

Parent's Guide to Troop 590



Troop By-Laws, Policies, and Procedures

Troop 590, Lake Helen, FL
Tuscarora District
Central Florida Council

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The By-Laws of Boy Scouts of America Troop 590 Lake Helen, FL American Legion Post 127

Intent

The purpose of this document is to define and formalize how Troop 590 is operated, and to define what is expected of scouts, leaders, and parents.

To provide for the safest environment for the participating scouts, and to be in compliance with National Boy Scouts of America Rules and Regulations, all adults having direct contact with the youth will be required to complete and pass Youth Protection Training, and maintain that training as required.

Purpose of the Boy Scouts of America

The purpose of the Boy Scouts of America is to promote, through cooperation with other agencies, the ability of youth to do things for themselves and others, and to teach youth patriotism, courage, self-reliance, and kindred virtues. In achieving this purpose, emphasis is placed upon the Boy Scouts of America's educational program and its oaths, promises, and codes for character development, citizenship training, and mental and physical fitness.

The Boy Scout Troop is a youth-run organization that utilizes the Patrol Method in developing youth leadership and socialization skills to instill self-reliance and self-confidence to face all of life's challenges.

Mission Statement and Values

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

The Boy Scouts of America is the leading youth program of character development and values-based leadership training. In the future Scouting will continue to:

- Offer young people responsible fun and adventure
- Instill in young people lifetime values and develop in them ethical character as expressed in the Scout Oath and Law
- Train young people in citizenship, service, and leadership
- Serve America's communities and families with its quality, values-based program

Troop Leadership

Adult Leaders

Chartered Organization Representative- the American Legion will appoint a liaison between Troop 590 and our chartered organization.

The Chartered Organization Representative is responsible for selecting a Scoutmaster and approving the selection of Assistant Scoutmasters and Troop Committee Members.

Troop Committee-Troop Committee membership is open to any adult concerned about the function and operation of Troop 590. An adult application must be completed and approved by the Chartered Organization Representative.

The Troop Committee meets the second Monday of each month at the American Legion Hall at 7:00 p.m. If there is any change in location, date, or time, the Troop Committee Chairperson will contact each member and advise them of the change. They will also have the change posted on the Troop website so any parents interested in attending will see the change.

The Troop Committee responsibilities include:

- Ensures quality leadership is recruited and trained.
- Provide adequate meeting facilities.
- Advise Scoutmaster on policies relating to the Boy Scout program and the chartered organization.
- Carry out the policies and regulations of the Boy Scouts of America.
- Guide Leaders in carrying out the Boy Scout program.

- Be responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtain and maintain Troop property.
- Provide adequate camping and outdoor programs.
- See that qualified adult leadership is assigned in case the Scoutmaster is absent or is unable to serve.
- Operate the Troop to insure permanency.
- Conduct an annual planning meeting to create a monthly schedule of activities for the Troop.
- At the request of the Scoutmaster, Troop Committee members may be asked to perform tasks to further the Troop, to include, but not limited to instructing Scouts, assisting with leadership at Troop activities, or performing other projects as requested by the Scoutmaster.

Troop Committee Chairperson-the troop committee will vote and elect a Chairperson, subject to approval by the Chartered Organization Representative. At the December monthly Committee meeting, nominations will be made and a vote taken to select the Chairperson for the next year. Should only one person be nominated, a simple show of hands vote will be conducted to confirm the majority of Committee Members approve the appointment. Should there be more than one nomination, a secret vote will be conducted to determine the majority winner. Should there be more than three nominations, a run-off secret vote may be required to ensure the winner has the majority of votes.

Responsibilities of the Troop Committee Chairperson

- Organizes the Committee to see that all functions are delegated, coordinated, and completed.
- Maintains close relationship with the Charter Organization's representative and the Unit Commissioner.
- Interprets national and local council policies to the Troop and ensures these policies are being followed.
- Works with the Scoutmaster in preparation of the agenda for the Troop Committee meetings.
- Presides at monthly Troop Committee meetings.

- Insures Troop representation at District Roundtable meetings.
- Recruits Assistant Scoutmasters, subject to committee approval.
- Secures qualified individuals for camp leadership.
- Arranges for charter reviews and recharter the Troop annually.
- Is selected by the committee subject to the approval of the Charter Representative.

Specific Positions within the Troop Committee

Secretary-the Secretary is selected by the Troop Committee Chairperson.

The Secretary is responsible for taking minutes at the Committee Meetings, and preparing the minutes for approval at the next meeting. The minutes approved by the Committee are the written record of decisions made by the Committee.

Treasurer-the Treasurer is selected by the Troop Committee Chairperson. The Treasurer is responsible for maintaining the financial records of the Troop. The Treasurer will present a monthly report at each Committee meeting.

