



Boy Scouts of America
Troop 120

Troop Bylaws

Portsmouth Trinity Lutheran Church

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Table of Contents

1	INTRODUCTION	4
1.1	PURPOSE	4
1.2	SCOPE	4
1.3	ANNEXES	4
1.4	RESPONSIBILITY	4
1.5	REVISION HISTORY.....	4
1.6	REFERENCES	4
2	TROOP POLICIES	5
2.1	SCOUT BEHAVIOR.....	5
2.2	SCOUT LEADER BEHAVIOR	5
2.3	PARENTAL INVOLVEMENT.....	6
3	TROOP ORGANIZATION.....	6
3.1	TROOP.....	6
3.2	PATROL	7
3.3	PATROL LEADER'S COUNCIL.....	7
3.4	ADULT SCOUTERS.....	8
3.5	TROOP COMMITTEE	8
4	TROOP UNIFORMS	10
4.1	CLASS "A" UNIFORM.....	10
4.2	CLASS "B" UNIFORM.....	10
4.3	UNIFORM WEAR	10
5	TROOP MEETINGS.....	10
5.1	GENERAL TROOP MEETINGS	10
5.2	PATROL LEADER'S COUNCIL MEETINGS.....	11
6	CEREMONIES & PROTOCOLS	12
6.1	SCOUTMASTER CONFERENCES	12
6.2	BOARDS OF REVIEW.....	13
6.3	COURT OF HONOR.....	13
7	TROOP CAMPOUTS AND ACTIVITIES.....	13
7.1	RULES.....	13

	Document Title: Troop 120 – Bylaws	Version Number: 1.0	
Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008	Page Number 3 of 20

7.2	UNAUTHORIZED ITEMS.....	14
7.3	TRANSPORTATION	14
8	TROOP FINANCES	15
8.1	GENERAL FINANCES	15
8.2	GENERAL FUND.....	15
9	TROOP PLANNING	16
9.1	GENERAL	16
9.2	ANNUAL PLANNING	16
10	ADVANCEMENT	17
10.1	GENERAL	17
11	DISCIPLINE.....	17
11.1	GENERAL	17
11.2	DISCIPLINE PROCEDURES	17
12	AMENDMENTS.....	18
12.1	GENERAL	18
13	APPENDIX.....	19
13.1	KEY COMMITTEE CHAIR DESCRIPTIONS	19

	Document Title: Troop 120 – Bylaws		Version Number: 1.0	
	Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008	Page Number 4 of 20

1 Introduction

1.1 Purpose

Troop 120 BYLAWS establishes troop policies, procedures, and guidelines as expressed in the Boy Scout hand book and other official BSA publications. Some information contained herein is in addition and Supplemental to the charter and bylaws of the Boy Scouts of America and is intended to provide guidelines for Troop operations.

1.2 Scope

The Troop 120 "BYLAWS" describe how Troop 120 does things under the higher policies of the BSA rules and guidelines. In the event that any guideline set forth in this document contradicts a guideline set forth in any official BSA publication, the BSA publication will always take precedence. Any contradiction should be reported to both the Scoutmaster and the Troop Committee.

These Procedures apply to all members of Troop 120, and to all authorized guests of members of Troop 120, when engaged in any sanctioned troop activity.

1.3 Annexes

Annexes are part of the BYLAWS, but may be updated individually and distributed separately, subject to Committee approval, without effect on the rest of the BYLAWS.

1.4 Responsibility


The Troop Committee is responsible for the content of Troop 120 BYLAWS and for all modifications to the same. Recommendations for changes or enhancements to this document should be made in writing to the Troop Committee Secretary for consideration by the Troop Committee.

1.5 Revision History

REVISION HISTORY			
Version	Date	Author	Description
1.0	05/25/2010	Butch Keepers	Initial Troop Bylaws Draft

1.6 References

Document Name	Number	Version	Date

	Document Title: Troop 120 – Bylaws		Version Number: 1.0
Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008	Page Number 5 of 20

2 Troop Policies

2.1 Scout Behavior

2.1.1 The basic rule of behavior for all Scouts in the Troop is the Scout Law. All points are to be part of each person's behavior. For safety reasons and to assure a quality-scouting program, we must insist on adherence to the Scout Law and particularly a respect for adult leaders.

