

# **GRAND CANYON COUNCIL GILA RIVER DISTRICT**

**BOY SCOUT TROOP 8051  
CHRIST LUTHERAN CHURCH**



Troop Bylaws

October 2019

**Troop 8051 Boy Scouts of America  
Yuma, Arizona  
Troop By-Laws Adopted October 8, 2019**

**GENERAL**

1. Parents or Guardians of all applicants must meet with the Scoutmaster, an Assistant Scoutmaster or the Committee Chairman for a personal interview before a boy will be registered with the Troop. The Troop cannot function without the active involvement of every parent. Accordingly, the Troop must ask each parent to volunteer for a committee or adult leader position, participate in at least one outing or activity annually in a supervisory capacity and sit on monthly Boards of Review for the Scouts on a rotating basis.

2. An annual Parents Meeting will be convened by the Troop Committee Chairman in late September. The purpose of the meeting is to approve plans for the ensuing year, including the next year's Activity Calendar, proposed budget and associated fund-raising activities, approve key Committee officers, adult leaders and Troop By-Laws. This meeting is mandatory for the parents/guardians of all boys currently registered with the Troop. Anyone who is unable to attend the meeting must notify the Committee Chairman in advance.

3. Key Committee Positions (Officers) include the following:

- 1) Troop Committee Chair
- 2) Treasurer
- 3) Secretary
- 4) Fund-Raising Chair
- 5) Membership Coordinator
- 6) Advancement Chair
- 7) Outdoors and Activities Coordinator
- 8) Quartermaster

Persons to fill these positions will be elected at the annual Parents' meeting. There shall be no limit to the number of terms for any of these positions.

Subcommittee members include, but not limited to:

- 1) Scoutmaster
- 2) Assistant Scoutmasters
- 3) Chaplain
- 4) Uniform Coordinator
- 5) Parents/Guardians
- 6) Chartered Organization members
- 7) Transportation Coordinator
- 8) Unit Commissioner
- 9) MATO Coordinator
- 10) Training Coordinator

Although not members of the committee, sub-committee members may be called upon to address the committee on special activities.

4. Other Committee Positions. In addition to the Key Committee Positions, the Troop Committee Chairman will seek persons to carry out numerous other tasks such as Transportation Coordinator, Training Coordinator, Summer Camp Coordinator, Midnight at the Oasis Coordinator, etc.

5. Responsibilities of the committee positions include, but not limited to:

- a) Selection of quality leaders
- b) Development of community service projects
- c) Arrangements for transportation for outing (s)
- d) Planning and assistance in fund-raising
- e) Providing for special needs and assistance for individual scouts
- f) Serve on boards of review and courts of honor.
- g) Maintaining records of troop finances and advancement
- h) Assistance in the charter renewal process
- i) Securing tour permits for any activities as required
- j) Determine the amount of yearly dues.
- k) Selection of Scoutmaster for Chartered Organization approval.

6. Committee Meetings.

The Key Committee Officers shall meet regularly to discuss Troop Business meetings shall be scheduled by the Troop Committee Chairman who will provide a written agenda at least 10 days in advance. The meetings shall be open to parents, registered members of Troop 8051 and non-key Committee officers, however, only the key Committee personnel -- as defined in Rule 3 above -- will have the authority to vote. A quorum will exist when any five of the eight key committee officers are present. All committee matters must have a majority vote of those members in attendance to pass. Only those adults who are key committee members with the troop are entitled to vote on committee matters. Meetings are permissible without a quorum; however, no matters requiring a vote may be decided.

7. A vote of the key committee members will be necessary to approve any expenditure of Troop funds beyond the discretionary \$50.00 allotted to the Scoutmaster, or reimbursement from scouts Individual Account. Additionally, the committee must approve the Troop's Scout of the Year nominee and any interim changes to the Troop's By-Laws.

8. Should a need arise to obtain committee approval of an expenditure on an expedited basis; the Committee Chairman shall be authorized to contact the other key committee officers by telephone to discuss the matter and conduct a vote. In any such instance where a telephone vote has been conducted, the results of that vote shall be ratified at the next regular Committee meeting.

