

Troop 80 Bylaws

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Intent

The intent of this document, the Bylaws of Troop 80, is to broadly define and formalize how Troop 80 functions. It also serves to describe what is expected of the Scouts and their parent(s) and to supplement the normal Boy Scouts of America rules and guidelines. This document follows terminology found in Boy Scouts of America documentation.

Program Purpose

The purpose of the Boy Scouts of America is to provide boys an effective program designed to build the desirable qualities of character, to train them in citizenship, and to develop in them personal fitness. The objective is to help develop American citizens who:

- Are physically, mentally, and emotionally fit.
- Have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness.
- Have personal and stable values firmly based on religious concepts.
- Have the desire and the skills to help others.

- Understand the principles of the American social, economic, and governmental system.
- Are knowledgeable about, and take pride in their American heritage and understand America's role in the world.
- Have a keen respect for the basic rights of all people.
- Are prepared to fulfill the varied responsibilities of participating in and giving leadership to American society and in the world.

Organization of the Troop

The Troop consists of the Scouts, Scout Leadership, Troop Leadership (adult) and the Troop Committee. More detailed information about this Committee can be found in the Troop Committee Guidebook. *See also "Troop 80 How to Book"

Troop Committee

All registered adults are members of the Troop Committee and have voting privileges. Any adult may apply to be considered for an open position. The Committee will vote on adult applications for Troop Positions.

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.

The Troop Committee responsibilities are to:

- Assist the charter rep in selecting a Scoutmaster.
- Assists the Scoutmaster in recruiting Assistant Scoutmasters.
- 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.
- Authorizes the Quartermaster to Obtain and maintain Troop property.
- See that qualified adult leadership is assigned in case the Scoutmaster is absent or is unable to serve.
- Operate the Troop to insure permanency.

The Troop Committee Chairman

- 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.
- Sees that Leadership and Committee have training opportunities.
- Interprets national and local council policies to the Troop and ensures these policies are being followed.
- Works closely with the Scoutmaster in preparation of the agenda for the Troop Committee meetings.
- Calls, presides at, and promotes attendance at monthly Troop Committee meetings.
- Insures Troop representation at District Roundtable meetings.
- Secures qualified individuals for camp leadership.
- Arranges for rechartering the Troop annually.
- Is selected by the committee subject to the approval of the Executive Officer.

Troop Leadership

All appointed Troop Leaders are expected to provide an excellent program for their Scouts. They will not segregate themselves with other Leaders leaving the Scouts without assistance and programming for advancement. Having been appointed a Leader; all will work together in unity as a Troop.

Program development is the task of the Scoutmaster. The planning and conduct of Troop meetings and other activities is left to the Patrol Leaders Council (PLC), made up entirely of Scouts with guidance and counsel of the Scoutmaster and Assistant Scoutmasters.

The Scoutmaster

- Fosters concepts and themes of Boy Scouts of America.
- Works with and through responsible adults to give Scouting to boys.
- The Scoutmaster recruits Assistant Scoutmasters subject to committee approval.
- Helps boys to grow by encouraging them to learn for themselves.
- Guides boys in planning the Troop program.
- Provides adequate camping and outdoor programs with the help and support of the Troop Committee and Troop leaders
- Trains and guides boy Leaders to run their Troop.

Assistant Scoutmasters

Assistant Scoutmasters are typically assigned to a Patrol or Venture Crew and are responsible to the Scoutmaster in the following capacities:

- Serves as an advisor and resource person for the Patrol.

- Supports the Patrol Leader and Assistant with advice and counseling.
- Serves as the Troop Leader in the absence of the Scoutmaster.

Assistant Scoutmasters may also be assigned to a special function as needed.

Merit Badge Counselors

Any adult approved by the District Advancement Committee may be a merit badge counselor. Scouts are encouraged to ask adults with special skills to become counselors to assist the Troop.

