ask if the youth wishes to remain in Scouting. If the answer is negative, then the unit leader should no longer communicate with the Scout. If the answer is affirmative, the unit leader should provide the unit calendar. After six months of

nonparticipation, the unit leader may cease to contact the youth and drop the Scout from the unit at re-charter time.

3.2.3 The Scout may return to the unit at any time while on the unit charter. At any time a Scout is dropped from a charter, the youth may re-apply to a unit for readmission; the acceptance of the application is at the discretion of the unit. The youth would be reinstated at the rank and level that can be documented by either the Scout or the unit.

### **3.3 Senior patrol Leader (SPL)**

3.3.1 The youth leader with the most responsibility in the Troop is the Senior Patrol Leader (SPL). The SPL is elected to his position once a year or in the event of a change is needed either by resignation or other circumstances.

3.3.2 The criteria that Troop 229 has set for selecting an SPL will be as follows:

- A minimum rank of Star.
- Must be at least 13 years of age.
- Must be active within the Troop, showing leadership qualities.

3.3.3 Candidates for the position of SPL are subject to the approval of the Scoutmaster. No Scout can hold the position of SPL for two consecutive 6 month terms without Scoutmaster approval, which can only be granted when there are no other qualified Scouts wanting to stand for the SPL election.

3.3.4 Elections will be conducted as follows:

- All registered Scouts within the Troop will cast a vote.
- Those Scouts who wish to be nominated and meet all of the criteria must meet with the Scoutmaster and Assistant Scoutmaster. Once candidates have been selected and meet the criteria, a ballot will be made by the Scoutmaster. The ballots will have the names of each qualified candidate. All registered Scouts will vote for one candidate.
- A three-week advance notice will be given at a Scout meeting and a date will be established as to when the elections will be held.
- In the event a Scout cannot attend during the designated election date, they MUST present their ballot to the Scoutmaster or Assistant Scoutmaster before the date within a week of the election meeting.
- One week prior to the election, each candidate will make a short presentation to the Troop explaining their qualifications and reasons for seeking the office. There will be no negative campaigning.
- On the date of the election, each Scout will cast their vote and hand in to the Scoutmaster or the person designated by the Scoutmaster.
- The ballots will be counted by at least two people that are designated by the Scoutmaster. If the Scoutmaster's son is running for the SPL position, the Scoutmaster is not permitted to count the ballots.
- In the event of a tie, a runoff will take place consisting of all registered Scouts casting their ballots at the next Troop meeting. In the event a Scout cannot attend, an absentee ballot must be given to the Scoutmaster or the person designated by the Scoutmaster prior to the next meeting.
- The newly elected SPL will then be announced.

3.3.5 The Senior Patrol Leader appoints one to three, Assistant Senior Patrol Leaders. Like the SPL, ASPL's are subject to Scoutmaster Approval.

### **3.4 Troop Positions of Responsibility**

3.4.1 The following Troop positions of responsibility will be appointed by the SPL after approval by the Scoutmaster: Troop Librarian, Troop Scribe, Troop Historian, Troop Bugler, Troop Quartermaster, and other Troop positions as may be created by the SPL in consultation with the Scoutmaster. All of these selections should be reviewed with affected Patrol Leaders prior to conclusion.

3.4.2 Troop Guides, Troop Instructors, Den Chiefs and OA Representative will be appointed by the Senior PLC (SPLC).

3.4.3 Patrol Leaders are appointed by the SPLC, as is the Assistant Patrol Leader. The Patrol Leader acts as a representative of that patrol and is in charge of contacting a higher leadership position than him if necessary. In case of the Patrol Leader's absence or inability to complete a certain task due to special circumstances, the Assistant Patrol Leader will assume the role of the Patrol Leader. All attention and obedience shall be given to the acting Patrol Leader. If there is a problem, misunderstanding, miscommunication or dispute between the patrol members and the acting Patrol Leader, both parties should contact a higher leader.

3.4.4 No Scout can hold the position of Patrol Leader for two consecutive terms without Scoutmaster Approval, which can only be granted when there are no other qualified Scouts wanting to stand for the Patrol Leader election.

3.4.5 An Assistant Patrol Leader is appointed by SPLC and Scoutmaster Approval.

3.4.6 Patrol Leaders are responsible for holding Patrol Meetings on a regular weekly basis and notify all of his patrol members about the meeting. Should a patrol member not be able to attend a meeting, he should notify his Patrol Leader as soon as possible. If, for a special circumstance, a Patrol Meeting is not held, the Patrol Leader is responsible to notify the acting Senior Patrol Leader or Assistant Senior Patrol Leader as soon as possible. During a patrol meeting, Patrol Leaders are required to follow a regular schedule of events approved by a higher authority, and are also required to accomplish something constructive or productive during the meeting. Short game times are allowed at the end of the meeting, if all else has been done beforehand, but otherwise wasting time or horsing around is strictly prohibited.

### **3.5 Patrol**

3.5.1 Patrols are sub-divisions in a Troop. As described in the Boy Scout Handbook, The ideal number of Scouts for each patrol is between 6 and 8 Scouts who enjoy Scouting together. A patrol should contain no fewer than five Scouts in order to efficiently use Troop camping equipment.

3.5.2 All Scouts will be members of a patrol, except the SPL, ASPL's and JASM's.

3.5.3 Each patrol will have one Patrol Leader, one Assistant Patrol Leader, and shall have other positions of responsibility as follows: Patrol Scribe, Patrol Quartermaster, Patrol Grub-master and other patrol positions as may be created by the Patrol Leader in consultation with the Scoutmaster.

3.5.4 A Patrol is responsible for working together to acquire or create a Patrol Name(must be approved by the Scoutmaster), Flag and Yell. Once having obtained a Name, the Patrol is responsible to purchase patches of their Name (an animal, arrow, headdress, etc.) from a local Scout shop or other resource, to be sewn onto each member's uniform. Individual Patrol Members are eligible to apply for certain non-leadership positions (for example, bugler). If the Patrol desires, they can create their own neckerchief slides.

3.5.5 At Patrol inspections during Troop meetings, each Patrol will be inspected by a higher authority. The Patrol is expected to be and remain in formation until the end of the inspection. Furthermore, only the acting Patrol Leader will communicate with his Patrol's inspector: all other Patrol Members are to remain silent until told to do otherwise. The Patrols will receive a score from the inspection based on the following criteria:

- Number of Patrol Members present in that meeting (Scouts that are not in formation at the beginning time of inspection will be excluded from attendance and will be marked not present)
- Number of Scouts present with full uniform (see uniform section of The Boy Scout Handbook)
- If the Patrol had a Patrol Meeting prior to that meeting
- If *all* of the Patrol members are able to enthusiastically utter a Patrol Yell
- Number of Scouts present with notebooks and pens
- Number of Scouts present with a Boy Scout Handbook
- If the Patrol has a flag present with them

### **3.6 Patrol Leaders' Council**

3.6.1 The Patrol Leaders' Council (PLC) is the planning and decision-making team within the Troop made up of junior leaders.

3.6.2 The PLC, with guidance from the Scoutmaster and his adult assistants, prepares suggestions to present to the Troop to complete their annual program planning held in April August.

3.6.3 Within the framework of the annual plan, the PLC plans the monthly campout, and other outdoor activities as scheduled during the year, as well as the weekly meetings leading up to those campouts and outdoor activities.

3.6.4 In addition to planning, the most important thing members of the PLC do is provide junior leadership to the rest of the Troop.

3.6.5 The PLC addresses the needs and concerns of each Scout, each patrol, and the Troop as a whole, in its decision-making and planning process.

3.6.6 As the top junior leader in the Troop, the Senior Patrol Leader, with the advice

of the Scoutmaster, leads the PLC and chairs its meetings.

3.6.7 Besides the Senior Patrol Leader, other voting members of the PLC include: Assistant Senior Patrol Leaders, Patrol Leaders and Troop Guides.

3.6.8 Each Patrol is represented by its Patrol Leader on the PLC. The Troop Quartermaster, Troop Scribe, Troop Historian, and Troop Librarian are further represented by the ASPL's vote.