9. Interim amendments to the By-Laws may be made by majority vote of the key Committee officers after introducing the amendment at one Committee meeting and distributing the proposed amendment as a handout at a Troop meeting. The amendment will be voted upon at the next committee meeting after the handout is distributed. Any interim amendment passed in this manner

shall remain in effect only until the next Annual Parents Meeting, at which time it will be offered as a permanent change.

10. Camping permission slips and campout money shall be collected by the coordinator for that event and turned in to the appropriate adult leader one week prior to the activity. All monies collected and distributed must be reported to the Treasurer.

11. Parents shall be responsible for ensuring the transportation of their sons to campouts and other Troop activities. Carpools will be coordinated wherever possible; however the ultimate responsibility will lie with the parents. All drivers must carry liability insurance of at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage). All riders must wear seat belts while traveling as required by Arizona law or the laws of the states where the travel will occur. Parents and adult leaders must provide updated information about their vehicle(s) and associated insurance to the Troop annually to the Transportation Coordinator.

12. When carpooling occurs, transportation fees will be estimated by the Transportation Coordinator and these fees will be collected by the treasurer. Parents providing transportation for their own son are not required to pay the transportation fee. Drivers must keep their fuel receipts which should be given to the treasurer, within two (2) weeks, who will ensure that the driver is reimbursed for the full amount. If the transportation fees failed to cover the total fuel expenses, the additional cost will be deducted from the troop's general fund. When transportation fees collected exceed the estimated travel budget, then the extra monies are deposited in the troop's general fund. When a parent provides transportation for their son and no one else, that scout is not required to pay the transportation fee and no reimbursement for fuel will occur.

13. The parents are responsible for picking up their sons after a Troop activity unless some other prior arrangement has been made. The Troop will not leave a Scout at home after a Troop activity unless a responsible adult is present. If a boy is to be dropped off somewhere other than his residence address or to be picked up by someone other than a family member or the parent of another Scout in the Troop, the adult leader must be informed by the parent in writing prior to the Troop activity (e.g., a note on the permission slip for that activity).

## **TROOP**

1. Time and place of meetings will be determined and announced by the committee.

2. All awards or rank and merit badges will be presented at Court of Honor ceremonies, unless the scout requires the advancement due to circumstances such as rank required for training attendance etc. In these instances, the rank advancement will be presented at a troop meeting. The troop will attempt to have 4 Court of Honors each year.

3. No scout shall receive awards of rank or merit badges or participate in troop outings if dues are four (4) months or more in arrears.

4. The troop shall be financially responsible for awards of rank, service stars, merit badges, etc. when earned by the scout.

5. New members of the troop shall pay the initial registration fee, annual dues, Boys Life and insurance. Annual re-registration, Boys life and insurance will be paid by the scouts. This may be paid from their Individual Scout Account.
6. All troop functions are required to have a minimum of two (2) registered adults in attendance. Additional registered adults may be required as needed to keep with the BSA ratio regulations.
7. Permission slips required for scouts attending any troop outings will be turned into the Outdoors Committee Chair or their designee for the outing.
8. Clean up after troop meetings will be assigned to patrols on a rotating basis.
9. Leaders will notify the scoutmaster of any discipline problems within the troop. The disciplinary policy is described in the code of conduct and discipline section of these by-laws.

### **PATROLS**

1. Patrol size is to be determined by the committee with the leaders and SPL input.
2. It is the responsibility of the scout to notify their patrol leader if the scout is unable to attend troop meetings or other activities. It is the responsibility of the patrol leader to notify the SPL and the SPL's responsibility to notify the responsible adult leadership for the activity.
3. No prospective scout should attend more than four (4) troop meetings without becoming registered.
4. All attendance shall be taken within the patrol by the Patrol Leader or Assistant Patrol Leader who will submit it to the SPL or ASPL, who will then submit it to the SM or ASM.
5. The buddy system will be observed during all outings.
6. Individual patrol tours or outings require committee approval. A minimum of two (2) registered leaders (more if required by the BSA ratio) must attend.
7. Patrol leaders are responsible for the communication chain within their patrol. This will include at a minimum, telephone communications to any patrol members who miss a patrol or troop meeting.