The primary responsibility of the counselor is to ensure that each Scout has met all the requirements of the merit badge before approving the merit badge application ("blue card"). There is no time requirement for completing any merit badge other than before the Scout's 18th birthday. The Scout is expected to meet the requirements as stated – no more and no less. Furthermore, he is to do exactly what is stated. If the requirement states, "Show or demonstrate," that is what he must do. The same holds true for such words as "make," "list," "in the field," and "collect, identify, and label." The counselor cannot require more of a Scout than is stated. On the other hand, the counselor may suggest, encourage and help the Scout perform more, but must not require it.

Merit badge counselors must be men and women of good character, age 18 or older, and recognized as having the skills and education in the subjects for which they are to teach. All persons serving as merit badge counselors must be registered with the Boy Scouts of America.

There is no restriction or limit on the number of merit badges an individual may be approved to counsel for, as long as that individual is deemed qualified to teach said badges by the District Advancement Committee.

An approved merit badge counselor may counsel any Scout, including his or her own son, ward or relative.

Youth Membership

Any boy who has completed fifth grade or is 11 years old or has earned the Arrow of Light Award but has not reached his eighteenth birthday may apply for membership in Troop 80. If troop membership grows to a level where it strains the facility or leadership resources, then the Troop Committee will be consulted for approval. Priority will be given to Scouts who have or have had a sibling

or parent/guardian active in the troop. Boys that the Scouts themselves have recruited, then by Webelos bridging over to Boy Scouting and then transfers and walk-ins follow this. In the event that the Committee finds that the Troop is full and cannot accept any new scouts all due diligence will be exercised to place the scout/boy into another local troop.

Youth Leadership Positions

Leadership is required for advancement above First Class rank and the Troop offers several leadership opportunities for the Scouts. Each Scout should meet with the Senior Patrol Leader (SPL) and Scoutmaster to determine in which leadership position he can best serve the Troop.

The Patrol Leaders' Council sets the qualifications for Senior Patrol Leader and a Scout obtains Scoutmaster approval to run for election. He is elected by a majority of the Scouts registered in the Troop.

Patrol Leaders are elected by majority vote of the troop.

Uniform Requirements

Within six months of membership, it is expected that a Scout will have his full Class a uniform. The full Class a uniform consists of a Scout shirt with proper patches, Boy Scout bolo tie, a Troop hat, and Scout pants. A Class B uniform will consist of an informal Scouting shirt as directed.

Every newly registered Scout will receive his first Troop hat, book and red shoulder epaulets at no cost to him.

Each Scout will wear his uniform to scouting functions as instructed.

Participation

Troop Meetings and Activities

Each Scout is expected to attend a minimum of 2/3s (67%) of Troop Meetings and required activities. Attendance at non-required events will be added to the attendance records. The troop scribe will keep records and Scouts notified of their attendance monthly.

When unable to attend a meeting or activity, the Scout is expected to notify the Patrol Leader or Adult Advisor. If the Scout wishes an excused absence, he must get approval from the Scoutmaster. If a Scout fails to attend two meetings or two activities in a month's time, his parents will be contacted by the Adult Advisor/Scoutmaster to determine the cause. (need a statement here to replace deleted consequences of poor attendance.)

Voluntary Leave of Absence

A Scout may elect to take a voluntary leave of absence due to one non-Scout activity for one activity period during the Scouting year (e.g. sports, band, extended illness, etc.) Request for voluntary leave of absence must be provided in writing to the Scoutmaster. During voluntary leave, attendance for Troop meetings and activities will be excused and the Scout will not advance in rank. Any unexpected attendance during this period will be recorded. Dues payments will be required for the voluntary leave period.

Religious Services

When religious services are held at scouting events (e.g. District Camporees), all Scouts are expected to attend unless the parent has made prior arrangements for supervision during these services.

Code of Conduct

Code of Conduct for Scouts

The Scout will follow the twelve points of the Scout Law.

- Each Scout will have due respect for one another as well as all other personnel with designated authority.
- Each Scout will do his best and be cooperative with the adult and Scout leadership.
- Once the Scout reports to a Scouting function, he may not leave the function without the knowledge of an adult leader.
- Inappropriate material is not to be a part of any Scouting activity. Any registered adult may confiscate such material.
- In the absence of any written policy, common sense procedures will be followed.

At Troop functions any adult may speak with a Scout who is behaving inappropriately.