2.1.2 Attendance and participation at weekly Troop meetings and at Troop functions is expected of all Scouts. Missing two Troop meetings between campouts can jeopardize a Scout's eligibility to participate in the following campout. Scouts are expected to inform their Patrol Leader (or Patrol Adviser) in advance, if they must miss any meeting or function. Scouting is a commitment to the whole Troop. All Scouts need to participate fully in the Troop.

2.1.3 A complete uniform is to be worn at all troop meetings and functions unless specifically excused by the Scoutmaster.

2.2 Scout Leader Behavior

2.2.1 The basic rule of behavior for all Leaders in the Troop is the Scout Law. All points are to be part of each person's behavior.


2.2.2 Uniforms are required for all adult leaders (i.e. Scoutmaster & Asst. Scoutmasters).

2.2.3 No smoking at Boy Scout functions.

2.2.4 No drinking of alcoholic beverages or use of illegal drugs at Boy Scout functions or while in a BSA uniform.

2.2.5 A Leader who wishes to resign is expected to submit a replacement and to assist in his/her training after approval by the Troop Committee.

2.2.6 All adult leaders are required to take Youth Protection Training (available online) within 30 days of joining the Troop. Leaders are also required to take all training for the position they have volunteered for as soon as possible.

	Document Title: Troop 120 – Bylaws		Version Number: 1.0
Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008	Page Number 6 of 20

2.3 Parental Involvement

2.3.1 The active participation of parents is essential and parents must assist with Troop activities and leadership when possible.

2.3.2 To join the Troop, a parent must register the youth; complete the Medical Emergency Information Form, and Parent Survey.

2.3.3 Parents are responsible for transporting their sons to campouts and other Troop activities. Carpools will be coordinated by the Adult-In-Charge of the outing wherever possible; however the ultimate responsibility will lie with the parents. All carpool 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 Oregon law. Parents and adult leaders must provide updated information about their vehicle(s) and associated insurance to the Troop annually. All drivers who take Scouts in their vehicle must be 21 years of age or older, on all Troop outings, no exceptions.

2.3.4 Parents are responsible for picking up their sons after a Troop activity, or making other arrangements with another Troop Parent. As a general rule, no leader should leave a Scout at his residence after a Troop activity unless a responsible adult is present. If a boy is 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). Adult leaders are to use common sense, and consider what is in the best interest of the Scout, should the occasion arise that a parent is not available when a Scout must be dropped off, or no parent is available to pick up a Scout.

3 Troop Organization

3.1 Troop


3.1.1 The Troop will be composed of one Senior Patrol Leader (SPL), one or two Assistant Senior Patrol Leaders (ASPL's), and one or more patrols, each with a Patrol Leader.

3.1.2 The Senior Patrol Leader is elected to his position annually, at the first meeting in December by members of the troop present at the meeting during which the election is held. Candidates for the position of SPL must be at least First Class rank, and are subject to the approval of the Scoutmaster. No Scout can hold the position of SPL for two consecutive terms without Scoutmaster Approval, which can only be granted when there are no other qualified Scouts wanting to stand for the SPL election. A new SPL takes his post on the January 1st following his election.

3.1.3 The Senior Patrol Leader appoints an Assistant Senior Patrol Leader. Like the SPL, ASPL's are subject to Scoutmaster Approval.

3.1.4 The following troop positions of responsibility will be appointed by the SPL after approval by the Scoutmaster: Troop Librarian, Troop Scribe, Troop Historian, Troop Quartermaster, and other troop positions as may be created by the SPL in consultation with the Scoutmaster. All of these selections should be reviewed with affected Patrol Leaders prior to conclusion.

3.1.5 Troop Guides, Troop Instructors, Den Chiefs and OA Representative will be appointed by the Scoutmaster.

	Document Title: Troop 120 – Bylaws	Version Number: 1.0	
Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008	Page Number 7 of 20

3.2 Patrol

3.2.1 As described in the Boy Scout Handbook, each patrol shall consist of no more than ten scouts who enjoy scouting together, but should contain no fewer than five Scouts in order to efficiently use troop camping equipment.

3.2.2 All Scouts will be members of a patrol, except the SPL and his one ASPL who are temporarily out of their patrols while serving as SPL or ASPL.

3.2.3 Each patrol will have one Patrol Leader, one Assistant Patrol Leader, and shall have other positions of responsibility as follows: Patrol Scribe, Patrol Quartermaster, Patrol Grubmaster and other patrol positions as may be created by the Patrol Leader in consultation with the Scoutmaster.