### **LEADERSHIP**

1. The Scoutmaster and Assistant Scoutmasters are required to attend training as their time permits.
2. Other adults helping with the troop are encouraged to attend training as prescribed by the BSA website [my.scouting.org](http://my.scouting.org). Any adult registered in the troop is required to be current in Youth Protection training, as provided by the BSA, before working with scouts.

3. Activity specific training is required for swimming, boating, etc.
4. A minimum of two-deep registered leadership is required for all troop activities.

### **EXPENSES: SCOUT**

1. Uniform: The required Troop 8051 Class A uniform shall consist of an official BSA shirt (long or short sleeved), appropriate insignias, neckerchief and the troop hat. Scouts are urged, but not required, to obtain regulation BSA long or short pants, BSA socks and BSA belt. Clean blue jeans in good condition may also be worn. Blue jeans are considered as part of the class A when they are appropriate. Torn or baggy jeans that are worn off the hips are not considered appropriate. Order of the Arrow insignia may also be worn as appropriate and is encouraged. Class A uniforms are to be worn at all troop meetings and other scout functions unless otherwise specified. The required Troop 8051 Class B uniforms consists of a clean Troop 8051 Class B shirt, and clean blue jeans/shorts. Shoes (not sandals) of any kind may be worn to troop meetings. Boots are recommended for all hikes and other outdoor activities, camporees, and summer camp. At summer camp, tennis shoes may be worn. Open toed sandals, shower shoes etc. are to be worn in the shower or waterfront areas only.

2. Summer Camp costs approximately \$450.00 +transportation fee +travel meals +per diem at camp. Each Scout will be encouraged to earn this money himself through participation in Troop Popcorn Sales, fundraisers or his own enterprise; but that is at the parent's or guardian's discretion.

3. Each Scout shall pay for his own food for each campout or other activity. Patrols will assume responsibility for purchasing their food for campouts. Monies for food on campouts or similar activities will be collected at least one week prior to the campout. Someone in the patrol will be designated to purchase food with monies collected, receipts and excess money will be returned to the treasurer. If the designated patrol member did not have enough money to complete shopping a receipt is needed to be reimbursed within two (2) weeks of the campout.

4. The parents of each Scout registering or re-chartering with Troop 8051, shall pay yearly dues, the registration fee, and insurance. If the scout wishes to receive Boys Life magazine additional fees will be added to the yearly dues. If the Scout has enough funds available in his Individual Scout Account, these monies may be used.

5. If the scout intends to participate in backpacking; then he will be responsible for providing much of his own backpacking gear (see the Troop Backpacking Guide for details).

### **EXPENSES: TROOP**

The Troop shall be responsible for paying the following expenses:

- 1) Troop equipment (as needed).
- 2) Advancement pins, merit badges, etc.

3) Summer Camp fees for adult leaders. If the Committee determines that the Troop finances are sufficiently sound, the Committee may, at its discretion, authorize the use of Troop funds to pay for the cost of attending summer camp for adult leaders. Eligible adult leaders are those who will be in attendance at summer camp for at least three days and who have been active leaders in at least 75% of Troop activities during the preceding June to May time period. In cases where there are multiple adult leaders from the same household, the 75% requirement for one leader will be satisfied through the combined participation of all leaders from that household. More than one leader from the same household may qualify for Troop sponsorship of the cost of summer camp if they individually satisfy the requirements stated above.

4) Leadership Training Costs for selected Scouts from the Troop.

5) Neckerchief, shoulder loops and slide for Webelos crossing over into the troop.

### **FUND RAISING**

1. Revenue from popcorn sales by individual Scouts goes towards the Individual Scout's Fund. Revenue from selected fund raisers will have a portion of the profits deposited into the Individual Scout's Fund. Generally the amounts are: 40% to the Troop General Fund, 50% to the Individual Scout Fund and 10% to the Scout Assistance Fund. Some fund raisers have all profits go into the Troop General Fund.

2. All Scouts are strongly encouraged to participate in the various Troop fund raisers which go to finance the Troop General Fund for purchasing new equipment, etc.

3. All Scouts in the Troop will be afforded ample opportunities to participate in fund raisers and other projects to earn enough money to meet this requirement, thus ensuring the Troop's ability to meet its obligations. Fund raising activities shall be supervised by the Fund Raising chairman and will be conducted as needed. These activities will include recycling drives, sales of home safety items, hike-a-thons, car washes and other activities agreed to by the Key Troop Committee Officers.