The adult leader(s) in charge of an event, at their discretion, may bar a Scout from a Troop function during the specific event for misconduct. Should this become necessary, the Scoutmaster and the parents must be notified. (Refer to Troop 80 Behavior Policy appendix a this document for additional information)

The adult leader(s) in charge of the event must meet* with the Troop Committee to discuss the following infractions:

- Deliberate destruction of, or damage to, Troop equipment or property belonging to someone else;
- Smoking;
- Striking, assaulting, or deliberate intimidation of another person;
- Continued disrespect of adult and/or Scout leadership;
- Any illegal activity;
- Possession of illegal substances including, but not limited to, drugs and alcohol;
- Possession of firearms or pyrotechnics; or
- Any other behavior or actions, which are harmful or destructive.

* A special committee meeting can be scheduled to discuss the above infractions.

The Troop Committee may defer any further disciplinary action to a Disciplinary Behavior Committee made up of registered adults and/or parents of Scouts of Troop 80 who are not directly involved in the specific infraction. This committee shall decide on a course of action, which may include, but is not limited to:

- No further action;

- Assignment of a coach/mentor

- Institution of a behavior contract;

- Suspension from some or all activities;

- Restitution; or

- Recommendation for dismissal

The Disciplinary Behavior Committee, bound by the principles of objectivity and confidentiality, will seek input from all parties involved including, but not limited to, the Scout, adult(s) in charge of the event, and additional sources with knowledge of the infraction. The Disciplinary Behavior Committee will meet with the Scout and parent(s) to inform them of their decision. If the Scout and parent(s) refuse or fail to appear before the Disciplinary Behavior Committee, the Scout may be dropped from the roster. All Disciplinary Behavior Committee findings and recommendations will be documented and reported to the Troop Committee. Dismissal requires approval of the Troop Committee.

If, at any time, a Scout or his parent(s) or guardian(s) feel they have been mistreated or unfairly judged, they may request a Troop Committee meeting in a timely manner to properly resolve the situation. This is also applicable if it is felt that the Scoutmaster, Assistant Scoutmasters or other adult leadership are not performing justifiably or appropriately.

Code of Conduct for Adults

All adults will show due respect for Scouts, approaching them as young leaders with an expectation of achievement and an assumption of character. The primary role of adults is to encourage Scouts to follow the Scout Oath and the Twelve Points of the Scout Law, while observing rules of safe conduct.

All activities will be in agreement with the Youth Protection Program of the BSA.

All interactions between adults and Scouts must be on a positive basis, being careful to keep comments on a constructive level.

Any adult observing unsafe behavior should take immediate action to stop said behavior. Any other inappropriate conduct should be addressed with the Scout privately as soon as is reasonable. If the behavior continues, or is a safety issue, the adult leader in charge should be notified.

Safety

- All activities must be supervised by a minimum of two adults and additional assistance as required. At no time is an adult to be alone with a Scout.
- Glass containers are strongly discouraged on hikes, campouts or Troop meetings.
- Scouts are not allowed to bring sheath knives to any Scouting function.
- Scout jackknives may be used only after a Scout earns his Totin' Chip card. Blades may not exceed 3" in length.
- A Scout will be allowed to use hand axes only after receiving his Totin' Chip card. Further, the Scout may only use the hand ax in a roped-off area designated as an ax yard, and only after having received permission and approval from an adult leader.
- A Scout should always bring his Totin' Chip card to all camp-outs, special events, and summer camp.
- Liquid fuel stoves, otherwise known as white fuel, and lanterns, can be a hazard and are to be used only under the direction of an adult.
- No open flames of any kind are permitted in tents.
- It is mandatory for the Troop to carry a first aid kit and medical forms on all events.
- All water activities will meet Boy Scouts of America Safety Afloat and Safe Swim Defense requirements. Supervision should include at least one person who is certified in CPR basic life support and one who is qualified in BSA Lifeguard, Red Cross Advanced Lifesaving or YMCA Senior Lifesaver.

Program

Objectives

The program is designed to achieve objectives in character development, citizenship training and mental and physical fitness based on the Patrol system using youth-oriented leadership under adult guidance.