3.2.4 Patrol Leaders are elected to their positions every 6 months, by members of their patrol present at the meeting during which the election is held. Candidates for the position of Patrol Leader must be at least Second Class rank (except in the case of first-year patrols), and are subject to the approval of the Scoutmaster. No Scout can hold the position of Patrol Leader for two consecutive terms without Scoutmaster Approval, which can only be granted when there are no other qualified Scouts wanting to stand for the Patrol Leader election.

3.2.5 The Patrol Leader appoints an Assistant Patrol Leader, subject to Scoutmaster Approval, and can fill other positions of responsibility in his patrol (as identified in item 2.2.3 above) from members of his patrol in any manner he chooses, with Scoutmaster Approval. However, care should be taken to allow all Scouts an opportunity to contribute in as many different capacities as possible, over time, in an effort to enhance their experience and leadership growth.

3.3 Patrol Leader's Council

3.3.1 The Patrol Leaders' Council (PLC) is the planning and decision-making team within the troop made up of junior leaders.

3.3.2 The PLC, with guidance from the Scoutmaster and his adult assistants, prepares suggestions to present to the Troop to complete their annual program planning held in September.

3.3.3 Within the framework of the annual plan, the PLC plans the monthly campout, and other outdoor activities as scheduled during the year, as well as the weekly meetings leading up to those campouts and outdoor activities.


3.3.4 In addition to planning, the most important thing members of the PLC do is provide junior leadership to the rest of the troop.

3.3.5 The PLC addresses the needs and concerns of each Scout, each patrol, and the troop as a whole, in its decision-making and planning process.

3.3.6 As the top junior leader in the troop, the Senior Patrol Leader, with the advice of the Scoutmaster, leads the PLC and chairs its meetings.

3.3.7 Besides the Senior Patrol Leader, other voting members of the PLC include: Assistant Senior Patrol Leaders, Patrol Leaders and Troop Guides.

3.3.8 Each Patrol is represented by its Patrol Leader on the PLC. The Troop Quartermaster, Troop Scribe, Troop Historian, and Troop Librarian are further represented by the ASPL's vote.

	Document Title: Troop 120 – Bylaws	Version Number: 1.0	
Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008	Page Number 8 of 20

3.3.9 Although he has no vote, the Troop Scribe should attend PLC meetings to keep a log of each meeting. Other Scouts in positions of responsibility may be invited to PLC meetings on an as needed basis. (See section 6.2, Patrol Leaders' Council Meetings).

3.4 Adult Scouters

3.4.1 Scouters are the Scoutmaster, Assistant Scoutmasters, Chartered Organization Representative, Troop Committee Members and any registered adult.

3.4.2 Scoutmaster is the adult leader responsible for the image and program of the Troop.

3.4.3 Scoutmaster and his assistant Scoutmasters are appointed by the Troop Committee with approval from the head of the chartered organization.


3.4.4 Scoutmaster and his Assistant Scoutmasters work directly with Scouts in implementing the troop program.

3.5 Troop Committee

3.5.1 Committee shall function in accordance with the National Committee Guidelines.

3.5.2 Committee elections.

- Elections shall be held annually in September for all terms completed or unfilled positions. Members will begin new roles as of January 1st.
- The committee shall vote on each position. A person may hold multiple positions (up to three).
- All committee members are allowed one vote. Each individual must be present to cast a vote unless extenuating circumstances exist. When extenuating circumstances apply, the Committee may approve use of absentee ballot (s) by majority vote. The vote shall be by secret ballot unless there is only one person slated for the position. A voice confirmation vote is all that is required when there is only one person on the slate for a position. The committee Chairperson shall reserve their vote for tie-breaking. A majority vote is required. If there are more than two individuals running for a position, and no individual receives a majority, the person receiving the least number of votes will be eliminated and a second vote will be taken to select between the remaining individuals. The process will be repeated until an individual receives a majority vote. If the two lowest individuals on any vote receive the same number of votes, the tie shall be broken by the Committee Chairperson.
- New Committee leaders will be installed at the January meeting unless circumstances require earlier change of selected positions.
- Each Committee Officer will serve for one year.
- If any officer cannot serve his full year, the Committee Chairperson will select an individual to complete the term. The replacement officer must be approved by a majority vote/voice approval of the Committee.
- The Scoutmaster and Assistants will be selected when needed by consensus between the new and the incumbent Committee Chairperson after conducting an advisory vote within

	Document Title: Troop 120 – Bylaws		Version Number: 1.0
Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008	Page Number 9 of 20

the committee. Participation for the advisory vote is the same as for other Committee positions. The candidate's name shall be submitted to the Chartering Organization Representative for approval.