### **SCOUTS ACCOUNTS**

Individual Scout's Fund

(Scout Accounts)

1. Individual Scout Accounts are used in our Troop, as a fair way to reward those who help with fund raising.

2. All money raised by a Scout and/or the Troop during unit fund raisers is OWNED by the CHARTER ORGANIZATION, not the Scout or the Troop. All funds are held in escrow by the Troop to "enrich the Scouting experience," however, if a Scout discontinues the Scouting Program, the money in his Individual Scout Account is forfeit and goes back into the Troop's General Fund and/or Scout Assistance Fund as voted on by the Troop Committee. **WE WILL NEVER disperse or "pay out" money in an account to a Scout or his parents/guardians.**

3. All funds, including Individual Scout Accounts, are to be managed by the Treasurer. Individual Scout Accounts are considered part of the Troop's General Fund and included in the Monthly Treasurer's Report given during the Troop Committee Meeting.

4. Fund in Individual Scout Accounts are to be used for camping, registration fees, dues, or items purchased for use as a Scout (camping gear, etc.). Reimbursements from Individual Scout Accounts for any such purchases will be issued by the Treasurer upon receiving of a receipt and approval of the Troop Committee. Receipts must be given to the Treasurer within 2 weeks of purchase.

5. For camping trips and fees involved with the re-charter process the Treasurer shall pay directly to the appropriate parties and will deduct from the available funds in the Individual Scout Account.

6. Boy Scouts of America and Christ Lutheran Church (chartered organization) are 501c3 nonprofit organizations.

### **SCOUT ASSISTANCE FUND**

#### General Guidelines

1. The Scout Assistance Fund is only for Active Scouts (not adults and not siblings) of Troop 8051. An "Active" Scout is defined below.

2. The Scout Assistance is to be used to pay for the costs of the Scouting program, including: Troop outings and activities, District and Council events, summer camp, Troop re-charter fees, Scout uniforms, and other reasonable expenses that are approved by the Troop Committee. The Treasurer is responsible for the account of all funds and requests for funds associated with the Scout Assistance Program.

3. Each requested expenditure from the Scout Assistance shall be made separately.

4. Any monies in a Scout's Account must be used before any Scout Assistance monies are applied.

5. Each case will be given individual consideration.

6. PLEASE NOTE: All requests for assistance will be treated with total confidentiality.

#### Definition of an "Active Scout"

1. Is a registered member of Troop 8051
2. Regularly attends Troop meetings, outings, and activities
3. Materially participates in Troop fundraisers
4. Participates in Troop service projects



### Scout Assistance Fund Disbursement Process

1. To request Scout Assistance Funds, families should complete the attached form and mail it, email it, or drop it off to the Treasurer AT LEAST TEN (10) DAYS PRIOR TO THE DATE THE FUNDS ARE NEEDED. Please note: this is one case in the Scout Troop where the responsibility falls to the family and not the Scout. It is possible (and preferable) for the Scout to remain “out of the loop” with the Scout Assistance process. Every effort will be made to maintain the privacy of the family seeking funds from the Scout Assistance Program.

2. The Treasurer will then schedule a meeting or conference call with the Scoutmaster using a basic checklist to determine eligibility. If determined eligible, the Treasurer will schedule a meeting or conference call with members of Troop Committee for final approval. After a decision has been reached, Treasurer will note the results of the Troop Committee’s decision on the form, record the request for payment and recordkeeping, and will communicate the results to the family requesting assistance. Again, every effort will be made to maintain the privacy of the family seeking funds from the Scout Assistance Program.

### Limitation of Funds

The amount of money given out in Scout Assistance each year is limited to the amount that is included in the approved Troop 8051 Operating Budget. However, the Troop Committee can increase the funding available to the Scout Assistance Program during the year if needed.

### **SCOUTMASTER'S FUND**

1. A fund of \$50.00 may be maintained by the Scoutmaster out of Troop funds as working capital.
2. This fund shall be replenished by the Treasurer only upon presentation of receipt(s)

### **CODE OF CONDUCT AND DISCIPLINE**

Scouts are expected to exhibit appropriate behavior at all times and show “Scout Spirit”, which is defined as living the Scout Oath and Scout Law Daily.