Troop Meetings

Troop Meetings are scheduled weekly during the usual school year. Generally, when school is cancelled, there will be no Troop meeting. The Patrol Leader's Council will assign responsibility for Troop Meeting planning to the various patrols.

Activities

Activities are all events in which the Troop participates other than Troop Meetings. This includes campouts, hikes, service projects, fundraisers, etc. Attendance is required at these activities to ensure that the Scout receives the full benefit from his Scouting experience. Even activities that are strictly for "fun" help the Scout gain confidence and acceptance in the group. Most activities are specifically planned for the accomplishment of advancement requirements; naturally the Scout must be present to meet these goals. Ideas for the activities come from the Scouts themselves and new ideas are encouraged.

The overall program is developed annually at a planning conference directed by the Senior Patrol Leader. Monthly themes and events are chosen at this time. Each event is designated as to whether it is a "required attendance" or an "optional" event. This program is submitted by the Scoutmaster, in calendar form, to the Troop Committee for approval. The Patrol Leader's Council makes changes and additions, and the Committee is notified.

Activities away from the usual meeting place are to be coordinated by at least one Youth Coordinator under the guidance of an Adult Coordinator. The adult is responsible for registrations, adult supervision, tour permits, transportation arrangements, and necessary medical forms and for advising the Youth Coordinator. The Youth Coordinator is responsible for program planning, equipment, attendance, and plans for religious services, permission slips, and menus.

Food Purchases

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

Advancement

Purpose

Education is the chief function of the Scouting movement and the basis of the advancement program. A fundamental principle of advancement is that the boy's progress is a natural outcome of his activities. Rank requirements furnish the basis of Troop activities. In Boy Scouting, recognition is gained through leadership in the Troop, attending and participating in its activities, living the ideals of Scouting, and proficiency in activities related to outdoor life, useful skills, and career exploration.

Rank Advancement

The Boy Scout requirements for rank are the basis for the Scout's advancement. The four steps in Boy Scout advancement procedure are learning, testing, reviewing and recognition.

It is the responsibility of the Troop Committee to make sure that the program of the Troop is conducted in such a way that Scouts have an opportunity to advance.

To become a Boy Scout, a boy need only complete the initial joining items listed in The Boy Scout Handbook. When this has been done, the Scoutmaster will give him a certificate of membership and the Scout badge to be worn proudly on his uniform. Following that, there are six ranks: Tenderfoot, Second Class, First Class, Star, Life and Eagle.

Scout's Responsibilities

- Rank advancement is the Scout's responsibility.
- Attendance, as outlined previously, is required to advance.
- Scout spirit is required to advance and is defined in the current edition of the Boy Scout Handbook.
- It is the Scout's responsibility to contact the Scoutmaster for a Scoutmaster's Conference when all other requirements are met.

- It is also the Scout's responsibility to contact the Troop Advancement Chairperson for a Board of Review once the Scoutmaster's Conference has been completed.
- Unless informed otherwise, a Scout must wear his Class A uniform to his Scoutmaster's Conference and Board of Review and bring his Boy Scout Handbook.
- Any Scout not advancing with his peers may be summoned for a Scoutmaster or Troop Advancement Chairperson conference to determine the cause.
- It is the Scout's responsibility to review the requirements below for Eagle Scout's declaration and to follow guidelines of the Troop regarding beginning Eagle Scout Projects

Scoutmaster's Conference

The Scoutmaster's Conference is a meeting between the Scoutmaster, or designee, and the Scout. The intent is to review progress, solicit feedback, and to set goals for the future.

Board of Review

A Scout advances by doing things with his Patrol and with his Troop; with his leaders and on his own. The four steps of advancement are:

- A Scout learns;
- A Scout is tested;
- A Scout is reviewed; and
- A Scout is recognized.

The purpose of the Board of Review is not to retest the Scout, but to:

- Review what the Scout accomplished while working on the rank;
- Solicit feedback from the Scout regarding the program and his personal experiences; and
- Encourage the Scout to continue to advance.