3.5.3 Key Committee Chairs

The following make up the primary Committee and persons must be elected to these positions:

- a) Troop Committee Chairperson
- b) Treasurer
- c) Secretary
- d) Membership Chair
- e) Advancements Chair
- f) Fundraiser Chair
- g) Activities Chair

3.5.4 Removal of Troop Committee Members

Any member of the Troop Committee will be immediately removed from their position when any of the following conditions occur:


- Improper conduct with a scout
- Inappropriate use of Troop Equipment
- Inappropriate use of Troop Funds

Sub-Committee Chairs may be removed from their position or replaced by another person by the Key Committee Chair to whom they report.

Any Key Committee Chair may be removed from their position through any of the following conditions:

- A majority vote of the Key Committee Chairs
- A majority vote of the parents of the Troop

In addition to the above, the Troop Committee Chair can be removed at the request of the Chartering Organization.

	Document Title: Troop 120 – Bylaws		Version Number: 1.0
	Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008

4 Troop Uniforms

4.1 Class “A” Uniform

Shirt - Official BSA long or short sleeve tan shirt, clean and no tears, all proper patches and pins neatly attached in the proper places.

Pants – Blue Jeans or Official BSA Scout pants.

Belt – Official BSA Scout belt and buckle.

Hat - Official Troop designated headgear.

Neckerchief – Official BSA Scout neckerchief with any slide unless the Scout is an Eagle Scout. Eagle Scouts may then wear the official Eagle Rank Neckerchief. Neckerchief used will be decided by Troop and all Scouts will wear same neckerchief or none at all.

Meritbadge Sash - Official BSA merit badge sash, all proper merit badges neatly attached in the proper places. Required at “dress” occasions such as Courts of Honor for all Scouts that have earned merit badges. OA Sash may be substituted.

Shoes - Leather or canvas, tennis shoes or hiking boots.

4.2 Class “B” Uniform

Shirt - Troop 120 T-shirt or any t-shirt from summer camp, Camporee or other official Scouting events. Clean, no tears.

Kerchief – Designated orange kerchief attached to scout in a visible location.

4.3 Uniform Wear

4.3.1 For normal meetings Scouts should wear Class A uniform without Merit Badge or OA Sashes.

4.3.2 For activities outside normal meetings, Scouts should wear Class A uniforms unless wear of Class B uniform has been approved by the Scoutmaster.


4.3.3 Any Scout unable to comply with uniform and/or scout expenses due to financial hardship should contact Committee Chairman or for consideration. Committee Chair will submit information anonymously to Committee for consideration.

5 Troop Meetings

5.1 General Troop Meetings

5.1.1 Troop meetings will began promptly at 7:00 p.m. every Tuesday night at the meeting place designated by the troop committee.

5.1.2 Troop meeting plans are the responsibility of the Senior Patrol Leader and the PLC. (See Section 10 of this BYLAWS, Troop Planning.)

	Document Title: Troop 120 – Bylaws		Version Number: 1.0
Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008	Page Number 11 of 20

5.1.3 As allowed for in Troop Meeting Plan Form, the agenda for a regular troop meeting will typically include the following:


- Opening ceremony (See section 7.2 of this BYLAWS, Opening and Closing Ceremonies, under Ceremonies & Protocol.)
- Skills instruction (Tailored for new and experienced Scouts.)
- Patrol meetings (Patrol corners for patrol business.)
- Inter-patrol activity
- Closing ceremony (See section 7.2 of this BYLAWS, Opening and Closing Ceremonies, under Ceremonies & Protocol.)
- Post-closing (after the meeting) and meeting clean-up

5.2 Patrol Leader’s Council Meetings

5.2.1 Patrol Leaders’ Council (PLC) meetings are held at least once a month.

5.2.2 See section 2.4 of these BYLAWS, Patrol Leaders’ Council, and refer to the Junior Leader Handbook for a BSA description of the Patrol Leaders’ Council.

5.2.3 The purpose of the monthly PLC meetings, in general, is to detail plans for the regular troop meetings and for any troop campout or other troop activities scheduled in the coming month.

