

Boy Scouts of America
Troop 628
Preamble & By-Laws

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On The “Interested Parties”

The “Interested Parties” are composed
of the following:

The
Sponsor

The Executive Committee

The Committee

The
Scoutmaster
&
Assistant Scoutmasters

The Advisors & Helpers

The Parents

The Patrol Leadership Council

The Scouts Themselves

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The Hierarchy of Concepts

Philosophy:

Applies to the Interested Parties

By-Laws:

Govern the Formation,
Membership, Duties,
Responsibilities, Elections &
Conflict Resolution of the committee
and Executive Committee

Operating Policy:

The Standing Rules

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Definitions:

BSA: Boy Scouts of America

PLC: Patrol Leaders' Council

Consists of Senior Patrol leader, Patrol leader(s), Assistant Patrol leader(s) and any other boy held offices.

The Troop Committee: All registered adults.

The Executive Committee: Article III, section 2

On The Committee

The troop committee, with the concurrence of its sponsor, will govern its actions by a set of by-laws (ref. "by-laws") which will include a democratic mechanism for determining the make-up of the Executive Committee so that the views, attitudes and values of all "interested parties" are considered.

The by-laws will provide for a set of operating policies or standing rules which must be reviewed and reconfirmed by the new Executive Committee each year.

The Executive Committee is responsible for making sure that the scouting program is being offered.

In this respect the Executive Committee has two key jobs:

1. To select the best possible person as Scoutmaster and periodically review his/her performance.
2. To support the Scoutmaster with whatever assistance is needed for the troop program.

The Executive Committee will use the "Troop Committee Guidebook" as the guideline on matters not covered in the by-laws. It is noted that the only "power" statements in this guidebook direct themselves to the review and approval of the long range and monthly program plans and the "supervisory" relationship of the Committee Chair with respect to the Scoutmaster. All other descriptions of relationships, including the Committee Chair and Scoutmaster, are in positive, supportive, solicitous terms. Resolutions of conflicts between the parties will be resolved by a democratic process within the committee. The overall best interest of the troop program and participants must be considered.

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The leadership style of the Executive Committee, with respect to the Scoutmaster, will be one of support and with respect to the adult community. The Executive Committee will be solicitous of input in setting the operating policy and major conflict resolution.

On Scoutmaster Leadership

The Executive Committee expects that the Scoutmaster, during the process of developing and working with the boy leaders for the purpose of planning and executing the troop program, will assure that the weaknesses of the boy leadership do not degrade the quality of the overall program visible to the troop. He will not, however, through his/her own decision making and direction setting, usurp the opportunity for the boys to develop their leadership skills.

On The Program

This troop will provide a broad program that addresses the needs and desires of senior scouts, intermediate scouts, and beginning scouts. It is expected that this will be achieved through the organization and use of assistant Scoutmasters and adult advisors to coach and direct the Patrol Leadership Council in designing the programs.

Since the basic theme of scouting is to encourage scouts to grow in citizenship, character, and personal fitness through a series of learning experiences, it is expected that the program presented to the Executive Committee for approval will contain the organized opportunities for advancement and merit badges (i.e., merit badge classes, etc.). The troop program via the Scoutmaster's leadership will facilitate and motivate advancement by clarifying requirements for beginning and intermediate levels and giving positive feedback for achievement. The troop program will develop its own boy leaders as well as provide for "organized play".

On The Boys

All of the boys have a responsibility to be contributors to the success of the troop. Joining the troop carries an obligation to grow in citizenship, character and personal fitness by participating in the programs and activities.

This responsibility falls more heavily on the Patrol Leaders' Council (PLC) and the more senior scouts. They are the principal planners and implementers of the troop program. They can be the advisors of the junior scouts. They should be positive role models for the junior scouts.

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The Patrol Leaders' Council (PLC) has a responsibility to scouting and the troop to address the boys whose actions are destructive to the success, well-being and normal functioning of the troop's activities. This is to be accomplished through a formal disciplinary process organized and run by the boys with adult advice and council. (Refer to Article 9 in the by-laws).

On Behavior and Discipline

We recognize that the discipline for inappropriate behavior as well as positive motivation is required for the normal functioning of a troop.

It is the responsibility of the Executive Committee to supply to the Scoutmaster and troop a disciplinary process. (Refer to Article 9 of the by-laws).

It is the responsibility of the Scoutmaster working through the Executive Committee to use this process where applicable.

This process should consistently convey the message that unacceptable behavior will suffer its natural consequences. It is important that these natural consequences follow the unacceptable behavior in a timely manner.