Merit Badges

Earning merit badges gives a Scout the kind of self-confidence that comes from overcoming obstacles to achieve a goal. The detailed steps to follow in the merit badge program are outlined in the current "Boy Scout Requirements" book. The following summarizes those steps:

1. The Scout obtains a signed merit badge application ("blue card") and the name of the appropriate merit badge counselor from his Scoutmaster.
2. The Scout contacts the merit badge counselor to set up his first appointment, at which time the counselor should explain the badge's requirements to the Scout.
3. The Scout must have a buddy with him at each meeting with a merit badge counselor. A Scout's buddy can be another Scout; a parent or guardian; a brother or sister; a relative; or a friend.
4. The Scout and his buddy then meet, as needed, with the counselor until the Scout completes the requirements of the badge.

Eagle Projects

Life Scouts are expected to declare their intentions to strive to achieve Eagle Scout as soon as they come to a decision.

1. Notification must be made to the Scoutmaster, who will then attempt to aid the scout in the process selecting an Eagle Scout Advisor. The Scoutmaster and the Advisor will review with scout any remaining unfinished merit badge requirements. The Advisor will council the scout with regards to the requirements for his service project. As early as possible in this process the scout/advisor should request that the committee form and schedule a
2. Eagle Project Approval Board. On the scheduled date the Scout and his Advisor will be present (in uniform) and provide to the Board the following documentation:
 - a. Life to Eagle packet complete through planning phase
 - b. Written Approval of property owner if the project involves construction, landscaping, etc
 - c. Detailed (to the ½ day) work plan listing major and minor activities day by day during the term of the work portion of the project to include the start and end dates and all planned work days. We understand that outside projects are at the will of the weather please do your best to estimate your timing.
 - d. Detailed material list including cost/price
 - e. Financial summary showing planned donations/expenditures/funding
 - f. Planned manpower report listing total number of volunteers and or paid laborers.
 - g. Safety sheet is to be completed for all Eagle Projects addressing any conditions that MIGHT be considered hazardous.
 - h. Signed Permits and waivers as required.

Recommendation: Plan for 3 weeks minimum (4-5 Weeks Ideally) between the time of your request for a Project Review and the Planned Start date at your jobsite. This will allow adequate time to address any unplanned items to surface during your review with the board. Also realize that signatures from council have been known to take 1 week or longer depending on events that are not under the Troop's control. Be Prepared!

Patrols

Purpose

The Patrol is the basic unit of Scouting. It is more important than the individual because teamwork and cooperation are necessary to develop leadership skills and accomplish goals. It is more important than the Troop because the Troop cannot function without strong Patrols. Its purpose is to find the best way to help Scouts achieve their goals by providing friendship, support, and encouragement. Each Scout has an important role within the Patrol; each Patrol has an important role within the Troop. Leadership and teamwork are also promoted by the Patrol method.

Membership

The SPL and PL positions are filled by annual elections of the general troop membership. The elections are normally held near the beginning of the new scout year. The SPL selects his ASPL's. Each Scout is assigned by the SPL to membership in a Patrol unless he is the Junior Assistant Scoutmaster, Senior Patrol Leader, or Assistant Senior Patrol Leader. Each Patrol will elect, from its members, a Patrol Leader. . These elections are held at the discretion of the Scoutmaster and Patrol Leaders Council. The Patrol Leader may appoint an Assistant Patrol Leader and other positions as necessary. The Scoutmaster and Senior Patrol Leader appoint the Troop Guide.

SPL, Patrol Leader and Troop Guide Requirements

The SPL (and/or his assistants) and Patrol Leaders (and/or their Assistants) and Troop Guides are required to attend monthly Patrol Leaders Council meetings. Either the SPL (and/or his assistant) and either the Patrol Leader or his Assistant must attend every troop meeting or receive an excused absence. A Senior Patrol Leader with two consecutive unexcused absences or an inactive status may be asked by the Scoutmaster to resign from the position. With Scoutmaster approval, the Senior Patrol Leader may remove Scouts from Troop Leadership positions if they are inactive or have two consecutive unexcused absences.

Patrol Meetings and Activities

Patrols are expected to meet regularly at Troop Meetings or off site. All Scouts are expected to attend Patrol Meetings and activities. As with Troop Meetings, a Scout must notify the Patrol Leader if he will not be able to attend a Patrol Meeting or activity. If a Scout fails to attend two consecutive Patrol Meetings, the patrol leader will notify the SPL and Scoutmaster, to allow them to discuss this with the scout.