3.6.9 Although he has no vote, the Troop Scribe should attend PLC meetings to keep a log of each meeting. Other Scouts in positions of responsibility may be invited to PLC meetings on an as needed basis. (See section 6.2, Patrol Leaders' Council Meetings).

### **3.7 Adult Scouters**

3.7.1 Scouters are the Scoutmaster, Assistant Scoutmasters, Chartered Organization Representative, Troop Committee Members and any registered adult.

3.7.2 Scoutmaster is the adult leader responsible for the image and program of the Troop.

3.7.3 Scoutmaster and his Assistant Scoutmasters are appointed by the Troop Committee with approval from the head of the chartered organization.

3.7.4 Scoutmaster and his Assistant Scoutmasters work directly with Scouts in implementing the Troop program.

3.7.5 It is recommended, though not mandatory, that adult leaders undergo First Aid/CPR classes and obtain certification.

### **3.8 Troop Committee General Guidelines**

3.8.1 Committee shall function in accordance with the National Committee Guidelines.

3.8.2 A person may hold multiple positions (up to two).

3.8.3 The Scoutmaster and Assistants will be selected when needed by consensus between the new and the incumbent Committee Chairperson after conducting a meeting with the committee. The candidate's name shall be submitted to the Chartering Organization Representative for approval.

### **3.9 Troop Committee Positions**

#### **SCOUTMASTER:**

The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and Assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the Troop.

The Scoutmaster can be male or female, but must be at least 21 years old. The Scoutmaster is selected and recruited by the Troop committee and approved by the chartered organization representative.

The Scoutmaster's duties include:

- Train and guide boy leaders
- Work with other responsible adults to bring Scouting to boys
- Use the methods of Scouting to achieve the aims of Scouting
- Meet regularly with the Patrol Leaders' council for training and coordination in planning Troop activities.
- Attend Troop committee meetings.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.
- Conduct Scoutmaster's conferences for all rank advancements.
- Provide a systematic recruiting plan for new members and see that they are promptly registered. (This is a direct responsibility of the Assistant Scoutmaster for new Scouts.)
- Delegate responsibility to other adults and groups (Assistants, Troop committee) so that they have a real part in Troop operations.
- Supervise Troop elections for the Order of the Arrow.
- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in council and district events.
- Build a strong program by using proven methods presented in Scouting literature.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

#### **ASSISTANT SCOUTMASTER:**

To fulfill obligations to the Troop, the Scoutmaster, with the assistance of the Troop committee, recruits Assistant Scoutmasters to help operate the Troop. Each Assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required two-deep leadership standards set by the Boy Scouts of America. An Assistant Scoutmaster may be 18 years old, but at least one in each Troop should be 21 or older, so he or she can serve in the Scoutmaster's absence.

#### **TROOP COMMITTEE:**

The Troop committee is the Troop's board of directors and supports the Troop program. The Troop committee:

- Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified Assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- Supports leaders in carrying out the program.

- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for Troop property.
- Ensures the Troop has an outdoor program (minimum 10 days and nights per year.)
- Serves on boards of review and courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall Troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavioral problems.

#### **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 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 re-charter annually.
- Plan the charter presentation.

#### **SECRETARY:**

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Prepare a family newsletter of Troop events and activities.
- Conduct the Troop resource survey.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.

#### **TREASURER:**

- Handle all Troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the Troop committee.
- Maintain checking and savings accounts.
- Train and supervise the Troop scribe in record keeping.
- Keep adequate records in the *Troop/team record book*.
- Supervise money-earning projects, including obtaining proper authorizations.
- Supervise the camp savings plan.
- Lead in the preparation of the annual Troop budget.
- Lead the Friends of Scouting campaign.
- Report to the Troop committee at each meeting.

#### **OUTDOOR/ACTIVITIES COORDINATOR:**

- Help in securing permission to use camping sites.
- Serve as transportation coordinator.

- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at Troop campouts, camporees, and summer camp to reach the goal of an outing per month.
- Secure tour permits for all Troop activities.
- Report to the Troop committee at each meeting.

#### **ADVANCEMENT COORDINATOR:**

- Encourage Scouts to advance in rank.
- Work with the Troop scribe to maintain all Scout advancement records.
- Arrange quarterly Troop boards of review and courts of honor.
- Develop and maintain a merit badge counselor list.
- Make a prompt report on the correct form to the council service center when a Troop board of review is held. Secure badges and certificates.
- Work with the Troop librarian to build and maintain a Troop library of merit badge pamphlets and other advancement literature.
- Report to the Troop committee at each meeting.

#### **TRAINING COORDINATOR:**

- Ensure Troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with the district training team in scheduling Fast Start training for all new leaders.
- Be responsible for BSA Youth Protection training within the Troop.
- Encourage periodic youth leader training within the Troop and at the council and national levels.
- Report to the Troop committee at each meeting.
- Assist in orientation of new parents.
- Be watchful that the Troop is taking all steps to ensure the boys' safety.

#### **EQUIPMENT COORDINATOR:**

- Supervise and help the Troop procure camping equipment.
- Work with the quartermaster on inventory and proper storage and maintenance of all Troop equipment.
- Make periodic safety checks on all Troop camping gear, and encourage Troops in the safe use of all outdoor equipment.
- Report to the Troop committee at each meeting.

#### **MEMBERSHIP COORDINATOR:**

- Develop a plan for year-round membership flow into the Troop.
- Work closely with the Cubmaster and Webelos den leader of neighboring Cub Scout packs to provide a smooth transition from pack to Troop.
- Assist in developing and recruiting den chiefs, and assist in the crossover ceremony from Webelos Scouts to Boy Scouts.
- Plan and coordinate a Troop open house to invite non-Scouts into the Troop.
- Encourage Scouts to invite their friends to join the Troop.
- Keep track of Scouts who drop out of the Troop, and develop a plan to

encourage them to rejoin.

#### **TROOP CHAPLAIN:**

- Provide a spiritual tone for all Troop meetings and camping experiences.
- Assure members and leaders of your interest in them and their activities.
- Provide spiritual counseling service when needed or requested.
- Provide opportunities for all boys to grow in their relationship with God and their fellow Scouts.
- Encourage Scouts to participate in the religious emblems program of their respective faith.

#### **SCOUT PARENT UNIT COORDINATOR:**

- Assign every parent to help with a specific task, assignment, or project annually.
- Orient parents on how the unit works and the benefits to their family and keep parents updated on the unit's program and their child's involvement.
- Develop and implement methods which encourage and empower Scouting participants to help maximize the number of dedicated Scouting youth and parents and mentors as dedicated Scouting volunteers who participate with their Scouts.
- Leads their family in obtaining the values, benefits, experiences and rewards from their family's Scouting participation, and in sharing these with others.
- Enjoys participating with his or her Scout and inspires their child to persevere in Scouting with their tenure, activity participation and achievement.
- Helps enhance youth and parent-mentor recruitment, retention, enthusiasm, commitment and participation in the passionate GREAT Family FUN of Scouting.

### **3.10 Tenure**

3.10.1 Like all jobs in Scouting, Troop committee members serve for a year at a time. At charter renewal time, a manpower inventory should be conducted to identify leadership needs. The Troop committee chair should fill each committee position. Every committee member should be asked to serve in a specific capacity. No one, including the Troop committee chair, automatically retains the same position beyond the one-year life of the charter.

3.10.2 If any officer cannot serve his/her full year, the Committee Chairperson will select an individual to complete the term. The replacement officer must be approved by a majority vote/voice approval of the Committee.

### **3.11 Impeachment**

The seriousness of impeachment must be understood before proceedings are begun. Impeachment will be initiated only when the situation cannot be reversed with direct leadership and the added supervision by the adult leadership. Given the above; impeachment proceedings against a Patrol Leader, Assistant Patrol Leader and/or Senior Patrol Leader can be initiated at any time during his tenure in office. To

initiate an impeachment, a written petition must be presented to the Scoutmaster, including:

- Specifically why it is thought the boy leader in question is not fit for office;
- Background circumstances regarding the problem;
- Signature of two thirds of the membership of either patrol, in the case of a Patrol Leader impeachment or Patrol Leaders, in the case of the Assistant Senior Patrol Leader/Senior Patrol Leader.

