

BOY SCOUTS OF AMERICA

TROOP 201



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BURBANK, CALIFORNIA

TROOP BY LAWS

CHARTERED BY
MAGNOLIA PARK UNITED METHODIST CHURCH

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Adopted by Troop Committee on: July 9, 2002
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Boy Scout Troop 201 is chartered by Magnolia Park United Methodist Church, 2828 Magnolia Boulevard, Burbank, California 91505.

These guidelines are to insure that every Scout, their parents, the charter organization and the Troop leadership understands the operations of Troop 201. They are not intended to lessen any of the Boy Scouts of America policies or procedures, but to clarify the Troop's operation and supplement the "BSA Troop Committee Guidebook".

The Troop Committee administers these guidelines and only the Committee can change or alter them.

1) ORGANIZATION

Troop 201 is a boy-run troop as described by the Boy Scouts of America. The boys shall plan the Troop activities and meetings through the Patrol Leader Council (PLC), which shall be overseen by the Senior Patrol Leader and made up of all the Patrol Leaders, or their appointees. The Scoutmaster or his adult appointee shall be the advisor to the PLC. The Troop Committee interacts with the PLC through the Scoutmaster. A patrol is made up of approximately 6 to 10 boys with an assigned advisor to each patrol if available.

The Committee is made up of the Committee Chairperson, the Chartered Organization Representative, the Scoutmaster, the Assistant Scoutmasters and Committee Members (registered parents who hold various other Committee positions). The Committee is responsible for making sure the programs, planned by the boys, are within the Boy Scouts of America guidelines. The Committee is responsible to assure the safety and appropriateness of activities for the Scouts, making sure the Scouts have the proper leadership. The Committee shall also handle the business of the troop. The Troop Committee has

jurisdiction within the Troop for resolving disputes, discipline issues or, other conflicts and disagreements.

2) SCOUT OBLIGATION

a) The Scout pledges to live by the Scout Oath, Law, Motto and Slogan. The Scout will commit to respecting the Troop Leadership and take on leadership roles. The Scout shall wear the appropriate uniform to all meetings and outings and will bring his Scout Book to all Scouting functions.

3) PARENTS' RESPONSIBILITY

a) It is the parents' responsibility to know what their son is doing in Scouting by giving him support, encouragement and to assist him in his Scouting activities.

b) The Scout will be given certain responsibilities that the entire troop and/or patrol may depend upon. He may need to be at a particular meeting at a certain time, pick-up food or supplies for an event, do research at the library or store or, make phone calls. He depends on you to support him and work with him so he can accomplish his tasks.

c) Troop leaders are all volunteers. Parents are encouraged to register as members in the Boy Scouts of America. It is the responsibility of each parent to help in the operation of the Troop. Each parent will be expected to help by:

- volunteering time to organize or assist at functions,
- serving on a review board (Board of review),
- providing transportation to and from outings,
- coming on outings as adult supervisors and/or helping to teach skills.

d) It is required that all boys arrive at the meetings or functions on time and be picked up on time. If this is not possible for a particular event please make arrangements

with a responsible adult in advance and let the event leader know the arrangements.

- e) All adults interacting with Scouts must take Youth Protection training every two years. If a volunteer's Youth Protection training record is not current at the time of recharter, the volunteer will not be reregistered. New leaders are required to take Youth Protection training within 30 days of registering.
- f) One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths.

4) REGISTRATION

- a) Membership registration shall be for the upcoming calendar year (January through December), as mandated by the Boy Scouts of America. Troop re-registration will begin the proceeding November and be completed by December 15th.

5) UNIFORM

- a) The Boy Scouts of America has always been a uniformed body. Uniforms are a means of showing that a boy openly identifies with the BSA principles: character development, citizenship training, physical and mental fitness.
- b) The Troop class "A" uniform consists of the official Scout shirt with proper insignias, Scout pants or shorts with appropriate Scout socks, Scout belt, Troop designated neckerchief, neckerchief slide (neckerchief may be tied by square knot), and Troop designated Scout cap.
- c) The "dress uniform" is the class "A" uniform with a merit badge sash and any Scout recognition medals awarded to the Scout.

- d) The Troop class "B" uniform consists of a Troop 201 T-shirt and Scout pants or jeans as appropriate. An appropriate hat, of unit leader's choice, may be worn with the class "B" uniform. Troop 201 T-shirts may be purchased from the Troop.
- e) Shoes must be appropriate for the activity and in good condition; No open-toe shoes are permitted for any event.
- f) Event leaders can approve alternate uniforms for specific outings or events.
- g) The Scout is to keep his uniform clean and properly presentable. He must make sure he wears and/or brings the appropriate uniform to each function or outing. Scouts will wear the class "A" uniform for Scout Master Conferences and Board of Review.