Venture Crew Program

Purpose

The "High Adventure" Crew (HAC) has been formed to provide a program for the older Scouts to further develop leadership and advanced skills in high adventure activities.

Membership

A Scout must be 13 years of age and at least of 1st Class rank before being considered for membership in Crew. In addition, he must demonstrate maturity, be recommended by the Crew Advisor/Assistant Scoutmaster. Any interested adult leader is eligible to join the program as well.

To remain a member of the Crew, a Scout must maintain a 2/3s (67%) attendance record in both Troop *and* Crew functions. Members are not, however, required to take part in every Crew activity. Members of other Troops may be invited to join our activities, subject to the same age/rank requirements, plus the approval of the Venture Assistant Scoutmaster.

Leadership

This section intentionally left blank. It will be added before the final draft after it has been submitted by the crew.

Recognition

Intentionally blank (see above)

Crew Meetings and Activities

Meetings will typically be held or as required for upcoming activities. Activities are chosen by the active Crew of Scouts and adults, and will remain within the guidelines of the BSA Venture/Varsity program. Fundraising projects may be adopted for certain activities, subject to Troop Committee approval.

Parents' Responsibilities

- Parents are expected to annually review these bylaws. The attached slip must be signed and returned.
- Parents are responsible for transporting Scouts to and from meetings and outings. For purposes of safety and consideration, parents are expected to be prompt.
- Parents are expected to be present for the last 15 minutes of Troop meetings for announcements and other administrative details.
- Parents are encouraged to give the Scout opportunities to earn the money for dues, activities, and uniforms.
- Parents are expected to volunteer their time in Troop activities such as outings, fundraisers, and service projects.

Finances

Budget

The Scoutmaster, Crew Advisor, and Quartermaster shall submit a budget for the new Scout year to the Troop Committee for approval. The Treasurer is the executor of the budget and reports monthly to the Troop Committee.

Dues

Dues are a primary source of income. Dues cover the Scout's registration, Boy's Life Magazine, insurance, advancement and achievement materials, and reservation fees. The Troop Committee decides what portion of the Troop expenses dues, fundraisers, and individual expenses will cover. The Troop Committee decides on the dues amount, payment schedule, and collection method. Dues are currently payable once per year usually during February preferably by personal check or money order.

Fundraisers

The purpose of Troop fundraisers is to buy equipment and supplies for the Troop, and to meet other budget requirements as established by the approved budget plan. The Troop Committee will establish target for fundraiser profits when the fundraiser is approved. . Please see the fundraising chairperson(s) for info on how you can help. Participation of all scouts is needed and required.

Fundraising for Scout Camp and Other Major Activities

[intentionally blank - to be added at a later date]

Troop Equipment

General

All Troop equipment must be signed out by the Quartermaster or the Quartermaster's Assistants prior to being used by a Patrol. The Quartermaster will maintain a list of Troop owned equipment and will check to see that all equipment is in proper working order.

Troop equipment may be used only at Boy Scouting events. The Troop Committee must approve any exceptions in advance.

Other (note: this section to be moved to info packet)

- The Boy Scout Handbook, a notebook, and a writing instrument are to be brought to every Troop meeting, camp-out, special event, and summer camp.

- *Ste Theresa's* property will be utilized with respect. Remember that it is through this facility that we are able to meet as a Troop.
- No food or beverage will be allowed during Troop meetings (except for special occasions).
- Personal items lost, stolen, or damaged at Scouting functions are not the financial responsibility of the Troop, the Troop Committee or the sponsoring organization.
- Contact the Scoutmaster if financial hardships interfere with a Scout giving his fair share.

Troop 80 Bylaws

The Bylaws of Troop 80 identified herein have been adopted by the Troop Committee and may be amended/revised as necessary.

The Scout and his parent(s) must read the Bylaws.

We have read the Bylaws of Troop 80 and agree to abide by them.

Scout

Date

Parent/Guardian

Date

Please Detach and Return