Final judgment will be determined by the Scoutmaster and his Assistants. The Troop committee and parents of the boy will be advised of all actions and circumstances behind the action.

## **Section 4. Troop Uniforms**

### **4.1 Uniforms**

Due to the high cost of uniform items, the purchase of uniforms may be spread out over several weeks. The shirt with the proper identification symbols should be the first priority.

Troop 229 recognizes two categories of Boy Scout Uniform:

#### **CLASS 'A'**

**Shirt** - Official BSA long or short-sleeve tan shirt, clean and reasonably pressed, no tears, all proper patches and pins neatly attached in the proper places.

**Pants/Shorts** - Official BSA Scout pants.

**Belt** - Official BSA Scout belt and buckle.

**Hat** – Optional. Yawgoog summer camp cap is permitted.

**Neckerchief** – Troop 229 neckerchief with any Scoutmaster approved slide unless the Scout is an Eagle Scout. The Scout may then wear the official Eagle Rank Neckerchief.

**Merit Badge Sash/OA Sash** – Order of the Arrow (OA) or Official BSA merit badge sash, all proper merit badges neatly attached in the proper places. It is recommended that the Merit Badge Sash not be worn until at least 6 merit badges are earned.

**Socks** - Official BSA socks.

**Shoes** - Neat and clean. Hiking boots are recommended.

#### **Class 'C'**

**Shirt** - Troop 229 T-shirt or any similar color green t-shirt. Clean, no tears.

**Pants/Shorts** - Clean, solid color pants with no tears.

**Belt** - Official BSA Scout belt and buckle or Belt/buckle from summer camps or other official Scouting events (Yawgoog, for example)

**Hat** – Optional. Yawgoog summer camp cap is permitted.

**Shoes** - Neat and clean. Hiking boots are recommended.

## **4.2 Uniform Wear**

4.2.1 For normal meetings from September thru June, Scouts should wear Class A uniform without Merit Badge or OA Sashes.

4.2.2 Class C uniforms are worn during the summer, starting with the annual golf outing in June.

4.2.3 For activities outside normal meetings, Scouts should wear Class A uniforms unless wear of Class C uniform has been approved by the Scoutmaster.

4.2.4 Any Scout unable to comply with uniform and/or Scout expenses due to financial hardship should contact Committee Chair or Scoutmaster for consideration. Committee Chair and/or Scoutmaster will submit information anonymously to Committee for consideration.

## **4.3 Uniform Exchange**

The Troop also has a uniform exchange at no charge.

## **Section 5. Troop Meetings**

### **5.1 General Troop Meetings**

5.1.1 Troop 229 maintains a 12 month program. This means we have meetings all year long. Meeting during the summer gives the boys the opportunity to continue to advance in rank and have fun with their friends as well.

5.1.2 Troop meetings will begin promptly at 7:15 p.m. (gathering period) every Thursday night at the meeting place designated by the Troop committee. Meetings generally last until 8:45 p.m. and dismissals are prompt.

5.1.3 Parents are not required to stay but should make sure at least **two** adults are present before leaving. Papers & money should be dropped off at the beginning of the meeting (between 7:30pm and 8pm). Parents should arrive at approximately 8:30 p.m. to gather information on what is planned for the near future.

5.1.4 Troop meeting plans are the responsibility of the Senior Patrol Leader and the PLC. (See Section 8 of this BYLAWS, Troop Planning.)

5.1.5 The agenda for a regular Troop meeting will typically include the following:

- Pre-opening (before the meeting) and set-up
- Opening ceremony (See section 6.4.4 of this BYLAWS, Opening and Closing Ceremonies, under Ceremonies & Protocol.)
- Skills instruction (Tailored for new and experienced Scouts.)
- Patrol meetings (Patrol corners for patrol business.)
- Inter-patrol activity
- Closing ceremony (See section 6.4.4 of this BYLAWS, Opening and Closing Ceremonies, under Ceremonies & Protocol.)
- Post-closing (after the meeting) and meeting clean-up

## **5.2 Patrol Leaders' Council Meetings**

5.2.1 Patrol Leaders' Council (PLC) meetings are held at least once a month.

5.2.2 See section 3.6 of these BYLAWS, Patrol Leaders' Council, and refer to the Junior Leader Handbook for a BSA description of the Patrol Leaders' Council.

5.2.3 The purpose of the monthly PLC meetings, in general, is to detail plans for the regular Troop meetings and for any Troop campout or other Troop activities scheduled in the coming month.

5.2.4 An agenda for a PLC meeting can include the following:

- Opening (by Senior Patrol Leader)
- Roll Call (by Troop Scribe)
- Previous PLC meeting log review (by Troop Scribe)
- Patrol Leaders' reports (on patrol activities and advancement progress since last PLC meeting)
- Scribe's report (on Troop finances, optional)
- Quartermaster's report (on Troop equipment, optional)
- Review of any old (unfinished) business
- Review/finalize plans for upcoming events (Troop meetings, campouts, etc.) and discuss any other new business
- Scoutmaster's minutes and meeting adjournment (by Senior Patrol Leader)

5.2.5 Additional PLC meetings can be called by the Senior Patrol Leader for planning purposes. Such meetings must be announced in advance so that participants can make the necessary arrangements. These meetings, when called, require adult Scouter support.

## **Section 6. Ceremonies & Protocol**

**6.1** This section describes Scoutmaster Conferences, Boards of Review, and Courts of Honor. It also defines associated protocol with respect to uniforms and saluting in accordance with policies and guidelines stated in the Boy Scout Handbook, and as practiced by Troop 229. It should be noted that participation in any flag ceremony (opening/closing ceremony, or other) requires the Scout to be in full class "A" uniform.

### **6.2 Scoutmaster Conferences**

6.2.1 A Scoutmaster conference is a formal review of a Scout who is a candidate for rank advancement conducted by the Scoutmaster in an open, public area.

6.2.2 Scout is responsible for initiating a Scoutmaster conference when he is ready (See Section 7, Advancement, for detailed description of rank advancement procedures.)

6.2.3 Scout can wear any uniform authorized for Troop meetings to a Scoutmaster conference, but he must wear a uniform.

6.2.4 Unless unavoidable, a Scoutmaster or Assistant Scoutmaster should never conduct a Scoutmaster Conference for his own son. This avoids any conflict of interest and gives the Scout the opportunity to interact with other adults.

### **6.3 Boards of Review**

6.3.1 A Board of Review is a formal review of a Scout who is a candidate for rank advancement conducted by a board of at least three adults drawn from the Troop committee.

6.3.2 Advancement Chairperson will normally schedule a Board of Review on as needed basis.

6.3.3 Scout is responsible for scheduling his Board of Review at least one week in advance, "being prepared" and attending as scheduled. A Scout may only advance one rank at a Board of Review. Rank patches will be given out after a successful Board of Review.

6.3.4 Scout must wear a Class 'A' uniform to a Board of Review.

6.3.5 Unless unavoidable, a Committee Member should never serve on a Board of Review for his/her own son. This avoids any conflict of interest and gives the Scout the opportunity to interact with other adults.

## **6.4 Courts of Honor**

6.4.1 A Court of Honor is a major Troop ceremony conducted 3 to 4 for the purpose of formally recognizing Scouts for rank advancement, merit badges and other awards earned since the last Court of Honor. At each Court of Honor, editions of the "Slickensides" are distributed. Any member of the Troop is eligible to contribute to the Slickensides.

6.4.2 Courts of Honor may be planned and conducted by Scouts working on the Communications merit badge. The Senior Patrol Leader must arrange for such a Scout, or Scouts, to organize each Court of Honor. When no Scouts are available for this task, the Senior Patrol Leader can solicit assistance from the Advancement chairperson and/or Scoutmaster.

6.4.3 Full Class "A" uniform is required for participation in Court of Honor. Any Scouts not dressed appropriately can be excluded from parts of the ceremony. This is a formal occasion!