Advancement Coordinator-the Advancement Coordinator is selected by the Troop Committee Chairperson.

The Advancement Coordinator is responsible for maintaining the advancement records of the Troop, and includes preparing reports as required by District or Council staff. The Advancement Coordinator is also responsible for acquiring the advancement patches, rank, merit badges, etc, that are presented at the Court of Honor.

Merit Badge Coordinator-the Merit Badge Coordinator is selected by the Troop Committee Chairperson.

The Merit Badge Coordinator is responsible for maintaining a list of approved Merit Badge Counselors, and directing Scouts to a specific Counselor to advise them on their merit badge choice. Should there be no local merit badge counselors for the desired merit badge, the Merit Badge Coordinator will contact the District Advancement Chairperson for referral to an authorized counselor.

Fundraising Coordinator-there may be more than one Fundraising Coordinator, and they are selected by the Troop Committee Chairperson.

The Fundraising Coordinator is responsible for the assigned activity, and may be assigned to more than one activity. For example, there may be a Fundraising Coordinator assigned to the Haunted House, one assigned to Popcorn Sales, and one assigned to Scout Show tickets, or one person could coordinate all events. Each Coordinator will present an update at each Committee meeting.

Scoutmaster-the Scoutmaster is selected by the Chartered Organization Representative. The Scoutmaster is a leadership position, and the individual must have the knowledge, skills, and abilities to lead and train the Scouts.

The Scoutmaster's responsibilities include:

- Works with and through responsible adults to give the Scouting program to the boys.
- Helps boys to grow by encouraging them to learn for themselves.
- Guides boys in planning the Troop program.
- Trains and guides youth leaders to run their Troop.
- Acts as the primary advisor to the Senior Patrol Leader.

Assistant Scoutmaster-there may be more than one Assistant Scoutmaster, and they are selected by the Troop Committee Chairperson, with approval from the Committee. The Assistant Scoutmaster is a leadership position, and the individual must have the knowledge, skills, and abilities to lead and train the Scouts.

At the Scoutmaster's discretion, Assistant Scoutmaster's may be tasked to a single assignment, or may be tasked to provide general assistance to the Patrol Leader's Council. An Assistant Scoutmaster may be assigned to more than one task. Any of the listed assignments may be retained by the Scoutmaster at his discretion. The number of Assistant Scoutmasters is limited to the number of responsibilities required, and only one Assistant Scoutmaster will be assigned to provide general assistance.

- An Assistant Scoutmaster will be assigned to each "New Scout" patrol. This position will work with a Troop Guide to assist the New Scout patrol with learning the Patrol Method of Scouting.

- An Assistant Scoutmaster may be assigned to coordinate logistics for the camping program. This position will work with the Patrol Leader's Council to implement any outdoor events chosen by the council.

- An Assistant Scoutmaster may be assigned as an Advisor to the Quartermaster.

- An Assistant Scoutmaster may be assigned to any Scouting related task as requested by the Scoutmaster.

- If an Assistant Scoutmaster transfers into Troop 590 from another Troop, his assignment will be based on the needs of the Troop. If there is not an assignment for the new leader, or a unique skill brought in, that new leader may be asked to wait until a vacancy occurs before he is given a position.

Merit Badge Counselors-the approval of Merit Badge Counselors lies with the District Advancement Chairman. An adult interested in teaching any of the merit badges completes an Adult Leader Application, a Merit Badge Counselor Application, and submits them both to the Troop Committee Chairperson. The Troop Committee Chairperson will forward the application packet to the District Advancement Chairperson at the next District Roundtable meeting.

Merit Badge Counselors agree to abide by the requirements set by the National Boy Scouts of America Office, which include the following: Any requirement must be met as stated in the current book. If the requirement says to demonstrate, the task must be done in front of the person signing it. If it says list, there must be a written list before the item can be signed. If the requirement isn't met, it cannot be signed off as complete. Items that involve a family discussion must be verified by a parent (the exact conversation can remain confidential between the family as long as the parent verifies the discussion took place).

Youth Leadership

Senior Patrol Leader-the Senior Patrol Leader is elected by a secret vote of the entire troop membership present at the meeting. To be eligible for Senior Patrol Leader, they must be at least First Class rank and have experience as a Patrol Leader, Assistant Senior Patrol Leader, Scribe, or Quartermaster.

Should only one person be nominated, a simple show of hands vote will be conducted to confirm the majority of Troop Members approve the appointment. Should there be more than one nomination, a secret vote will be conducted to determine the majority winner. Should there be more than three nominations, a run-off secret vote may be required to ensure the winner has the majority of votes. In the case of an exact tie, the Troop Committee will vote and determine the winner.