In order to maintain consistency, the Executive Committee disciplinary process will be operationalized through a standing subcommittee on troop discipline that interprets and applies the philosophy, by-laws, and operating policy of the troop. (Article 9 of the By-Laws)

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BY-LAWS

ARTICLE 1 - ORGANIZATION

The Boy Scout troop adopting these by-laws shall be Troop 628, Orange County council, Saddleback District.

The sponsoring institution of this troop is the Lake Forrest Community Association.

This troop is chartered by and exists under the by-laws of the Boy Scouts of America and is a nonprofit organization

ARTICLE 2 - PURPOSE & PHILOSOPHY

The purpose of this troop is to develop, promote, encourage, and further the understanding of the ideals and principles as taught by the Boy Scouts of America.

ARTICLE 3 - COMMITTEE MEMBERSHIP

Section 1 - Membership Applicability

The only formal membership rules for the interested parties shall apply to Committee Members. Each family is strongly encouraged to have at least one registered adult. Executive Committee Members must be registered with the Boy Scouts of America (BSA).

Section 2 - The Executive Committee

The formal voting positions for the Executive Committee shall be composed of the following 13 officers:

Executive Committee Chairman
Executive Committee Vice Chairman
Secretary
Treasurer
Advancement

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Camping/Transportation
Fundraising
Membership
Recognition Coordinator
Quartermaster
Special Projects
Scouting Liaison
Scout Account Coordinator

The Executive Committee may have advisors who are non-voting.

Section 3 - Good Standing

An Executive Committee member is in good standing and has voting rights within the Executive Committee at all times unless he/she resigns his/her position or is removed for non-performance of his/her responsibilities by vote of 7 or more members of the Executive Committee.

Section 4 - Replacement of Executive Committee Members

The Executive Committee will nominate and elect interim replacements by a vote of 7 or more members of the Executive Committee.

ARTICLE 4 - OPERATING POLICY (THE STANDING RULES)

The Executive Committee will establish and maintain a set of Operating Policies (The Standing Rules) directed towards the management of the troop's activities and actions. This set of policies will expire at the end of the term of the Executive Committee. The Operating Policies will be reviewed and readopted and/or modified by the new Executive Committee in the first quarter of its term.

ARTICLE 5 - EXECUTIVE COMMITTEE VOTING & QUORUMS

Section 1 - Approved Motions

It shall take a simple majority of a quorum to approve all other items; a quorum being defined as 50% or more of the Executive Committee as defined in Article 3, Section 2.

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Section 2 - Amendment of Preamble

It shall take an approval vote of at least 7 members of the Executive Committee to amend the Preamble of the by-laws.

Section 3 - Amendment of By-Laws

It shall take an approval vote of at least 7 members of the Executive Committee to amend the by-laws.

Section 4 - Open Voting

The Executive Committee at its option only, with four concurring votes, may open an issue to the parents at large for voting and resolution. The time, place and technique is to be determined by the Executive Committee consistent with Article 5, Section 6. The vote is binding on the Executive Committee. A simple majority of those voting determines the outcome. There will be one vote per family.

Section 5 - Creating & Amending the Operating Policy
(The Standing Rules)

Operating Policy is created and amended by a Standing Rules Committee consisting of the members of the Executive Committee, the Scoutmaster and non Executive Committee Assistant Scoutmasters. It shall take a simple majority of the Standing Rules committee present and voting to create or modify the "Standing Rules".

Section 6 - By-Laws, Operating Policy & Open Votes - Voting Process

All votes on the By-Laws, Operating Policy and Open Votes must take place at a formal committee meeting. Notification will be given to the Executive Committee Members and/or Scoutmaster and Assistant Scoutmasters of a "By-Laws" and/or "Operating Policy" vote at least two weeks prior to the meeting. This notification will include the parents on "Open Votes".

Section 7 - Proxy Votes

Votes may be cast by proxy by committee members or spouses. In all cases the proxy will be written, and is in effect for an entire meeting and can be counted as constituting part of a quorum. In no event can a person vote more than one proxy.

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ARTICLE 6 - CREATION & TERMS OF EXECUTIVE COMMITTEE

Section 1 - Eligibility too Vote for the Executive Committee

The Executive Committee is reconstituted once a year by a simple majority of the voting parents (Legal guardians) of the scouts on the troop roster as of February 1st. There will be one vote per family.

Section 2 - Elections

The elections will take place in February by formal, written ballot, on a position by position basis. The mechanism is at the discretion of the Executive Committee. Two weeks prior notice is required.

Section 3 - Term of the Committee

The 1 (one) year term of the Executive Committee is from March 1st to the last day of February.