6.4.4 A Court of Honor requires, at least, an opening, and a closing as well as participation by other Scouts and presentation of awards. Typically, the Court of Honor program proceeds as follows:

- **Opening:** This consists of the Scouts entering the Court of Honor marching in two single files, smallest in front and largest in back, each line led by a flag bearer carrying either the Troop or American Flag. When the Scouts have halted in front of the main area of the table, the flag bearers cross each other and place their flags in their receivers. When the flags have been positioned, the Scouts will fall into standing position in the first two rows of chairs. Everyone present will be asked to stand for the Pledge of Allegiance and in Eagle Courts of Honor. The audience will then be asked to sit down and the Scouts remain standing for the Scout Oath and Law. While one Scout recites the Oath and Law, another is in charge of lighting a candelabrum at the appropriate intervals. When this is completed, the Scouts are seated and an introduction and welcoming usually follows.
- **Troop Awards:** If there are any awards that the Troop has generally been presented with, at this time the awards are to be announced or hung on the Troop 229 Flag. This is done by an adult or a senior Scout.
- **Ranks:** Ranks are awarded according to the ones earned by the Scouts. A different Scout will come up and give a short introduction and explanation on the rank about to be distributed (if there is a shortage of Scouts at the Court of Honor eligible to give the introduction, then a Scout may distribute more than one rank). Distribution of ranks will occur in order that they are obtained by a Scout, as in the Boy Scout Handbook. As the Scouts are being called forward to receive their rank, they will accept the rank badge with the right hand and shake the hand of the presenter with the Boy Scout handshake. He will then turn to the audience, move to the side of the presenter, and remain there until every Scout has been called. The presenter will then ask for one more round of applause and then the Scouts may return to their seats.
- **Merit Badges:** Merit badges are distributed Eagle required merit badges first and

then non-required merit badges. Only one speaker will distribute all the merit badges, and gives a short introduction speech prior to calling the Scouts up. The rest follows a basic pattern as the ranks, where the Scouts come up, receive and shake hands, wait looking at the audience, and then return to their seats after final applause.

- Recognition of New and Retiring Scouts and Committee Members: If, at this time, there are any new Scouts that have been admitted into the Troop that were not announced at the previous Court of Honor, a speaker will come forward and welcome them to the Troop. Also, if there is a retiring member of the Troop, or if the person is stepping down from their current position, he or she may come up at this time and give a farewell speech to the Troop.
- Acknowledgments: With prior approval of the Scoutmaster, if there are any members or active participants who wish to acknowledge the achievements of another member or active Troop participant, or if there are any people filling in a new position, or if any major accomplishment exists that requires to be known, or if there are any personal congratulations or thanks to a particular person to be announced, or if there are any special patches to be handed out, or any other matter of the sort, the person who wishes to do one of these things may step forward to the podium and make known their acknowledgment in the form of a speech or whatever desirable.
- Yawgoog Accomplishments: If there is any recognition to be given to any person or member of the Troop for special accomplishments that were obtained at Yawgoog, a person may step forward and give this recognition to the person(s) at this time. Also included here are the distribution of Yawgoog segments, mile swim patches, Yawgoog photos, Paul Bunyan Awards, etc., which is distributed in the same manner as ranks or merit badges. If there is any announcement to be given over an event, speech or anything of the sort pertaining to Yawgoog, it may also be done at this time.
- Announcements: With prior approval of the Scoutmaster, any person at this time who wishes to make any kind of announcement pertaining to any subject including trips, outings, fund raisers, events, cancellations, or any other matter, may step forward and do so at this time.
- Other: If there is any other need to be taken care of that has not been mentioned in the above, they can be attended to with the approval of a Scoutmaster.
- Skits: Skits are comical relief in the form of short plays that are put together and practiced by individual patrols prior to the Court of Honor. A Patrol is responsible to obtain or create a skit and rehearse the skit at a Patrol Meeting prior to the Court of Honor. Skits occur at any pre-determined time between events at the Court of Honor. The signal for a skit to occur is if the current speaker at the podium mentions the skit's name and performing patrol. If it is a one-man skit, the name and performing person will be announced. Performing patrols are responsible to maintain an orderly and clean performance, and to return any materials used to their proper places following the skit. Each skit should teach some moral lesson, which is announced either at the beginning or end of the skit. Each skit must be approved by the SPL in advance.
- Closing: If all of the above has been taken care of, closing may now occur. This

consists of an older Scout or adult thanking the audience for staying for their presentation, hoping they enjoyed the Court of Honor, and offering the audience refreshments in the back of the room. At the call, all Scouts are to come forward and join in a tight group and give the Troop Yell. The candelabrum's flames are to be extinguished, and all the Scouts are to put away the chairs and tables in their respective places. The colors are retired. Then the Scouts may go and enjoy the refreshments. All garbage is to be picked up at the end of the night and the area must remain better than the way it was found before one Scout leaves.

6.4.5 Courts of Honor are very special occasions, and any relatives or friends may be invited to enjoy the Court of Honor. *Filming and flash photography are encouraged.* Each Scout is responsible for bringing at least one food, drink or supply of utensils to the Courts of Honor. They will be asked to sign a sheet and state what they will bring prior to the Court of Honor. Eagle Courts of Honor are much more sophisticated and important than regular Troop Courts of Honor (consisting of many important guests, such as the Fire Commissioner, Charter Representative, a school principal, or even the local politician), and are usually rehearsed weeks in advance. Their purpose is to acknowledge a Scout finally achieving the rank of Eagle. This program is completed in coordination with the Adult leaders. Please ask an older Scout or an Adult leader about Eagle Courts of Honor if there are any questions.

## **6.5 Eagle Scouts**

**6.5.1 Procedure for getting your Eagle Project planned and executed:** Be sure to record all conversations, phone calls, discussions, typing up reports, etc in list form. You need date, who, what discussed or performed, and amount of time in min. or hr. You will need to total this up and attach it to your workbook. This whole process takes weeks if not months. Please give yourself enough time and plan ahead.

- Think of a project that you want to do. This should be your idea and not your parent's and not an already established event that you are just joining.
- Contact the organization's representative and get their approval.
- Discuss the idea of the project with the Troop Eagle Coach/SM for their approval.
- Fill out the Eagle Project Workbook up to the "Approval Signatures for Project Plan". Some of it can be "see attachments" for referring to your write up.
- Get the signature of the organization representative in the Workbook.
- Write up a complete plan of your project; as described elsewhere or see your coach or the web site for an example.
- After plans and workbook are in final form, approve them by your coach and get his signature.
- Present it to the committee. Have 8 copies enough copies for each person present. Ask the committee chairman for a time when you can present it to

committee. After getting the committee's approval, then get the chairman's signature in the workbook.

- Call the district eagle advancement person and arrange a time to meet him. Present the project him and get his signature. You must not begin your project until all 4 signatures have been put in your workbook.
- Check with Troop calendar and SM to find appropriate dates for the fund raiser and project.
- Present fund raiser and project to Troop to get helpers. You also can have non-Scout help to do your project.
- Organize and execute fund raiser.
- Get materials from those who are donating them for project.
- Arrange for the persons who will be loaning equipment.
- Call all those who are helping or bringing equipment or supplies, the night before to remind them.
- Carry out the project. List the helpers' names and how long they worked on the project. Leadership must be demonstrated by explaining the plans to the helpers and demonstrating the tasks required. Adults can work on project at the direction of the Eagle candidate. All decisions must be made by the Eagle candidate as it is his project.
- Take pictures of it before, during and after.
- Note any changes from your original plan that you make while doing the project. (That shows leadership.)
- Fill out the rest of the workbook and get signatures of the organization and Troop that the project was finished.

**6.5.2 Before your Eagle Board:** After you have finished your project and all merit badges and you are ready to have your eagle board of review by the district, here are the things you need to do.