The Senior Patrol Leader has the following responsibilities:

- Must be able to attend Troop meetings and monthly activities (campouts, etc.)

- Must be able to attend PLC and Committee meetings
- Must be able to arrive early for Troop meetings
- Be willing to communicate with the Scoutmaster weekly to finalize meeting plans

- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and develop Troop spirit

Assistant Senior Patrol Leader-the Assistant Senior Patrol Leader can be appointed by the Senior Patrol Leader, or a secret vote election can be held. The Senior Patrol Leader has the option to select how his assistant is chosen.

The Assistant Senior Patrol Leader's responsibilities include:

- Must be able to attend Troop meetings and monthly activities (campouts, etc.)
- Must be able to attend PLC meetings
- Must be able to arrive early for Troop meetings
- Be willing to direct the troop quartermaster, scribe, Order of the Arrow Troop Representative, Historian, Librarian, and Instructors
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and develop Troop spirit

Quartermaster-the Quartermaster can be appointed by the Senior Patrol Leader, or a secret vote election can be held. The Senior Patrol Leader has the option to select how this position is chosen.

The Quartermaster's responsibilities include:

- Must be able to attend Troop meetings and monthly activities (campouts, etc.)
- Must be able to arrive early for Troop meetings

- Keep a current inventory of Troop dry goods box
- Store dry goods box and transport needed items to and from activities
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and develop Troop and patrol spirit

Scribe-the Scribe can be appointed by the Senior Patrol Leader, or a secret vote election can be held. The Senior Patrol Leader has the option to select how this position is chosen.

The Scribe's responsibilities include:

- Must be able to attend Troop meetings and monthly activities (campouts, etc.)
- Must be able to attend PLC meetings
- Must be able to arrive early for Troop meetings
- Take attendance and collect dues
- Keep a written record of business conducted at PLC
- Be willing to work with the Troop Treasurer
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and develop Troop and patrol spirit

Troop Guide-the Troop Guide is selected by the Scoutmaster and Assistant Scoutmaster(s). There will be a Troop Guide for each "New Scout" patrol.

The Troop Guide's responsibilities include:

- Must be able to attend Troop meetings and monthly activities (campouts, etc.)
- Must be able to attend PLC meetings
- Be at least First Class in rank

- Be willing to mentor the members of a new Scout patrol
- Prepare the new Scout patrol to participate in all troop activities
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and develop Troop and patrol spirit

Order of the Arrow (OA) Troop Representative-the OA Representative can be appointed by the Senior Patrol Leader, or a secret vote election can be held. The Senior Patrol Leader has the option to select how this position is chosen.

The OA Representative's responsibilities include:

- Must be a current and active member of Micconope Chapter
- Must be able to attend Troop meetings and monthly activities (campouts, etc.)
- Must be able to attend monthly Micconope meetings
- Promote upcoming OA Chapter and Lodge activities to the Troop
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and develop Troop and patrol spirit
- The appointment to this position is contingent upon approval of the Chapter Advisor (to confirm Scout is an active participant in the Chapter)

Instructor-there may be more than one Instructor. The Instructor can be appointed by the Senior Patrol Leader, or a secret vote election can be held. The Senior Patrol Leader has the option to select how this position is chosen. An Instructor may be appointed for teaching a specific task throughout the year, or a general instructor who can teach a variety of topics as needed by the Scouts.

The Instructor's responsibilities include:

- Must be able to attend Troop meetings and monthly activities (campouts, etc.)
- Must be able to arrive early for Troop meetings

- Be at least First Class in rank
- Be knowledgeable in various Scouting skills
- Be willing to teach Scouting skills to newer Scouts
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and develop Troop and patrol spirit

Patrol Leader-the Patrol Leader is elected by a majority vote of the members of the Patrol. The number of Patrol Leaders depends on the number of registered scouts. In general, there will be one Patrol for every 8-10 registered members.

The Patrol Leader's responsibilities include:

- Must be able to attend Troop meetings and monthly activities (campouts, etc.)
- Must be able to attend PLC meetings
- Must be able to arrive early for Troop meetings
- Plan and lead patrol meetings and activities
- Keep patrol members informed
- Prepare the patrol to participate in all troop activities
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and develop patrol spirit

Assistant Patrol Leader-the Assistant Patrol Leader is appointed by the Patrol Leader, from the existing members of his patrol.

The Assistant Patrol Leader has the same responsibilities as the Patrol Leader, and must be prepared to step in and perform any task assigned to the Patrol Leader when that leader is unavailable.

Patrol Leader's Council-the Patrol Leader's Council is comprised of all youth leadership within the Troop.