	Document Title: Troop 120 – Bylaws	Version Number: 1.0	
Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008	Page Number 12 of 20

5.2.4 An agenda for a PLC meeting can include the following:

- Opening (by Senior Patrol Leader)
- Roll Call (by Troop Scribe)
- Previous PLC meeting log review (by Troop Scribe)
- Patrol Leaders' reports (on patrol activities and advancement progress since last PLC meeting)
- Scribe's report (on troop finances, optional)
- Quartermaster's report (on troop equipment, optional)
- Review of any old (unfinished) business
- Review/finalize plans for upcoming events (troop meetings, campouts, etc.) and discuss any other new business
- Scoutmaster's minutes and meeting adjournment (by Senior Patrol Leader)

5.2.5 Additional PLC meetings can be called by the Senior Patrol Leader for planning purposes. Such meetings must be announced in advance so that participants can make the necessary arrangements. These meetings, when called, require adult Scouter support.

5.3 Annual Planning Conference

(See Section 8 of this BYLAWS, Troop Planning)

6 Ceremonies & Protocols


6.1 Scoutmaster Conferences

6.1.1 A Scoutmaster conference is a formal review of a Scout who is a candidate for rank advancement conducted by the Scoutmaster in an open, public area.

6.1.2 Scout is responsible for initiating a Scoutmaster conference when he is ready (See Section 4, Rank Advancement, for detailed description of rank advancement procedures.)

6.1.3 Scout can wear any uniform authorized for troop meetings to a Scoutmaster conference, but he must wear a uniform.

6.1.4 Unless unavoidable, a Scoutmaster or Assistant Scoutmaster should never conduct a Scoutmaster Conference for his own son. This avoids any conflict of interest and gives the Scout the opportunity to interact with other adults.

	Document Title: Troop 120 – Bylaws	Version Number: 1.0	
Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008	Page Number 13 of 20

6.2 Boards of Review

6.2.1 A Board of Review is a formal review of a Scout who is a candidate for rank advancement conducted by a board of at least three adults drawn from the troop committee.

6.2.2 Advancement Chairperson will normally schedule on a regular basis a Board of Review as set forth in section 4.6.7.

6.2.3 Scout is responsible for “being prepared” and attending his Board of Review as scheduled. A Scout may only advance one rank at a Board of Review.

6.2.4 Scout must wear a Class ‘A’ uniform to a Board of Review.

6.2.5 Unless unavoidable, a Committee Member should never serve on a Board of Review for his/her own son. This avoids any conflict of interest and gives the Scout the opportunity to interact with other adults.

6.3 Court of Honor

6.3.1 A Court of Honor is a major troop ceremony conducted quarterly for the purpose of formally recognizing Scouts for rank advancement, merit badges and other awards earned since the last Court of Honor.

6.3.2 Courts of Honor may be planned and conducted by Scouts working on the Communications merit badge. The Senior Patrol Leader must arrange for such a Scout, or Scouts, to organize each Court of Honor. When no Scouts are available for this task, the Senior Patrol Leader can solicit assistance from the Advancement chairperson and/or Scoutmaster.

6.3.3 A Court of Honor requires, at least, an opening, and a closing as well as participation by other Scouts and presentation of awards.


6.3.4 Scouts are required to wear their best Troop Class ‘A’ uniform to a Court of Honor and it should be clean and complete. This is a formal occasion!

7 Troop Campouts and Activities

7.1 Rules

7.1.1 The following rules apply on troop campouts:

- Pillows must be in a Scouts pack or luggage and not loose.
- Campsites must be kept clean, neat and safe.
- All garbage must be secured nightly, and during the day if left unattended.
- Waste water must be disposed of properly.
- Food must be properly stored in containers and coolers.
- Cooking equipment and eating utensils must be cleaned and stowed after each use.
- Troop, patrol, and personal items must be stored neatly when not in use.
- Unauthorized items on a campout will be confiscated and returned to the Scout’s parents after return from the campout.

	Document Title: Troop 120 – Bylaws		Version Number: 1.0
Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008	Page Number 14 of 20

- Always wear shoes (except when sleeping!). Footwear used outside the campsite must have a closed toe.
- Prior to any outing, each Patrol will prepare a menu to be approved by the SPL. 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.