- Fill out all the paper work in the sheets given to you with the eagle project workbook. Ask for more if you have lost them.
- In those papers you will need to fill out all dates of merit badges, ranks and the like. The merit badges filled out in the worksheet are only the ones you obtained for star and life. The date of the board of review in the top right corner of the worksheet is the Troop board of review.
- Write up your future ambitions. This is nothing about what you did in the past but a description of your dream life. For example, you want to graduate in the top 10, be class president, go to Texas A&M, get a BS degree and go to Vet School, be a vet in Southlake TX, marry a cute red head and have 3 children, have a boy and get him into Scouts, be a Scoutmaster and go to Philmont, earn a million

dollars by age 40 and retire, have a big house with lots of dogs, etc, etc. Another words what do you want to do with your life if you could do anything.

- List your leadership positions in Scouts, church, band, sports or what ever.
- List your awards in Scouts, church, community, sports, or anything. Like spelling bee champ, scholarship, student of the week, etc.
- Ask the SM for a SM Conference. He will sign your paper for eagle after reviewing all of the details of the fund raiser, project and leadership information.
- Get an Eagle Book together with all documents and materials and get it approved by Eagle Coach.
- Contact Committee Chairman to get a Troop Eagle Board of Review. You must be in FULL uniform with Eagle book for this Board. The Chairman will then sign your eagle paper.
- Then contact the district advancement person to arrange for a District Eagle Board of Review. Arrange for 2-3 of your favorite Troop leaders (not parents, they can not be in the room during the review.) to accompany you to this Board of Review to be by your side for assistance and support.
- Contact Committee Chairman to set up an Eagle Board of Review. The Committee Chairman will arrange to have a representative from the District present. You must be in FULL uniform with Eagle book.
- Be sure to bring an Advancement Form to fill out at the board to get your Eagle Badge.

6.5.3 We suggest you prepare your Eagle Book. It is a big binder of material that represents you and who you are. It usually is 1-3 inches thick. Here is what needs to be in it, and positioned in this order.

1. Eagle Application Worksheet
2. Eagle Scout Rank Application
3. Eagle Scout Leadership Service Project Workbook
4. All attachments, pictures, and materials that you used in your project.
5. Your typed up ambitions and life purposes.
6. Your typed up list of leadership positions.
7. Your typed up list of honors and awards.
8. All cards for rank advancement and merit badges.
9. Now you need to put originals or copies of :
  - Scout training certificates, and certificates of Scouting events you attended.
  - Pictures of your Scouting from cubs thru eagle.
  - Pictures of your family, pets, church, sports, parades, etc.
  - Awards for spelling bee champ, school awards, etc. Certificates of achievement in sports, church and any activities in which you were involved. You can have copies of it if your parents want to keep the originals.

The purpose of the book is to have a clear overall image of the boy. What has he done in his life so far and what kind of leader is he. It is good to see a well rounded boy who is active in the community, family, church, sports, and Scouts.

#### **6.5.4 PREPARING FOR THE EAGLE BOARD OF REVIEW**

##### **Eagle Candidates:**

Your Eagle Board of Review will be like no other Board of Review in your Scouting career. Up to now, the Board of Review has served as a final check on your successful accomplishment of a rank. The Eagle Board of Review (your Unit Committee) has done most of that by reading your Project Report, your Application and your Life Purpose Paper. Now it wants to determine if you are ready for a new beginning -- the rest of your life as an Eagle Scout.

**You cannot study for an Eagle Board of Review.** You have already spent your whole life preparing for it, making choices every day. One of those choices was to persevere to become an Eagle Scout. We will want to know why.

***The best preparation you can make for the Board is to be yourself, at your very best:***

- Put some time between your busy day and the Board. Two hours to change and eat calmly would be ideal. At least, plan a rest stop somewhere before the Board. This is your Board, so do not let the schedules of others force you to come from sports practice or other busy commitments if you can help it.
- Spend some time on your uniform in the days before the Board, so you are not rushing at the last minute. Clean it and press it (including your neckerchief). Make sure you have all the correct badges in the right places. Shine your shoes the night before. ***The Scout Uniform includes official shirt and trousers, your Unit neckerchief, belt and socks -- do not come to an Eagle Scout Board of Review in anything less than a full uniform.***

You want the Board to see your future commitment to Scouting, and your appearance is the first indication of that.

- Pack the paperwork the night before: original Application, Life Purpose paper, Project Report and Workbook, all the correspondence from your project, your Scout Handbook and anything else you may need. If in doubt, ask your Committee Chair or the Council Representative to your Board. If others have some of these things (the Application, for example), call everyone who should be bringing something to remind them. It's your Eagle Board, not theirs.
- Get a good night's sleep the night before.
- Get your blood sugar up. Have a meal before the Board. If you must come straight from school, practice or whatever, pack some fruit or a health bar. Eat it and drink some water at least 20 minutes before the Board.
- Finally, ask yourself why you want to be an Eagle Scout. Do it often in the days before the Board, and let the answers carry your thoughts away. See what they show you about your relationship to the Scout Oath and Law, what is really important in your life and how being an Eagle Scout relates to any or all of that. Have fun with it and be prepared to share what you discover with the Board.

We hope you will discover a little about yourself and that you will like what you discover.

## **Section 7. Advancement**

### **7.1 General**

7.1.1 Scouts are expected to work on their ranks. Regular advancement is a sign of Scout spirit and a challenge to every Scout. The ranks of tenderfoot, second class and first class are reached by passing requirements by our Patrol Leader or an older Scout in the Troop. Adults and parents do not pass a Scout on their requirements.

7.1.2 One of the requirements for advancement is that a Scout is active in his Troop. Being active is defined as being aware of what is happening in the Troop, even if the Scout is unable to attend meetings, events, or outings.

7.1.3 In order for the Scoutmaster to know if the Scout is aware of Troop activities the Scout must notify the Scoutmaster on a regular basis that he knows what the Troop has scheduled for the coming months. It is recommended that the Scout contact the Scoutmaster at least once every three months to be considered active for that time period.

7.1.4 At the completion of the requirements, the Scout must complete a Scoutmaster's conference with the Scoutmaster/Assistant Scoutmaster. (See Section 6 of this BYLAWS, Ceremonies & Protocol) This is usually a one on one conference where the Scoutmaster/Assistant Scoutmaster has the opportunity to discuss the Scout's growth in the Troop and his goals. At this sitting, the requirements for Scout spirit and participation are also discussed and signed.

7.1.5 At the completion of the Scoutmaster's conference, the Scout must go before at least three members of the Troop committee for a Board of Review (See Section 6 of this BYLAWS, Ceremonies & Protocol). This completes his rank.

The Board of Review may also review a Scout who has not been advancing in rank at the desired pace.

7.1.6 Unless unavoidable a SM/ASM should not conduct a SM conference for his/her own son. Unless unavoidable a Committee Member should not sit on a Board of Review for his/her own son.

### **7.2 Merit Badges**

7.2.1 In addition to the requirements for Tenderfoot, Second Class and First Class, a Scout may work on merit badges while working on the lower ranks. After First Class come the ranks of Star, Life and Eagle. Eagle Scout being the highest rank completed by a Scout. There are 21 merit badges needed for Eagle, 11 of them are required specific merit badges, the others are at the option of the Scout.

7.2.2 Merit badges are earned by learning a particular subject and becoming proficient at it. One must have a blue card to go to a merit badge counselor. A blue card can be acquired from the Scoutmaster/Assistant Scoutmaster. This blue card proves to the counselor that the Scout is a member in good standing in the Troop and is qualified to work on this merit badge. The Scout himself must make an

appointment with a merit badge counselor from the approved list printed by our district or council. The counselor should be proficient on the subject so that the Scout comes away not only knowing the subject, but also having a new appreciation of it.

7.2.3 The counselor will sign the blue card and keep his/her portion (1 of 3) for future reference. The Scout will receive the other two portions of the blue card. The Scoutmaster/Assistant Scoutmaster will sign the remaining 2 portions. The Scout will then give the remaining 2 portions to the advancement coordinator who will log the completion of the merit badge, purchase the actual merit badge and return one portion of the blue card to the Scout. These blue cards will be filed with the Eagle application, if the Scout reaches that point. **Please keep these in a safe place, as they will be held on to for several years.**

7.2.4 Scouts should be encouraged to earn merit badges especially ones needed for the next rank or the Eagle-required.

### **7.3 Service Projects**

7.3.1 In addition to merit badges, a Scout is expected to work on service projects. Service time to the community is important. The ranks require up to six hours of service to the community. These projects should be approved by the Scoutmaster before service is provided. It should be in addition to services normally done. For example, if a Scout was a volunteer at a hospital every month, he should do something other than volunteer at the hospital for his service time.