The Patrol Leader's Council is required to meet at least quarterly to plan the events of the Troop. The Scoutmaster and Assistant Scoutmaster(s) may attend the meeting, however they provide an advisor role only and do not run or direct the meeting.

The Senior Patrol Leader will represent the Patrol Leader's Council at the Troop Committee Meeting.

There are other positions available that are not leadership in nature, and may be appointed as deemed necessary by the Senior Patrol Leader with advice from the Scoutmaster. Some of those positions are: Librarian, Chaplain's Aide, Historian, and Webmaster. This list is not all-inclusive. If another position is added, it must be a position authorized by the Boy Scouts of America. Troop 590 cannot create a position that does not already exist within the Boy Scout program.

Participation

The Troop meets every Tuesday night at the American Legion Hall, starting at 7:00 p.m. on nights when school is in session. The time and location may be changed during times when school is on break. Any scheduled time or location changes will be noticed one month in advance to allow sufficient time to prepare.

If a meeting is changed due to an emergency or extenuating circumstance, the Patrol Leader will notify the Scouts by phone. The Scoutmaster or Assistant Scoutmaster will notify the Senior Patrol Leader, who will call the Assistant Senior Patrol Leader and all of the Patrol Leaders. The Assistant Senior Patrol Leader will contact the other youth leaders (Scribe, Quartermaster, etc), and the Troop Committee Chairperson. The Troop Committee Chairperson will contact the other adult leaders and Committee Members who regularly attend the meetings.

Participation in Troop activities is a requirement for advancement. To be considered an active participant, the Scout must attend more than 50% of the scheduled meetings and planned activities.

If there is a foreseeable problem with attendance, but the Scout still wants to be a Troop member (such as playing on a sports team that plays on Tuesday nights), the Scoutmaster or his designee can make exceptions on a case-by-case basis. The person who makes the exception will be the one who signs off the requirement in the Scout's book and will make a notation of the outside activity that may have caused interference.

Parents are welcome to attend the weekly meetings, provided they do not cause a distraction or disruption to the Troop function. If a parent decides to drop off their Scout, they will not be dropped off more than 10 minutes prior to the scheduled start time, and be present to pick them up at 8:30 p.m.

Should there be a discipline problem (see Code of Conduct Section), a parent may be required to attend the meeting if the Scout wishes to participate.

Parents are expected to transport their Scout to and from meetings, planned outings, and campouts. Parents are welcome to arrange car pools with other parents, however it is not the Troop Leadership's responsibility to transport Scouts to local activities.

If a Scout is elected or appointed to a leadership position, and they fail to meet the active participation requirement, they may be removed from their position and replaced. The Scout will be given one notice that he needs to improve his attendance prior to removal from a position. The Troop depends on the youth leadership to run the program, and that leadership must be active. If an exception is made to the active participation requirement, the Scout may not hold a leadership role until he is able to attend a majority of the activities again.

There will be scheduled family camping events during the year, however as a Troop utilizing the Patrol Method, the majority of the camping trips will be Patrol Method Campouts. During Patrol Method Campouts, only registered Troop Leadership and registered Scouts can attend. The Boy Scout program teaches self-reliance, and that cannot be accomplished if a parent is always present to take care of the Scout's needs.

Patrol Elections and Format

The Troop program year runs from October to September.

During the summer, the Scoutmaster and Assistant Scoutmaster(s) will meet to re-allocate the patrol rosters. This is done to keep Scouts of a similar rank together. Patrols function better if all Scouts are at the same level of learning.

Troop elections will be held during the second meeting of September. After the Senior Patrol Leader is elected by secret vote, and the Assistant Senior Patrol Leader, Scribe, and Troop Guide(s) are selected, the new Patrols will be announced. The Patrol lists will not be finalized until after the first election to prevent the youth leaders from all being selected from the same patrol and only leaving a few Scouts left to work as a Patrol for the rest of the year.

Once the Patrol List is announced, the Patrols will each elect a Patrol Leader by secret vote. The newly elected Patrol Leader will select an Assistant Patrol Leader.

The elected positions and new Patrol Lists will not take effect until the first meeting in October. Between the elections and the first October meeting, the new youth Leaders will meet with the out-going Leaders and “train” for their new role.

A “New Scout” patrol will be established for Scouts who are less than Second Class in rank. The New Scout patrol will have a dedicated Troop Guide and Assistant Scoutmaster to assist in learning the Scouting Program and the Patrol Method. There may be more than one New Scout patrol, depending on the number of new Scouts that join the Troop.

During the first meeting in October, the patrols will each come up with a Patrol Name, subject to approval by the Scoutmaster (to ensure they are appropriate and scout related).

If a new boy enters the troop, or transfers from another troop during the year, the Scoutmaster will assign him to a patrol based on his current skill level or to balance the number of boys in each patrol.