Scout Oath: “On my honor I will do my best to do my duty to God and my country and to obey the scout law; to help other people at all times and keep myself physically strong, mentally awake and morally straight.”

Scout Law: “A scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean and reverent.”

### **A Scout Will Always:**

1. Conduct himself according to the Scout Oath and follow the Scout Law.

2. Exhibit leadership by serving as a good example and helping others to do the same.
3. Follow directives from other scout and Adult Leaders.
4. Become quiet and attentive when “the sign” goes up.
5. Follow all safety rules.
6. Adhere to “Leave No Trace” principles when outdoors.
7. Respect other people’s property.
8. Respect other people’s feelings.

### **A Scout Will NOT:**

1. Swear or use offensive language or gestures or possess lewd or profane materials.
2. Display unruly, loud, disrespectful or disobedient behavior.
3. Carry or use a knife until he has had the proper training and is in possession of a valid “Tote ‘N Chip” card.
4. Carry sheathed knives or knives with blades of more than four inches without Scoutmaster approval. Unacceptable knives will be confiscated at the Scoutmaster or Assistant Scoutmaster’s discretion.
5. Start a campfire until he has been properly trained and signed off by an Adult Leader (Firem’n Chit card). Scouts must have specific approval from an Adult Leader to start any fire at any Scout event. Fire is never to be “played with” at any time – such activity is unacceptable in Scouting.
6. Use inappropriate practical jokes such as hiding someone else’s gear, sabotaging tents, etc.
7. Possess or use alcohol or any other controlled substances that are not prescribed by a physician.
8. Possess or use tobacco products of any kind.
9. Use cell phones, music/video-players, iPods, radios, portable video games, etc. during Scout activities, outings and/or meetings except in the event of an emergency or with approval of an Adult Leader.
10. Possess firecrackers, fireworks, or explosives at any Scout activity.
11. Possess or use firearms, ammunition, slingshots, airsoft, bb-guns, paint-ball, laser guns or bows and arrows at any Scout activity, with the only exception during BSA events specifically approved of for those activities and supervised by appropriate Adult Leaders.
12. Engage in horseplay or inappropriate physical roughness.
13. Punch, kick, hit, shove, spit on or engage in any other physical assault or threaten another Scout or adult.
14. Throw rocks, sticks or other dangerous objects at anyone or in any unsafe manner.
15. No youth or other adult shall ever leave an event or campout prior to the designated departure time without an Adult Leader’s express permission and or knowledge.
16. A Scout shall not venture off alone. The “buddy system” will be used at all times and should advise the SPL, ASPL, ASM or SM.
17. Take any property that doesn’t belong to the Scout without permission of the owner.
18. Intentionally damage natural or man-made areas, personal or Troop property.
19. Lie. Lying will not be tolerated under any circumstances and has no place in scouting.
20. Fight or engage in hurtful comments or jokes at another person’s expense.
21. Defy or disobey appropriate requests or directions from Scout or Adult Leaders.
22. No bullying of any kind will be tolerated at all, verbal or physical.

## **Enforcing Discipline:**

Scout leaders, (SPL, ASPL, PLs, APLs) are primarily responsible for maintaining Troop discipline through encouragement and leading-by-example.

Discipline in patrols will be initially handled by the Patrol Leaders. The PLs have the authority to ask any Scout in his patrol to report to the SPL for discipline.

The Senior Patrol Leader has the authority to ask a Scout to leave the meeting area and report to the Scoutmaster.

An adult leader must be notified of any actions taken by the Patrol Leaders and/or Senior Patrol Leader.

**Under NO circumstances will any adult or Scout leader administer physical punishment for any reason.**

**Disciplinary actions to be taken by PLs, the SPL or Adult Leaders towards a Scout who violates rules:**

**Verbal warning.** PLs, the SPL and/or Adult Leaders may verbally warn the Scout and explain what rule(s) the Scout is violating and why the Scout should not be doing it. Verbal warnings should always be the first response of Scout leaders. Any violation involving safety, contraband, property damage, bodily harm or threats of harm shall also be reported to an Adult Leader by the PL or SPL. For serious violations, the parent/guardian shall also be notified by the Scoutmaster or Adult Leader.