7.3.2 **The Eagle Project.** The project cannot be for the Boy Scouts or for his family. It must serve a church, school or neighborhood. It should be something any adult would be proud of accomplishing. It needs the approval of the Scoutmaster, advancement coordinator, Troop committee and a council representative, as well as the beneficiary of the project (church, school, community center, etc.). Although there is no specific time frame, the rule of thumb seems to be over 100 person hours for its completion.

7.3.3 A Scout should be encouraged to get the religious award of his faith.

## **Section 8. Troop Planning**

### **8.1 General**

8.1.1 Scouts, with advice and support from the Scoutmaster, his assistants, and members of the Troop committee, plan and conduct Troop activities, including Troop meetings, Courts of Honor, Troop campouts, service projects, fund raising projects, hikes, and other Troop events.

### **8.2 Annual Planning**

8.2.1 For planning purposes, the annual planning conferences has three main objectives:

- Set goals for the Troop for the coming year and identify monthly themes.

- Define the calendar of events, activities, campouts, projects, etc., necessary to achieve the goals set for the Troop and have fun doing it.

Identify the resources (human and otherwise) necessary to achieve the goals set for the Troop.

8.2.2 The plan produced by the Troop at the Annual Planning Conference is submitted to the Troop Committee by the Scoutmaster for review and approval.

8.2.3 The Troop Committee will review the annual plan produced by the PLC in terms of feasibility, desirability, community and committee support required, and in light of the anticipated Troop budget for the upcoming year. All particulars for the outings/events will be considered, including: costs, adult participation necessary, tour permits, etc. When approved, the annual plan is returned to the PLC for implementation.

8.2.4 Once approved, the annual plan, as represented by the Troop calendar, should be posted on the Troop bulletin board at all regular Troop meetings, and a copy of the calendar should be distributed to all Scouts, Scouters, and members of the Troop Committee at the beginning of the Troop year.

## **Section 9. Troop Campouts and Activities**

### **9.1 General**

9.1.1 Camping is a key part of Scouting.....it is the OUTING in Scouting. National BSA requires a minimum of two adults to attend any outing. This means that if we are short one person, we need the help of YOU, the parent, to get involved. Events must be cancelled if sufficient adult supervision is not available. Early sign up is the key to success of an event and ensures a reserved spot (if that type of trip). When the Troop goes on a campout, additional money is often collected to cover expenses as needed. This could include food, insurance for the Scout, and fee for activity itself from the facility and/or badges associated with the event.

9.1.2 For a Scout to attend a campout, a permission slip and monies for the campout must be turned in to the trip coordinator no later than 21 days before the event, or 3 Thursdays before the event. If not turned in, the Scout will be considered as not attending and should not show up at the last minute, as the food will have already been purchased and driving arrangements made. We will communicate details regarding any planned Campout or event at least 4 weeks prior to the trip.

9.1.3 THE RULE IS SIMPLE: Those that sign up and pay for the trip before the deadline will be considered going.

9.1.4 REFUND FOR CAMPOUT: There a few campouts that will not permit refunds. The Scoutmaster or outings coordinator will advise you of those. Usually the rule towards refunds revolves around the buying of food for the event or if a non-refundable fee or deposit must be paid. If you are signed up and paid for the activity, please notify the Scoutmaster, Assistant Scoutmaster or Trip Coordinator no later than the Wednesday before we are scheduled to leave with the information that

you are not attending the event. The food is usually bought by Thursday and after that point, it is impossible to get a refund. We are sorry for any inconvenience this may cause.

9.1.5 MEDICAL CONSIDERATIONS: It is the responsibility of the parent to convey to the Scoutmaster any medications for their son, and the Scoutmaster will co-ordinate any medications, etc., with the adult leaders. A "medical alert" should be completed on any permission slip and all medications MUST be supplied in their original containers with prescription information clearly visible.

9.1.6 Departure times for any outings are strictly adhered to.

## **9.2 Rules**

9.2.1 The following rules apply on Troop campouts:

- Campsites must be kept clean, neat and safe - "Leave No Trace".
- All garbage must be secured nightly, and during the day if left unattended.
- Waste water must be disposed of properly.
- Food must be properly stored in containers and coolers.
- Cooking equipment and eating utensils must be cleaned and stowed after each use.
- Troop, patrol, and personal items must be stored neatly when not in use.
- Unauthorized items on a campout will be confiscated and returned to the Scout's parents after return from the campout.
- Physical obstacles in a campsite must be removed or marked.
- Always wear shoes (except when sleeping!). Footwear used outside the campsite must have a closed toe.

9.2.2 Behavior

- No bad tempers!
- No bad attitudes!
- No foul language!
- Not Must following Troop guidelines.

## **9.3 Unauthorized Items**

9.3.1 Scoutmasters reserve the right to confiscate any unauthorized items on Troop campouts, including:

- Electronics of any sort (radios, Game Boys, iPods, cellphones, etc.) Two-way radios can be used with Scoutmaster Approval.
- Flammable liquids other than propane provided by Troop.
- Obscene material as defined by the Scoutmaster.
- Any knife other than a folding or lock blade knife.
- T-shirts with off-color remarks.
- Foul/abusive language.

## **Section 10. Yawgoog Summer Camp**

### **10.1 General**

One of the highlights of the Scouting year is gearing up to our week-long summer camp at *Camp Yawgoog*, located in Rockville, Rhode Island. As a brief introduction to the camp, founded in 1916 as "A Scout Adventureland Forever", Camp Yawgoog is situated on 1800 acres of beautiful wilderness. Yawgoog is divided into three separate camps: Three Point (where our Troop camps), Medicine Bow and Sandy Beach. All three camps share reservation program facilities. Each camp has its own traditions, a color, songs and cheers, but all three camps offer the same opportunities to Scouts. Yawgoog Scout Reservation is part of the Narragansett Council, Boy Scouts of America. We want to see as many of our boys take part in this unique Scout camp, but ALL must follow the guidelines to be considered eligible for participating.

### **10.2 Guidelines**

- A health form (Annual Health and Medical Record) MUST be filled out PROPERLY for both Scouts and adults, and submitted to the Committee Chair. Forms can be obtained online or asking one of the committee members. **There will be no exceptions to the window dates, except when the health form is handed in early, but the medical exam must be given within 12 months of going to camp. Failure to provide a properly filled out health form during the window dates will prohibit a scout or adult from attending camp.**
- Any medications that a Scout has prescribed by their physician MUST be noted on the health form and MUST be given to the 229 adult leader in charge of the Troop during the week at camp. The medication MUST be in the dispensed prescription container with clear instructions as to dosage, and the medication must be sufficient to last the entire week at camp. Medication will be dispensed by the 229 adult leader in charge or by the health lodge at camp. *There will be no exceptions!*
- The Troop meets at Orient Point to depart on the ferry on the Sunday morning of the 8<sup>th</sup> week of summer camp (which is on or about the 16<sup>th</sup> of August). The 8<sup>th</sup> week of summer camp runs from Sunday to the following Sunday. All Scouts and adults will be transported to New London and after disembarking

the ferry, busses will be there to take the Scouts to the camp. Those Scouts who do not take the ferry, **MUST PROVIDE THEIR OWN TRANSPORTATION TO THE CAMP.** At least one adult must ride the bus to and from the camp with the Troop.

- Once the Troop arrives at camp, any Scout that needs to return home, **MUST HAVE A PARENT PICK THEM UP FROM CAMP!** The adult leaders cannot leave the camp to bring Scouts back to the ferry. There will be NO exceptions unless for medical emergencies.
- The number of adults that can attend will vary each year. There must ALWAYS be 2 deep adult leadership AT ALL TIMES. Adults and older Scouts are essential for running a quality camp. All adult leaders must participate in helping the Scouts advance and show guidance. The Troop 229 committee will take into account participation by ALL adult leaders and has the right to refuse any adult leader from attending *Camp Yawgoog*, the following year due to lack of camp participation.