6) MEETINGS

- a) Troop 201 meetings are Wednesday nights from 7:00 PM to 8:30 PM. Meeting location, time and day is subject to change based on the calendar or events and/or availability of a meeting facility.
- b) Each patrol is encouraged to have at least one meeting a month.

7) OUTINGS

- a) The Troop outings are open to any currently active registered Scout whose dues and fees are up to date. Some outings have restrictions of age and/or rank based on the activities planned for that outing. A tour plan must be approved by the council for all outings outside our council area or facilities, and any overnight outing.
- b) A signed parent's permission slip must be turned in to the camping chairman or designated alternate by the designated time in order to participate in that outing. Outing fees

- must be paid at the troop meeting prior to the outing, and no refunds will be given to Scouts absent from the outing.
- c) Two-deep leadership is required on all outings. Two registered adult leaders or one registered leader and a parent of a participant, or other adult, one of whom must be 21 years of age or older, are required on all trips and outings. The chartered organization is responsible for ensuring that sufficient leadership is provided for all Scouting activities. There are a few instances, such as patrol activities, when the presence of adult leaders is not required and adult leadership may be limited to training and guidance of the patrol leadership. With the proper training, guidance, and approval by the troop leaders, the patrol can conduct day hikes and service projects. Appropriate adult leadership must be present for all overnight Scouting activities; coed overnight activities—even those including parent and child—require male and female adult leaders, both of whom must be 21 years of age or older, and one of whom must be a registered member of the BSA. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.
 - d) Each patrol will designate one Scout as the shopper to purchase food for the outing based on the number of permission slips turned in. The shopper can request petty cash in advance from the treasurer up to the budgeted amount allocated or request reimbursement. A completed troop expense form (with receipts) should be submitted at the next meeting following the outing. No refunds will be given to Scouts absent from the outing.
 - e) Adult Equipment Coordinator will work with Scout quartermaster to purchase troop expendables such as propane, lantern mantles, firewood, and backpack stove fuel.

f) Camp fees for all required adults (2-deep or more as authorized by the committee) will be allocated equally among the attending Scouts. When food is not included in the camp fee, adult Food costs will be allocated equally among attending adults. Committee may decide to allocate these fees from the general fund.

8) SERVICE PROJECTS

a) The Boy Scouts of America is a service organization. In addition to service hours required for rank advancement, Scouts will be asked to help on other Committee-approved service projects.

9) TRANSPORTATION

a) The parents provide the transportation for the outings and special functions. All vehicles MUST be covered by a public liability and property damage insurance policy for the amount that meets or exceeds the state insurance requirement. It is the driver's responsibility to make sure the vehicle they are using is safe and ready for the trip. All appropriate information sheets should be signed properly and given to the Tour Planner.

b) Tour Planner or Scoutmaster will make car assignments and Scouts shall not change vehicles once assigned. On longer trips fuel expenses may be paid by the troop if it is requested. All campers (Scouts and adults) assigned to vehicles will share fuel costs equally, but the driver will be exempt from this charge.

c) While driving Scouts in your vehicle, it is against BSA policy to smoke, carry exposed or loaded firearms, or have alcoholic beverages in the vehicle. It is the driver's responsibility to make sure all Scouts wear their safety belts properly at all times and that they have a parents'

release form for each Scout in the vehicle and Medical Form.

10) ADVANCEMENT

a) Signing off Advancement

- 1) The Scoutmaster or any Assistant Scoutmaster or registered adult qualified in the skill or subject matter can sign off advancement for rank requirements.
- 2) Only the Scoutmaster may perform a Scoutmaster's conference. If he is not available, or so chooses, the Scoutmaster may designate an Assistant Scoutmaster to perform the Scoutmaster's conference. The Scout must present himself in class "A" uniform
- 3) The Scoutmaster's conference is an opportunity for the Scoutmaster to determine that the boy knows his skills and is ready to advance. The Scoutmaster has the privilege of being able to ask that Scout to show him any skill he has learned up to his rank and that he exhibits "Scout spirit." Parents cannot sign off for their son. The Advancement Chairperson schedules the Board of Review and the members to sit on the Board in accordance with the Scoutmaster Handbook. The Scoutmaster or Assistant Scoutmasters may not sit on a Board of Review. No parent shall sit on a Board of Review associated with their son. The Scout must present himself in class "A" uniform.