Should the Senior Patrol Leader position become vacant during the year, the Assistant Patrol Leader will assume the position. Should an appointed position (Assistant Senior Patrol Leader, Scribe, Quartermaster, etc) become vacant during the year, the Senior Patrol Leader may appoint a qualified person to fill that position.

Should the patrols become unbalanced during the year, the Scoutmaster may move Scouts to a different patrol, and add or remove patrols as necessary. Should the Scouts who change patrols have a leadership position within their old patrol, the Scoutmaster will address the issue with the Patrol Leader’s Council to determine their standing in the new patrol. If a new patrol is added, the members of that patrol will elect a temporary Patrol Leader, who will serve until the next scheduled election.

There may be circumstances when a number of Scouts need to hold a leadership position to advance in rank. If there is not enough auxiliary leadership positions to accommodate the Scouts, at the request of the Senior Patrol Leader, the Patrols may choose to hold another election in March, thus allowing two Patrol Leaders to serve during the program year. This additional election is only for the Patrol Leader positions, and the new Patrol Leaders may appoint new Assistant Patrol Leaders.

Advancement

The goal of a Boy Scout Troop is to provide a learning experience for its members, and to teach self-reliance. The Scouts are responsible for their own advancement, having it signed off in their books, and requesting a Scoutmaster

Conference and Board of Review. It is not the leader's responsibility to seek out the Scouts to advance.

Only the Scoutmaster and Assistant Scoutmasters can sign off on Rank Requirements. Only registered Merit Badge Counselors can sign off on Merit Badges. Any requirement must be met as stated in the current book. If the requirement says to demonstrate, the task must be done in front of the person signing it. If it says list, there must be a written list before the item can be signed. If the requirement isn't met, it cannot be signed off as complete. Items that involve a family discussion must be verified by a parent (the exact conversation can remain confidential between the family as long as the parent verifies the discussion took place). The Troop Leadership will work with the Scouts, however the Troop cannot modify any requirement that has been set by the Boys Scouts of America.

Scoutmaster Conferences can be held anytime, but are most commonly held before advancing to the next rank. An advancement Scoutmaster Conference can only be held after all of the requirements are signed off, or will be signed off during the conference. Once the Advancement Scoutmaster Conference is completed, they can contact the Troop Committee Chairperson to schedule a Board of Review. The Board of Review is not a re-test of the requirements, but an evaluation to ensure the youth completed everything to the listed standards. For example, they won't be asked to repeat a task, but may be asked who taught the task, where they completed it at, any challenges encountered, or any suggestions to make it easier for the next Scout to learn that same task.

Scouts with the rank of Scout through First Class can work on any requirement for those four ranks, in any order, however the lower rank must be earned before they can earn the next rank. For example, if everything for the First Class Rank is signed off, but the Scout has not received their Tenderfoot Rank yet, the Tenderfoot requirements must be completed, then the Second Class requirements, before the First Class Rank can be presented.

If the Scouts want a topic taught in a group setting, they should approach their Patrol Leader, who will present it to the Senior Patrol Leader with suggestions on where/how/when the training can be presented. The Senior Patrol Leader will locate and schedule someone to provide the training. If a Scout forgets their book during a group teaching session, he will be responsible for contacting the instructor at a later time to get it signed off. The instructors will not be seeking out the Scouts.

A Scout can work on any Merit Badge they choose, providing they seek a Leader's approval and the Merit Badge Coordinator's approval first. Upon receiving the request, the Merit Badge Coordinator will assist the youth in locating a registered/

authorized Merit Badge Counselor. The youth then has to contact the Counselor **BEFORE** starting to work on the requirements. The Merit Badge Counselors are held to the same standards and cannot mandate anything be completed unless it is a listed requirement. The Scout should expect to explain, list, or demonstrate every item in the requirements for that Merit Badge. If there is a conflict about a requirement, the Scout should contact a Leader for guidance. Although the Troop uses Merit Badge Worksheets, the Scout should read the Merit Badge book prior to starting work because the majority of the material to earn the Merit Badge is listed in the book. The Troop has a small library of books available if the Scout is unable to afford purchasing them.

Although National Boy Scout Policy allows for a parent/guardian/relative to sign off on a Scout's rank and merit badge requirements, it is the policy of Troop 590 that another adult be present and issues the test to the counselor's child, to ensure they are meeting the same standard as the other Scouts, and prevent the perception of favoritism.

Code of Conduct

The ultimate set of rules that govern the personal behavior of Scouts, Troop Leaders, and any adults that assist in the program, are the Boy Scout Oath and Boy Scout Law.

Any discipline for violating rules will be progressive in nature.