## **Section 11. Troop Finances**

### **11.1 General**

11.1.1 The Treasurer will maintain all Troop funds.

11.1.2 Three categories of Troop funds will be maintained:

- General funds (checking account),
- Scout Accounts, and
- Petty Cash Fund (\$50)

11.1.3 Treasurer will 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.

11.1.4 Although the Treasurer will maintain all Troop funds, he or she will only be directly responsible for budgeting and managing the Troop's general funds and Scout accounts.

### **11.2 General Funds**

11.2.1 General funds finance all Troop expenses incurred throughout the year.

11.2.2 Troop expenses include, but are not limited to Troop camping supplies and equipment, training aids and materials, administrative supplies, items purchased for resale, and other items awarded to Scouts as they advance through the program (badges, patches, pins, etc.).

11.2.3 General funds are derived primarily, from annual registration, dues and

equipment fees, but also come from Troop money-earning projects and donations.

11.2.4 Prior to the beginning of a new Troop calendar year, and based upon the Troop's approved annual plan, Treasurer, with assistance from Scouters and other Troop Committee members, will submit a budget for the management of the Troop's general funds for the coming fiscal year to the Troop Committee for approval. Specific fund raising targets will be established.

11.2.5 A copy of the approved general funds budget will be kept by the Treasurer to provide guidance in the disbursement of general funds.

11.2.6 A portion of the general funds annual budget will include a petty cash amount that the Scoutmaster can draw upon throughout the year for Scouting purposes without special approval. Although special approval is not needed all expenses should be justified through receipt or other verifiable documentation. The specific amount, as with most items in the general funds budget, will be a function of the number of Scouts who register, or re-register, in a given year.

11.2.7 Other than the petty cash amount, all general funds will be disbursed from the Treasurer to the designated Scouter or Committee Member, with approval from the Troop Committee or Scoutmaster, as necessary to finance committee-approved expenditures. Reimbursement of purchases made will be supported by a signed receiving report, invoice, and/or proof of payment.

11.2.8 When a Scout earns the rank of Eagle, the Troop is responsible for purchasing (monies taken from general funds):

- a plaque,
- Eagle neckerchief,
- Eagle patch,
- Eagle slide
- stationery paper, envelopes & postage

11.2.9 Patches for events are typically included in the cost of the event. The committee will decide if Troop funds will be used on a case by case basis.

### **11.3 Dues**

11.3.1 Troop dues are determined by the Troop Budget and BSA fees on a year-by-year basis. Dues are collected annually for each Scout - to be paid in September. Scouts who are delinquent in their dues will not be permitted to advance or participate in Troop camping trips or events. As with any organization, activities require money. Financial problems are understood. If Troop finances allow it, an agreeable payment plan can be worked out in times of financial distress to keep a Scout active. Dues include a subscription to Boys' Life magazine, BSA membership dues, insurance and Troop 229 dues.

11.3.2 The Scout year begins Jan 1. Dues/registration should be handed in prior to the re-Chartering process which begins Nov 1.

11.3.3 If the Troop incurs fees for bounced checks a charge will be passed on to the check originator.

## **11.4 Scout Accounts**

11.4.1 Scout accounts are monies held in the Scout's name towards Scouting events or Scout shop purchases.

11.4.2 Scout account monies are accrued as follows:

- personal deposits
- fundraisers
- overpayment refunds or reimbursements

## **11.5 Funding**

11.5.1 Each Scout is asked to share the cost of camping trips and should be active in Troop 229 fund-raising. Scouts are encouraged to look for jobs where he can earn his own money for the cost of activities. "A Scout is thrifty".

11.5.2 Discounts for events will be distributed amongst the outing participants.

11.5.3 Reimbursement to adult leader participants for costs incurred during outings (i.e. gas money for transportation) is determined during the committee planning of the event.

11.5.4 The Troop can help subsidize a portion of an outing due to a family's financial hardship. The family should contact the Committee Chair or Scoutmaster for consideration. Committee Chair and/or Scoutmaster will submit information anonymously to Committee for consideration. This will be decided on a case by case basis.

## **11.6 Fundraising**

11.6.1 Troop 229 tries to curtail the cost of special outings and/or summer camp (Yawgoog) by promoting annual fund-raisers for the Troop. In the past, the committee has implemented several different fund-raisers throughout the fiscal Scout year. Such as car washes, candy bar sales, flowering bulbs, popcorn, nuts, candy, local discount cards, pinewood derbies, etc. The distribution of proceeds from fundraisers will be applied to the Troop general fund or Scout accounts. This will be determined by the committee on an event basis.

11.6.2 Each Scouting family should participate in **AT LEAST TWO (2)** fund raisers each year to warrant any reduction of any outing. Participation of each Scout family is essential to maintain our charter and actually keeping a program available for our sons. Therefore, it is imperative that each Scout family is an active participant and encourages Troop fund raising throughout the year. Below is a brief description of each fund raiser.

11.6.3 Candy Sales:

Troop 229 promotes candy sales as another option to fund raise. The Troop uses this fund-raiser to offset the cost of special trips, annual charter fees, and equipment. Troop 229 usual tries to have candy sale fund-raisers throughout the

year, scheduling around other candy selling fundraisers. Those who participate in candy sales, sign for each case of candy at the time of pick up. Candy money is due ASAP, and can be paid for by personal check payable to Troop 229, BSA. **EACH SCOUT MUST EITHER SELL A MINIMUM OF TWO BOXES OF CANDY OR PAY A BUYOUT OPTION.**

#### 11.6.4 Car Washes:

Troop 229 also holds car washes throughout the fiscal Scout year to help offset costs of supplies for camporees and outings. The Troop schedules two or three car washes a year. Car wash dates are carefully selected by the committee to insure the least number of conflicts with personal agendas. Each car wash is divided into shifts. A Scout family is urged to sign up for at least one shift per car wash, if applicable. Also, car washes are the most enjoyable of all fund-raisers, so don't miss out on a guaranteed good time!

### 11.7 Trailer & Liability

11.7.1 The insurance of the vehicle/driver pulling the Troop trailer covers the trailer at that particular time. If that person & trailer are involved in an accident the drivers deductible or a portion of it may be refunded upon committee review of the incident.

### 12.1 General

12.1.1 Misconduct is not permitted at any Troop event. Scouts who choose to misbehave, and are not living by the Scout Law, Oath, or Outdoor Code are making Scouting less fun for everyone.

### 12.2 Discipline Procedures

12.2.1 Misbehavior is defined as violating any of the Scout Laws by deed, vocal action, physical gesture, and/or lack of action which offends others, shows disrespect or disobedience to those appointed in authority or causes a serious disruption in Troop activities. Examples of misbehavior include: cursing; swearing; obscene or indecent language; belittling accomplishments; false statements; obscene or indecent gestures; insults to religious or ethnic customs or traditions; and other such activities which violate one of the 12 Scout Laws. Offenses committed at other than Scouting activities shall not be judged as misbehavior under this section unless the unacceptable behavior violates local laws, ordinances, military laws and regulations, or is of such a nature as to bring discredit upon the Troop. The procedures for dealing with misbehavior are as follows:

- Scouts who misbehave will be addressed by the PLC for their first offense. The PLC will assess such restrictions or limits to activities and probation period (not to exceed 30 days) as are reasonable with respect to the offense, with approval of both the Scoutmaster and the Troop Committee Chairman.
- Scouts who misbehave either while performing the terms of their limitations or restrictions assessed by the PLC, or for a second time within the set probation period, will be counseled by the Scoutmaster or Committee Chairperson who will

assess more severe penalties, restrictions, or limitations as warranted by the second offense.