Section 4 - Financial Responsibility

The books must be balanced at the end of the term or change of the Treasurer position.

ARTICLE 7 - SCOUTMASTER / ASSISTANT SCOUTMASTER
APPOINTMENTS/REMOVALS

Section 1 - The Terms of The Scoutmaster/Asst. Scoutmaster

Terms will be 1 (one) year commencing April 1.

Section 2 - Appointment of Scoutmasters & Asst. Scoutmasters

Appointments are approved and renewed by a simple majority of a quorum of the Executive Committee.

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Section 3 - Removal of Scoutmaster & Asst. Scoutmasters

Removal of the leaders takes place by:

- 1) Not renewing the appointment at the end of the term;
- 2) By an approval vote of at least 7 members of the Executive Committee during the term; or
- 3) By an "Open Vote" to the parents at large. Written notification must be given 2 (two) weeks prior to the vote.

To disseminate the reason or not is determined by the Executive Committee depending on circumstances.

ARTICLE 8 - EXECUTIVE COMMITTEE MEETINGS & RULES

Section 1 - Executive Committee Meetings

The Executive Committee shall hold monthly meetings at time and place of its choosing.

Section 2 - Executive Committee Rules

The Executive Committee meetings shall be governed by Robert's Rules of Order when not provided for in the Troop By-Laws and/or National Boy Scouts Rules.

ARTICLE 9 - DISCIPLINARY PROCESS

The PLC (Patrol Leaders' Council) will provide a disciplinary process. Those items judged by the Scoutmaster or a designee as inappropriate for the PLC disciplinary process will be reviewed by an adult disciplinary subcommittee.

The Executive Committee will appoint this subcommittee consisting of 5 (five) registered adults to review and rule on discipline cases. The rulings are not subject to approval of the committee or Executive Committee. In no case shall an adult rule when their own child's behavior is at issue. The Scoutmaster or designee should attend and participate in the process, but cannot be a voting member of the subcommittee. A 3/5 vote of the subcommittee determines the outcome.

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OPERATING POLICY (THE STANDING RULES)

1. Troop meetings will be held on Wednesday night at 7:00 pm unless directed otherwise by the Scoutmaster or his representative.
2. For the purpose of rank advancement, a scout will be evaluated based upon BSA guidelines.
3. The Patrol Leaders' Council (PLC) will organize and run the troop meetings.
4. Class A shirt and neckerchief are required at all regular troop meetings. Campout attire to be determined by the tour leader.
5. The Troop Leader elections shall take place on the Wednesday closest to May 15th and November 15th each year. Leadership training will occur before leadership positions begin. The terms will be June 15th through December 14th and December 15th through June 14th.
6. For purposes of planning the scouting program, an annual planning meeting will be held in August. The planning year will be from October 1 through September 30.
7. The annual troop program should include outdoor programs, courts of honor, S.O.D. and attendance at Camporee and Scout-O-Rama. The troop shall also seek to be a "quality unit" each year.
8. The Troop will strongly encourage adult volunteers to attend the Adult Leadership Development courses and Youth Protection Training on a continuing basis.
9. Local, National or International Tour Permits will be filed at the council office before all trips or campouts and patrol overnights.
10. Signed permission/medical release forms will be in the possession of the tour leader prior to departure.
11. Non-scout members on camping trips are permitted only on designated family camps, with the permission of the adult in charge as named on the tour permit and the Scoutmaster or Assistant Scoutmaster.

At designated family camps the conduct of non-scouts will be the responsibility of the inviting family. No guest will be allowed without the sponsorship of an adult. It will be the sponsoring adult's responsibility to provide and maintain permission slips and medical release forms for their guest(s).

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12. Volunteer drivers between the ages of 18 & 21 must submit evidence of suitability for consideration, to the Camping/Transportation Chairman:

- A. License and driving questionnaire
- B. Insurance in accordance with National BSA guidelines
- C. Parental consent

The Camping/Transportation Chairman shall then request Executive Committee approval on a per driver basis. Only Executive committee approved volunteers shall be allowed to drive.

13. Volunteer drivers transporting non-family member scouts and/or troop equipment may submit requests for reimbursement at .10/mile. The driver pulling the troop trailer is reimbursed at .25/mile.

14. The fee to join Troop 628 is \$85.00. This fee includes initial registration, one year's subscription to Boy's Life and troop T-shirt. Annual renewal will be required thereafter.

15. Executive Committee is authorized to create an advance cash fund for a specific activity. An annual budget will be approved.