For the first offense, the Senior Patrol Leader will counsel the Scout.

For the second offense of the same nature, an Adult Leader will counsel the Scout.

For the third offense of the same nature, the Scoutmaster or Assistant Scoutmaster will sit down with the Scout and his parent to discuss how future violations can be prevented. If the third offense occurs during a campout or outside activity, the parent will be required to respond to take control of their Scout.

If the offenses continue, the Scoutmaster has the authority to suspend the Scout for a certain period of time, dependent on the severity of the offense. At the next Troop Committee meeting following the suspension, the Scoutmaster will present the facts of the incident to the Committee, and they will decide whether to allow the Scout to continue or ask him to withdraw from the Troop.

If there is more than 3 months between offenses, the violations will "time-out" and the next violation will be considered the first offense.

Boy Scout rules prohibit sheath/fixed blade knives. Boy Scout rules prohibit Scouts from possessing any weapons (not related to a shooting sports merit badge), or creating any weapons (carving pointed sticks, etc).

Incidents involving foul language or disruptive behavior should be brought to the attention of the Senior Patrol Leader immediately, or an Adult Leader if the Senior Patrol Leader is not close to the event.

Scouts are responsible for any personal property brought to any Troop Activity.

Scouts are responsible for the use and care of Troop equipment. Should damage occur to Troop equipment as a result of a deliberate act by a Scout, the Scout and/or parents will be responsible for replacing or repairing the equipment at the Scoutmaster's discretion.

Bullying and any form of hazing are strictly prohibited. A violation of either of these offenses may result in immediate suspension from the Troop (after the incident has been investigated and confirmed to have occurred). If the Troop Committee agrees with the investigation of the Scoutmaster or Assistant Scoutmaster, the Scout will be asked to withdraw from Troop 590. There is no tolerance for bullying or hazing in the Scouting program.

A Scoutmaster, Assistant Scoutmaster or Troop Committee Member who is not fulfilling his/her obligations or not abiding by the rules of the Troop Committee may be asked to resign by vote of the Troop Committee at a meeting fully and openly advertised in advance and to which all committee members have been invited.

If any parent or other concerned party has a grievance or complaint against Troop 590 or any of its members, they have the right to address it with the Troop Committee. The Troop Committee, led by the Troop Committee Chairperson will investigate the allegations and determine what corrective action (if any) must be taken. The corrective action determined by the Troop Committee will be considered final. Since the Committee's determination is final, it is suggested that any grievances be taken to the Scoutmaster first, prior to contacting the Troop Committee.

Finance

A Scout is Thrifty, and pays his own way.....The Scout is ultimately responsible for paying his share of the costs to participate in Troop activities.

The annual cost of dues is \$171.00 per year. In November the cost is \$116.00 (\$5.00 for dues and \$111 for recharter fees), and the remaining months are \$5.00 each. Dues are required whether the Scout participates during that month or not. Dues must be current for a Scout to receive any advancement, rank, or merit badges at the Court

of Honor. The cost for recharter is set by Council and is subject to change at their discretion. Adult Leaders are responsible for recharter fees but are not required to pay monthly dues. The current adult recharter fee is \$72.00.

The Troop will conduct fundraisers throughout the year to help defray the costs of the program. Parents are encouraged to help with the fundraising, as it will benefit them by reducing out of pocket costs throughout the year.

Fundraising activities are for the benefit of the Scouts and the Troop. Adults who participate in hour-based fundraisers generally do not receive direct benefit or an allocation of the funds, but assist for the good of the Troop and its members.

Through fundraisers, Scouts may add funds to their individual accounts until they turn 18 years old. Once a Scout turns 18, and no longer qualifies as a youth member, any funds remaining in their account may be used for scouting activities. If the Scout chooses not to remain with the Troop in an adult capacity, the Scout will determine how the remaining funds will be distributed. Some disbursement examples are donating the funds to the troop or to a specific Scout(s).

The Troop Treasurer will create an "account" for each Scout, to hold his fundraising dollars. Certain fundraisers, such as Popcorn sales or Scout Show card sales will go to the general fund of the Scout's account. Funds received from the Haunted House are restricted to Troop 590 camping activities only.

Should a Scout choose to leave Troop 590, any money in the Scout's general fund will be sent to the Scout's new unit. Any funds received from Haunted House will be forfeited, and re-distributed to current scouts at the direction of the Troop Committee Chairperson. General funds can only be transferred to another Boy Scout unit, and will NOT be given back as cash.