- Scouts who misbehave a third time within 45 days of a second offense will be referred to the Troop Committee for further disciplinary action with parental inclusion including dismissal from the Troop if necessary.
- All limitations, restrictions, penalties, and other disciplinary action taken will be limited in nature, but designed to assist the Scout in recognizing the wrongdoing and taking corrective action to address the deficiency. No action will be taken which would ridicule, cause physical injury, or infringe upon personal privacy in correcting a Scout's misbehavior. Restrictions and limitations will be set for specific periods of time, aimed at next major events, campouts, or other activities.
- A serious offense is anything risking injury or damage to someone or something. Examples of serious offenses include: acts of violence with intent to injure including assault; possession of alcoholic spirits or illegal drugs; possession of a weapon not approved by the Scoutmaster; theft; arson; possession of tobacco products by anyone under 18 years of age; immoral exposure or touching; hazing; and vandalism. A serious offense is grounds for immediate action by the Scoutmaster, which can include sending a Scout home from a Troop activity. (Parents must be prepared to pick their son up at any time during a Troop meeting, campout, or other activity.) The case will then be considered by the Troop Committee, with recommendations from the Scoutmaster and Assistant Scoutmasters. Possible actions by the Troop Committee include temporary suspension from Troop activities or dismissal from the Troop.
- Activities or behavior not specifically covered here, which violates regulations, attempts to circumvent rules, poses hazards, or offends the common sense and decency of others will be dealt with in an equal manner as offenses listed.

## **Section 13. Equipment**

### **13.1 General**

13.1.1 The Troop has a Troop equipment trailer for storage and transport of all the Troop gear. Troop 229 operates under the old adage "Take care of your gear and your gear will take care of you." Accordingly, each Scout is responsible for providing his own personal camping equipment. The Troop committee's responsibility is to secure adequate number of tents, cook kits and other outdoor gear. The outdoor/activities chairperson shall work closely with the Troop quartermaster to maintain the Troop's equipment with adequate repair and storage.

### **13.2 Categories of equipment**

**Personal equipment:** includes items such as pack, sleeping bag, individual cooking and eating utensils, canteen, flashlight, foul weather gear, etc. Scouts not in possession of personal equipment, safe for the conditions of an event, shall not be allowed to participate, i.e., rain or cold-weather clothing, sleeping bag suitable for climatic conditions, etc. *All equipment and clothing should be marked with the Scout's name.*

**Troop equipment:** Generally limited to those items necessary to provide for group activities, special events and to support adult participation at camping trips; tarpaulins, ropes, tents, saws, camp shovels, canoes, etc.

**Patrol equipment:** The Troop will provide each Patrol the major portion of available equipment to include small group items such as chef kit, large cooking pots and pans, lantern with box, stove, propane bottle with hose and tree, tents, dish pans, etc.

### **13.3 Control of equipment**

**Personal equipment:** Each Scout is responsible for the purchase and use of his own equipment. It is strongly recommended that the individual equipment be labeled or etched with the Scout's name, initials and/or identifying mark to avoid disputes over ownership of similar items.

**Troop equipment:** The Troop Quartermaster is responsible for storage and control of Troop equipment. The Troop equipment is issued to the Patrol Leader, Assistant Patrol Leader or acting Patrol Leader, and is returned to the Troop Quartermaster in clean and usable condition.

### **13.4 Duties and responsibilities**

**Committee Quartermaster (Adult):** is responsible for:

- supervising the Troop quartermaster in the responsibilities of his duties;
- providing recommendations to the Troop committee on equipment purchases;
- overseeing one major project which the Troop Quartermaster must perform during his tenure;
- instructing the Troop in safe use of all Troop equipment, filling propane bottles and fire extinguisher.

**Troop Quartermaster (Scout):** is responsible for:

- Troop equipment, under the guidance of the committee quartermaster;
- ensuring that an accurate inventory of Troop equipment is maintained and that equipment is stored in a clean, neat and orderly manner;
- issuing equipment for use by individuals or patrols;
- ensuring that equipment is returned in a clean and serviceable condition;
- making recommendations concerning equipment and its use to committee quartermaster.

The Patrol Leader or Assistant Patrol Leader will be responsible for all equipment used by the patrol and will assure that it is returned in a clean and useable condition.

### **13.5 Safety considerations with equipment**

13.5.1 Chemical stoves and lanterns: The Troop will furnish compressed-gas (propane) stoves and lanterns for all camping trips. These items will be operated under the supervision of knowledgeable adults and in accordance with the Guide to Safe Scouting and the regulations of the camping trip facilities. A Troop fire extinguisher shall be maintained in the immediate area of all propane equipment.

13.5.2 Liquid or propane fueled heaters are prohibited at Troop camping functions.

13.5.3 Lanterns and/or stoves shall not be operated inside tents under any circumstances.

13.5.4 Patrol Leaders, under the supervision of their Assistant Scoutmaster, will hold patrol inspections for all Scouts of their patrol, attending an event, prior to departing the meeting place. Concerns with serviceability of a Scout's personal gear will be brought to the attention of the Scoutmaster. Scouts not in possession of personal equipment suitable for the conditions of the event will not be allowed to participate, i.e., rain or cold weather clothing, sleeping bag suitable for weather conditions.

13.5.5 All axes, saws and hatchets shall be kept in an approved sheath when not in use. The Troop quartermaster will ensure that only equipment which has the required safety sheath is issued.

13.5.6 Personal sheath knives are not authorized at any Troop activity.

### **13.6 Damage to equipment**

13.6.1 Willful damage to property is a violation of the Scout Law. "A Scout is trustworthy." Any Scout willfully damaging Troop, patrol or personal equipment will be subject to committee disciplinary action and afforded the opportunity to replace damaged equipment.

13.6.2 Accidental damage to equipment will be investigated by the Troop quartermaster under the supervision of the Adult Quartermaster. If determined the accident was the result of negligence, the negligent party shall be afforded an opportunity to replace the damaged equipment.

13.6.3 Gear damaged or worn through normal wear and tear will be replaced by the Troop as recommended by the Adult Quartermaster.

### **13.7 Gear needs for new Scouts**

13.7.1 A new Scout shall have a Boy Scout Handbook by his first meeting. The Scout should bring the handbook to all Scouting functions unless told otherwise by the Scoutmaster.

13.7.2 Uniform requirements as covered in The Boy Scout Handbook (See also section 4 of this BYLAWS, Troop Uniforms.)

13.7.3 Due to the cost of equipment, the purchase should be restricted to essential items until you confirm the level of your Scout's interest in outdoor camping. The following personal equipment items will be required at some time during a Scout's career. Discuss equipment purchases with the Scoutmaster and Scout before you make expensive purchases.

- sleeping bag rated to 0 degrees Fahrenheit or lower for winter camping.
- sleeping bag rated to 30-40 degrees F for other camping.
- mess kit to include plate, cup, spoon, fork and knife
- canteen/water bottle
- backpack, frame type is suggested
- flashlight with fresh batteries
- toilet kit with personal hygiene items to include toothbrush, toothpaste, comb, soap, bath towel, wash cloth, deodorant, etc.
- emergency toilet paper (aka special papers)
- sweater/jacket/sweatshirt
- poncho or rain coat (it usually rains)
- change of socks, underwear and outerwear (one set of clothes for each day plus an extra set just in case).
- personal first aid kit as described in Scout Handbook

13.7.4 It is Troop 229 policy that at least two boys will sleep in every tent. This fills safety requirements and promotes working together as a patrol. Troop 229 generally has enough tents to accommodate campers; however, Patrol Leaders shall make tent assignments. The Patrol Leader will adhere to the desires of his patrol for tenting arrangements as much as possible. Scouts desiring to use personal tents will be allowed to provide their own tent, but must be prepared to share their tent in accordance with BSA and Troop safety considerations.

13.7.5 Adults desiring to accompany the Troop on a camping trip may be able to use Troop tents on a first come, first served basis.

13.7.6 Later gear needs: As your Scout gets into Scouting activities, he will have some additional equipment needs. Eventually he could use hiking boots, pocketknife, rain/foul weather clothing, etc. Use your own good judgment. Only you know what you can afford. If you are planning to purchase camping equipment, check with our leaders first. They have a good idea of the best type of equipment our Troop uses.

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