b) Active Service

- 1) Active service within the troop is defined as attending at least 50% of the Troop meetings. The Scoutmaster determines if a Scout has been active for advancement.
- 2) Each boy is expected to work on advancement through his Scout career.

c) Merit Badges

- 1) Merit Badges are signed off by the merit badge counselor. Merit badge counselors are "Scouters" and/or members of the community that have knowledge in a particular subject, and have been approved by the District Advancement Chairperson and Council to be a merit badge counselor for that merit badge.
- 2) After a boy decides to earn a particular merit badge and has reviewed the requirements he must then come to the Scoutmaster, Assistant Scoutmaster, or Advancement Chairperson to receive a Blue Card. The leader may give him a Merit Badge Counselor to call if requested. The Scout must present himself in full uniform to the Counselor, ready to discuss the Merit Badge. No Scout should go to an appointment with any adult without another person present. (2-deep leadership)

11) TROOP FINANCES

- a) Fees for Annual Registration and Awards (See also "Registration 4A")
 - 1) The fees for annual registration and/or registration renewal are set annually by the Boy Scouts of America (BSA) and are paid one year in advance. All of the Registration fee is owed to BSA. (Registration must be current for a Scout to participate in outings or receive advancement badges and awards.) Scouts that register after January 1st may pay a pro-rated fee determined by our Council.
 - 2) The Committee may also add a nominal annual Awards fee to cover the cost of advancement awards and outing patches.
 - 3) Registration and Awards fees are not refundable if a Scout leaves Scouting; however registration is transferable if the Scout transfers to a new Scout Troop.

B) Fees for Outings (See also "Outings 7B & 7F" and "Transportation 9B")

- 1) Outing fees must be paid at the troop meeting prior to the outing, and no refunds will be given to Scouts absent from the outing.
- 2) Camp fees for all required adults (2-deep or more as authorized by the committee) will be allocated equally among the attending Scouts. When food is not included in the camp fee, adult Food costs will be allocated equally among attending adults. Committee may decide to allocate these fees from the general fund.
- 3) On longer trips fuel expenses may be paid by the troop. All campers (Scouts and adults) assigned to vehicles will share fuel costs equally, but the driver will be exempt from this charge.
 - a. Drivers should arrive with a full tank of gas and refill tank promptly at completion of outing. Receipts for the refill upon return and any gas purchases during the trip should be submitted for reimbursement (see below).
- 4) If fees collected do not equal outing expenses, a fee adjustment may be required as approved by the Committee.

C) Reimbursement for Expenses (See also "Outings 7D")

- 1) To request reimbursement for approved expenses, a completed troop expense form (with receipts) should be submitted at the next meeting following the outing or no later than 30 days after the outing/expense occurred. Treasurer will issue reimbursement by check within 30 days. Eligible expenses may include - Food, gas, and campsite fees for outings; awards; and troop supplies, as determined by the Committee or Scout Master.
- 2) Scout Master is pre-authorized by Committee for discretionary spending up to \$50, not to exceed \$100 per month

D) Fundraisers

- 1) Fundraisers are assigned and run by the Troop Committee.
- 2) The Troop Committee will decide on the percentage of the profits that will be credited to Scouts' accounts and/or the Troop.
- 3) Fundraisers need to be approved by Verdugo Hills Council and the sponsoring organization.

E) Scout Accounts

- 1) Scout accounts are established for each Scout within the Troop to help the Scout pay for registration, camping or Scouting fees, summer camp, and other Scouting expenses approved by the Committee. A Scout account may be debited for his share of expenses due to non-attendance at a fee based outing.
- 2) A Scout earns money for his Scout account by participating in Scout fundraisers.
- 3) If a Scout transfers to another troop, the amount remaining in his Scout Account will be sent to his new troop within no more than 60 days. The Scout needs to provide our Treasurer with the contact information for the new troop.
- 4) If a Scout does not re-register with the Boy Scouts through troop 201, his Scout Account will be dissolved and credited back to the Troop's general fund after the annual rechartering date.
- 5) When a Scout becomes an Eagle Scout and/or turns 18 years of age he will retain his Scout account for as long as he stays registered with the Troop.

F) Bank Fees

- 1) The Treasurer will discreetly make parents aware of any returned checks and provide appropriate documentation of bank fees. It is the responsibility of the parent to replace the check pay fees for returned checks.

12) TROOP COMMITTEE JOB DESCRIPTIONS

BOY SCOUTS OF AMERICA

TROOP 201



TROOP BY LAWS Acceptance Certificate

By signing below you acknowledge receiving a copy of the Troop 201
by Laws.

You also agree and promise that you will do your best to adhere to
these By Laws.

Please Print your Name

Please Sign Here

Please Date

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