16. All Troop income will be deposited directly into Troop accounts.

17. All purchases will be from an authorized fund.

18. Money collected from members for an activity will be itemized on a collection sheet.

19. All requests for reimbursement will be in writing. Treasurer is authorized to devise a form to simplify the procedure.

20. Two non-related Troop Committee member signatures will be required on all check disbursements. Signature Authorization cards will be approved by the Executive Committee.

21. Funds maintained in individual Scout accounts may be used for BSA related expenses. Scouts no longer registered with Troop 628 may apply for reimbursement of BSA related expenses from said funds. Said funds not used within six months of failing to re-register with Troop 628 revert to the Troop 628 general fund.

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TROOP 628 EXECUTIVE COMMITTEE POSITIONS & DUTIES:

Executive Committee Chairman

1. Chairs Executive Committee meetings to Robert's Rules of Order.
2. Makes agenda for Executive Committee meetings.
3. Makes sure the Executive Committee members & Scoutmaster do their jobs.
4. Schedules the annual planning meeting.

Executive Committee Vice Chairman

1. Fulfills the duties of the Chairman in the event of his absence.
2. Assures Troop representation at monthly District Roundtable.
3. Coordinates Troop participation at District Webelos transition fair.
4. Coordinates annual youth viewing of "A Time To Tell."
5. Ensures annual charter review and re-chartering of the Troop.

Treasurer

1. Keep properly balanced the Troop's checking and savings accounts as well as our Scout House account.
2. Lead in the preparation of an annual troop budget.
3. Keep the Troop on budget as set down yearly by the Executive committee.
4. Disbursement of funds as approved.
5. Updates bank signature cards as necessary.
6. Maintains accountability of Scout House debit cards.

Secretary

1. Takes minutes at the Executive Committee meetings.
2. Keeps a record of all Executive Committee meetings for future reference.
3. Writes and mails letters for the Executive Committee as necessary.

Quartermaster

1. Responsible for the care, maintenance and periodic safety check of Troop equipment.
2. Prepares annual plan for purchases and presents the plan to the Executive Committee for the purchase of equipment.
3. Buys equipment as necessary; provides an annual budget to the Executive Committee at the beginning of each fiscal year.

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Camping/Transportation Chairman

1. Makes reservations for all camping functions.
2. Files tour permits for all scout functions.
3. Keep a running record of all camping awards for the boys.
4. Keep current records on vehicles, drivers' licenses and insurance.
5. Help arrange transportation for all scout functions.

Fundraising

1. Oversees the fundraising efforts of the Troop.
2. Communicates with and promotes to the scouts the various money earning opportunities.
3. Oversees troop participation in Scout-o-Rama ticket sales and Trail's End Popcorn sales.

Recognition Coordinator

1. Organizes of all potluck dinners.
4. Coordinates providing refreshments at Eagle Courts, courts-of-honor and parent's night.
5. Oversees phone communication with/to the adults.
6. Coordinates Eagle Board by working with parents of Eagle scouts for Eagle Court

Scouting Liaison

1. Acts as the liaison between the club (our sponsor) and the Troop.
2. Makes all room reservations with the club.

Advancement

1. Keeps current records of all advancements in the Troop:
 - A. Merit badges
 - B. Rank advancement
 - C. Leadership positions
2. Attend Troop meetings to facilitate the boys in the receiving of their awards.
7. Pick up awards and get them to the boys at the Troop meetings.
8. Maintains history, by term, of the boy leadership.

Scout Account Coordinator

1. Keeps current records of each scout's account.

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2. Coordinates purchase and sale of scrip.
3. Provides monthly status/reports of the boys' accounts.

Membership

1. Maintains and distributes current Troop roster.
2. Assists the Troop in recruitment of new scouts.
3. Coordinates welcome packages for new scouts and their families. Materials to be provided include brochure, neckerchief, patrol patches and red epaulets.
4. Maintains the Troop Uniform Supply.

Special Projects

1. Coordinates the success of special projects as identified by the Troop.
2. Oversees Troop participation in District projects such as: Friends of Scouting; Scout-O-Rama activities, Trail's End Popcorn sales; Scouting For Food and Webelos Transition Fair
3. Creates and coordinates an annual Service product for the LF Beach and Tennis Club.

Note

- ☐ All Executive Committee members are respectfully requested to attend as many meeting as possible so that we have a quorum to conduct business.
- ☐ The Troop Executive Committee is responsible for making sure that the scouting program is being offered. In this respect the Executive Committee has two key jobs:
 1. To select the best possible person as Scoutmaster and periodically review his/her performance.
 2. To support the Scoutmaster with whatever assistance he/she needs for the troop program.