7.1.2 A medical release and permission form must be submitted for each Boy Scout prior to any outing.

7.2 Unauthorized Items

7.2.1 Items not authorized on troop campouts are:

- Electronics of any sort (radios, Game Boys, Walkmans, etc.) Two-way radios can be used with Scoutmaster Approval.
- Flammable liquids other than propane provided by Troop.
- Carbonated beverages (Pepsis, Cokes, etc.)
- Chewing gum and candy
- Obscene material as defined by the Scoutmaster
- Any knife other than a folding or lock blade knife. Scouts reaching First Class or higher are allowed to carry sheath knives that have been pre-approved by the Scoutmaster.
- T-shirts with off-color remarks

7.2.2 Behavior not authorized on troop campouts is:


- Foul/abusive language
- Bad tempers
- Bad attitudes

7.3 Transportation

7.3.1 The Scoutmaster, or designated Assistant Scoutmaster, must submit a Tour Permit at least two weeks prior to a Troop event. A Tour Permit is not required within the city limits of Portland per Cascade Pacific Council, Boy Scouts of America. There should be one (1) adult per every ten (10) scouts – with a minimum of one BSA trained Adult Leader and one (1) BSA Youth Protection trained adult on any event, outing or activity.

7.3.2 A minimum of two (2) adult leaders (at least 21 years of age) must be in charge and accompany the group.

7.3.3 All drivers must have a valid driver's license that has not been suspended or revoked for any reason. If the vehicle to be used is designed to carry more than 15 persons, including the driver (more than 10 persons, the driver must have a commercial driver's license (CDL).

	Document Title: Troop 120 – Bylaws	Version Number: 1.0	
Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008	Page Number 15 of 20

7.3.4 Transportation must not be in open vehicles such as convertibles, open trucks or dune buggies. Trucks may not be used for transporting passengers except in the cab.

7.3.5 Passenger cars, station wagons, or sport utility vehicles may be used for transporting passengers. Passengers may not ride on the rear deck of any moving vehicles.

7.3.6 All driving, except short trips, should be done in daylight. Driving time is limited to a maximum of 10 hours per day and must be interrupted by frequent rest, food, and recreation stops. If there is only one driver, the driving time should be reduced and stops should be made more frequently.

8 Troop Finances

8.1 General Finances

8.1.1 The Treasurer will maintain all Troop funds.

8.1.2 Two categories of troop funds will be maintained:

- General funds (checking account)
- Scout Accounts

8.1.3 Treasurer will provide a written financial report at each troop committee meeting showing new receipts and payments, by category, since the last financial report, and the current balance of each category of troop funds and other reports as requested by the Troop Committee.

8.1.4 Although the Treasurer will maintain all troop funds, he or she will only be directly responsible for budgeting and managing the troop's general funds.

8.2 General Fund

8.2.1 General funds finance all troop expenses incurred throughout the year.


8.2.2 Troop expenses include, but are not limited to troop camping supplies and equipment, training aids and materials, administrative supplies, items purchased for resale, and other items awarded to Scouts as they advance through the program (badges, patches, pins, etc.).

8.2.3 General funds are derived primarily, from annual registration, dues and equipment fees, but also come from troop money-earning projects and donations.

8.2.4 Prior to the beginning of a new troop calendar year, and based upon the Troop's approved annual plan, Treasurer, with assistance from Scouters and other Troop Committee members, will submit a budget for the management of the troop's general funds for the coming fiscal year to the Troop Committee for approval.

8.2.5 A copy of the approved general funds budget will be kept by the Treasurer to provide guidance in the disbursement of general funds.

8.2.6 All general funds will be disbursed from the Treasurer to the designated Scouter or Committee Member, with approval from the Troop Committee, as necessary to finance committee-

	Document Title: Troop 120 – Bylaws	Version Number: 1.0	
Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008	Page Number 16 of 20

approved expenditures. Reimbursement of purchases made will be supported by a signed receiving report, invoice, and/or proof of payment.

8.2.8 Prior to expenditures being made (other than routine expenditures such as badges, etc.), a written Request shall be submitted for approval by both the Committee Chairperson and the Treasurer with method of payment indicated.

9 Troop Planning

9.1 General

9.1.1 Scouts, with advice and support from the Scoutmaster, his assistants, and members of the troop committee, plan and conduct troop activities, including troop meetings, Courts of Honor, troop campouts, service projects, fund raising projects, hikes, and other troop events.

9.1.2 The following resources are available in the troop library from the Troop Librarian, in support of troop planning: Boy Scout Handbook; BSA merit badge pamphlets, copies of Boy's Life magazines; et al. al.