**Confiscation of disallowed materials.** If a PL or the SPL finds a Scout with disallowed materials, the PL or SPL shall direct the Scout to immediately turn in the contraband material to the Scoutmaster, Assistant Scoutmaster or other Adult Leader with an explanation of the circumstances involved. The Scoutmaster or Adult Leader has the authority to confiscate all items deemed inappropriate or dangerous. The Scoutmaster or Adult Leader shall notify the parent/guardian of confiscated materials and return the materials to the parent/guardian.

**Disciplinary actions to be taken only by Adult Leaders towards a Scout who violates rules:**

**Removal from activity.** The Scoutmaster or Assistant Scoutmasters shall require the parent/guardian to immediately pick up their Scout from a Scout activity no matter where they are (camp included). To help ensure that a Scout behaves properly in the future, the Scoutmaster may require that the Scout's parent/guardian attend and stay for the duration of any future outing, meeting or event that the Scout attends.

**Conference with parent/guardian.** The Scoutmaster, Assistant Scoutmaster and appropriate key committee officers as chosen by the Chair and Scoutmaster, shall meet with the parents/guardians to discuss serious or repeated violations by the Scout, and the implementation of possible disciplinary actions.

**Suspension.** The Scoutmaster shall have the authority and discretion to suspend any Scout who refuses to carry out the instructions of the Scoutmaster or designated representative. In the event such a suspension occurs, the parents/guardians of the Scout will be contacted immediately and will be required to make arrangements to take custody of the Scout. The Troop shall not be liable for any costs involved; these will be solely the parents/guardians' responsibility (camp included).

During this time, the Scout will not be allowed to attend or participate in any Scout activities and suspension time shall not be counted towards participation/leadership requirements for rank advancement. Only the Scoutmaster can suspend a Scout. During this period, the Scout should reflect upon his actions and his scouting goals and write a minimum two-paragraph account of his actions including an apology to the Troop and his firm re-commitment to the Scout Oath and Scout Law.

Any boy who has been suspended may be reinstated at the discretion of the Scoutmaster, but only after the Scout and his parents have discussed the situation in detail with the Scoutmaster, Assistant Scoutmaster and Key Committee Officers and are prepared to recommend a course of action to ensure that the behavior will not be repeated.

The parents or Scout must initiate scheduling this meeting with the Scoutmaster to facilitate the Scout's return to the troop.

**Expulsion from the Troop.** The final level of discipline is reserved only for serious violations involving safety, bodily harm, property damage and/or repeated disregard for Troop authority and Scout rules. The Scoutmaster shall notify all Key Committee Members in writing or via email of a request for expulsion made to the Committee at least two weeks in advance. Request will include the details of the incident(s) and actions taken. The Key Committee Members shall meet with the Scoutmaster and Assistant Scoutmaster within two weeks of receiving the request. The parent/guardian and Scout shall also be given similar notification by the Scoutmaster and be allowed to attend and present their position to the Committee at the meeting. The Key Committee Members present shall vote by simple-majority-vote on implementing the expulsion of a Scout from the Troop.

**The Scoutmaster and other Adult Leaders have the authority to determine and decide the seriousness of violations with regards to possible disciplinary actions.**

**Note:** In the case of property-damage by a Scout, restitution may be required. A Scout and his family will be asked to pay if property is damaged.

#### **Adult Leader Conduct:**

All Adult Leaders of Troop 8051 represent the Troop, Christ Lutheran Church (our chartering organization) and the Boy Scouts of America when they elect to participate in troop activities. Each Adult Leader is expected to uphold the principles of Scouting when working with the Scouts. The Troop expects our adults to live up to the high standards of the Scout Oath and Law and to serve as positive role models for our Scouts.

## **INQUIRIES AND COMPLAINTS**

All complaints and/or inquiries shall be directed to the Committee Chairman, Scoutmaster or any Committee Member.

A copy of the By-laws will be given to parents of all scouts in the troop. Each scout and parent will receive a copy of the by-laws; new scouts will receive a copy at crossover from Cub Scouts or transfer into the Troop.

The By-Laws as set forth above were reviewed by the Troop Committee and approved by a majority vote during the Annual Parents Meeting on October 8, 2019 as mandated by General Rule 2.