A Scout has three months after leaving to request the funds be transferred to another unit. A Scout has left the Troop when he or his parents indicate verbally or in writing that they want to leave, or when the Scout fails to recharter for the year. If a Scout does not request a transfer within the three month period, their Scout account is considered forfeited. At the regularly scheduled Troop Committee meeting following the three month period, the Committee will vote on the disposition of the forfeited funds. Potential locations could be to transfer the money to the general fund, scholarship fund, or camping fund (this list is not inclusive, but rather an example).

If there is a Scoutmaster or Assistant Scoutmaster that does not have a youth Scout in the Troop, they will have the option of participating in sales-based fundraisers (popcorn sales, camp card sales, luminary sales, etc). The Troop Treasurer will create an "account" for this (these) leaders, and these funds will be restricted to scouting

related activities and expenses only. Should this adult resign their position, any funds remaining in their account will be forfeited and returned to the Troop's general fund.

The Troop may encounter non-traditional fundraising activities, that aren't easily allocated because there are no "work hours" or sales involved. Prior to the start of the fundraiser, the Committee shall determine the purpose of the fundraiser. For example, if the fundraiser is for a specific event (summer camp), the income shall be applied to the total Troop cost of the event, thus equally benefitting all that participate in said event. If the fundraiser is not directed towards the general funding of the Troop, ten percent (10%) of the gross income will be directed towards General Funds, prior to distribution to the designated event.

In general, the Troop will set aside a portion of fundraising dollars to fund Troop equipment or other Troop needs. This percentage will be announced prior to starting the fundraising. Should the Troop Committee decide to change the percentage after the event starts, they can only lower the percentage (so more money would go to youth). The Troop Committee cannot reduce the Scout's percentage after the fundraising event starts.

Any Troop expenditure over \$50.00 will require a vote from the Troop Committee, unless the cost was pre-approved (such as reimbursing for camping food costs, and the costs are less than or equal the income received for that event).

Any request for reimbursement will require a printed or written receipt, and the name of the event will be written at the top, so the funds can come from the proper account.

Parents who are unable to afford a Troop Activity are encouraged to contact the Troop Committee Chairperson for assistance. Depending on the level of fundraising throughout the year, there may be "scholarship" money available to assist. These funds are limited and should only be requested if there is a dire need.

Camping or activity fees will not be refunded if the Scout does not attend the event, unless he cancels one week prior to the event. If the event/activity requires full pre-payment more than one week in advance, such as summer camp, the cancellation time is determined when the final payment is due to the provider.

The Troop Committee will determine who has signature authority for signing Troop checks. Two signatures are required for each check, however several persons will have signature authority in case one of the primary signers is unavailable.

When the Troop travels, normally as part of a long-term camp experience, expected travel expenses will be estimated and budgeted. The estimated travel

expenses will be averaged across everyone in the travel party, and will be required if participating in the event. Travel costs are in addition to the registration fees paid to the camp. Prior to the collection of any fees, the Troop Committee will approve the travel costs, and can modify them prior to implementation. Travel costs can include, but are not limited to: fuel for the vehicles driving to the event, meals eaten during the travel, snacks that are shared during rest stops, promotional items (personalized T-shirts), overnight camping stops, contingency funds, and any planned recreational activities. The Troop Committee has the authority to pro-rate the travel costs for exceptional circumstances, such as a Scout meeting the Troop at the long term camp, and not travelling with the group.

Vehicles transporting Scouts and Scouters to a long-term camp are expected to be in good mechanical condition. Vehicle maintenance and preventable repairs are the responsibility of the owner/driver (example, a bald tire that goes flat is the responsibility of the owner/driver). Non-preventable repairs may be paid by the Troop, if those repairs are within the amount budgeted as contingency (example, a flat tire resulting from a nail, providing the tire was holding air at the start of the trip). If the non-preventable repairs exceed the budgeted contingency amount, the Troop will initially pay for the repairs (to prevent the trip from being delayed), and the Troop Committee will determine if the owner should contribute part of the amount paid by the Troop.

Any Troop agreeing to participate in a Multi-Troop long-term camping event will be bound by Troop 590 by-laws relating to travel expenses. Prior to agreeing to combine planning efforts, the other Troop will be made aware of these by-laws, and will have the opportunity to discuss them with their Committee before committing to the Multi-Troop long-term camping event. Should the other Troop have an established set of by-laws that conflicts with these, a joint meeting will be held with both Troop Committees, and a joint resolution will be passed by both setting the terms and conditions of the Multi-Troop long-term camping event. This section shall not prevent another Troop from sharing a long-term camp site with Troop 590, and having their own set of travel costs and travelling as a separate unit.

When a Life Scout is planning his Eagle Project, the Troop may assist with the funding of the project. If requested by the Scout, and approved by the committee, the Troop may reimburse up to \$50.00 in matching funds for the project. In addition to the budget requirements listed in the Eagle Service Project Workbook, a copy of the budget and accompanying receipts should be presented to the Troop treasurer for verification, prior to the reimbursement being issued. A Scout must be an active member of the Troop for a minimum of 1 year to utilize this reimbursement.

Uniforms

The wearing of a uniform brings pride to the Scout. Troop 590 strongly recommends Scouts acquire a Boy Scout Uniform Shirt with the proper patches, however we will not discriminate against any Scout who wishes to participate without purchasing a uniform. The Troop frequently has a supply of used shirts that may be used by Scouts unable to afford a new one.

Scouts with Special Needs

Troop 590 will not discriminate against any Scout who meets the joining requirements as established by the Boy Scouts of America. The safety of all Scouts is paramount. With the requirement of two-deep leadership, if two Adult Leaders are not comfortable caring for a Special Needs Scout during Troop Activities, the Scout's parents may be required to assist in his care.

If parents are required to attend, it will be at their own expense. Parents will be required to pass Youth Protection Training and be subject to a Boy Scouts of America background check, similar to all other adult leaders.

Training

Basic Adult Training-The Boy Scouts of America provides training for individual positions within the Troop. An adult who is appointed to a position will complete the required position specific training, as determined by Boy Scouts of America National Policy, within 3 months of accepting the role. Leaders who hold a position at the time of this update will have six months to complete the required training.

Youth Protection Training is required prior to submitting any Adult Leader Application.

Advanced Training-The Boy Scouts of America provides opportunities for Scouts and leaders to receive additional training to improve leadership skills, and the Troop encourages this advanced training.

Provided Troop finances are sufficient, members may request scholarship funds to offset the cost of any advanced training that will benefit the Troop. If approved by a vote of the Troop Committee, the Troop may subsidize up to 50% of the training registration costs. The Troop will not pay for travel or transportation costs for advanced training classes.

Changes

These by-laws can be amended or updated at any time. If a change is proposed, it will be discussed during a committee meeting. At least two weeks prior to the next Committee Meeting, the Secretary will send out a mailed notice to all parents and Adult Leaders with a copy of the proposed change and the date/time of the next meeting where the vote will be made. At the second meeting, there will be an open forum where parents can address concerns with the changed policy. If the Troop Committee Chairperson foresees an extensive discussion, they can set a time limit that each parent is allowed to speak.

After input from the parents, the Troop Committee can either vote to accept the change or deny the change. If the change is accepted, it will take place immediately.

Ratification

These by-laws are ratified this 14 day of February, 2011 and shall take effect immediately. These by-laws will remain in effect, regardless of personnel changes made to the Troop Committee, Troop Committee Chairperson, or Chartered Organization Representative, unless changes are made using the above described procedures, or the Troop Charter is dissolved.

Rhonda Schmoyer
Troop Committee Chairperson

Carolyn Long
Chartered Organization Representative

Amendment #1

First reading 3/2/11, Approved 4/11/11

Table of Contents: Allowing for updates of page numbers without additional approvals.

Adult Leaders: Text added allowing Committee members to provide direct leadership at the request of the Scoutmaster

Patrol Elections and Format: Text added describing the filling of vacancies, rebalancing patrols, and multiple elections per year

Finance: Text added describing fundraising limitations

Training: Chapter added

Scouts with Special Needs: Text added describing expenses

Amendment #2

First reading 8/11/14, Approved 9/8/14

Finance: Text added describing how travel costs are calculated and multi-troop travel to long-term camping event travel costs.

Table of Contents: Page numbers updated after addition of new Finance text.

Amendment #3

First reading 1/11/16, Approved 2/8/16

Finance: Text added describing how a Scoutmaster or Assistant Scoutmaster can participate in sales-based fundraisers if they do not have a youth in the Troop.

Amendment #4

First reading 5/8/17, Approved 6/12/17

Finance: Modifying yearly cost, to reflect fee increase by National.

Finance: Allowing for updates of yearly cost, due to changes in National's fee, without additional approvals.

Finance: Text added describing Troop matching funds reimbursement for Life Scouts working on their Eagle Service Project.

Table of Contents: Page numbers updated after addition of new Finance text.

Amendment #5

First reading 11/13/17, Approved 12/11/17

Finance: Change Scout's new "Troop", to "unit".

Finance: Add timeline for requesting transfer of funds to a new unit.

Finance: Modifying yearly cost, to reflect fee increase by National/Council.

Amendment #6

First reading 8/13/18, Approved 9/10/18

Finance: Add definition and process for non-traditional fundraising activities

Table of Contents: Page numbers updated after addition of new Finance text.

Amendment #7

9/16/2020

Finance: Modifying yearly cost, to reflect fee increase by National/Council. Modification permitted via amendment #4.