9.2 Annual Planning

9.2.1 For planning purposes, the troop year begins in September 1st and ends in August 30th of the following year. The calendar year budget shall be prepared taking into consideration this planning.


9.2.2 The Annual Planning Conference has three main objectives:

- Set goals for the troop for the coming year and identify monthly themes.
- Define the calendar of events, activities, campouts, projects, etc., necessary to achieve the goals set for the troop and have fun doing it.
- Identify the resources (human and otherwise) necessary to achieve the goals set for the troop.

9.2.3 The plan produced by the Troop at the Annual Planning Conference is submitted to the Troop Committee by the Scoutmaster for review and approval.

9.2.4 The Troop Committee will review the annual plan produced by the PLC in terms of feasibility, desirability, community and committee support required, and in light of the anticipated troop budget for the upcoming year. When approved, the annual plan is returned to the PLC for implementation.

9.2.5 Once approved, the annual plan, as represented by the troop calendar, should be posted on the troop bulletin board at all regular troop meetings, and a copy of the calendar should be distributed to all Scouts, Scouters, and members of the Troop Committee at the beginning of the troop year.

	Document Title: Troop 120 – Bylaws		Version Number: 1.0
	Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008

10 Advancement

10.1 General

10.1.1 Unless unavoidable a SM/ASM should not conduct a SM conference for his/her own son. Unless unavoidable a Committee Member should not sit on a Board of Review for his/her own son.

11 Discipline

11.1 General

11.1.1 Misconduct is not permitted at any troop event. Scouts who choose to misbehave, and are not living by the Scout Law, Oath, or Outdoor Code are making scouting less fun for everyone.


11.2 Discipline Procedures

11.2.1 Misbehavior is defined as violating any of the Scout Laws by deed, vocal action, physical gesture, an/or lack of action which offends others, shows disrespect or disobedience to those appointed in authority or causes a serious disruption in troop activities. Examples of misbehavior include:

- Cursing/swearing
- Obscene or indecent language
- Belittling accomplishments
- False statements
- Obscene or indecent gestures
- Insults to religious or ethnic customs or traditions
- Other such activities which violate one of the 12 Scout Laws.

Offenses committed at other than scouting activities shall not be judged as misbehavior under this section unless the unacceptable behavior violates local laws, ordinances, military laws and regulations, or is of such a nature as to bring discredit upon the Troop. The procedures for dealing with misbehavior are as follows:

- Violation #1 – Scout is issued a verbal warning and parents are notified.
- Violation #2 – Scout is given a written warning, parents are notified. Service and leadership credit is revoked.
- Violation #3 – The next 8 activities you attend (meetings, campouts, etc..), you will have to be accompanied by your *parent/guardian*, who will be responsible for supervising you the *entire* time.
- Violation #4 - Scout will be counseled by the Scoutmaster, Committee Chairman, and Parents to discuss your future participation of being in Troop 120.

	Document Title: Troop 120 – Bylaws	Version Number: 1.0	
Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008	Page Number 18 of 20

All limitations, restrictions, penalties, and other disciplinary action taken will be limited in nature, but designed to assist the Scout in recognizing the wrongdoing and taking corrective action to address the deficiency. No action will be taken which would ridicule, cause physical injury, or infringe upon personal privacy in correcting a Scout's misbehavior. Restrictions and limitations will be set for specific periods of time, aimed at next major events, campouts, or other activities.

A serious offense is anything risking injury or damage to someone or something. Examples of serious offenses include:

- Acts of violence with intent to injure
- Possession of alcoholic spirits or illegal drugs
- Possession of a weapon not approved by the Scoutmaster
- Theft
- Arson
- Possession of tobacco products by anyone under 18 years of age
- Immoral exposure or touching
- Hazing
- Vandalism


A serious offense is grounds for immediate action by the Scoutmaster, which can include sending a Scout home from a troop activity. (Parents must be prepared to pick their son up at any time during a troop meeting, campout, or other activity.) The case will then be considered by the Troop Committee, with recommendations from the Scoutmaster and Assistant Scoutmasters. Possible actions by the Troop Committee include temporary suspension from troop activities or dismissal from the Troop.

Activities or behavior not specifically covered here, which violates regulations, attempts to circumvent rules, poses hazards, or offends the common sense and decency of others will be dealt with in an equal manner as offenses listed.

12 Amendments

12.1 General

11.1.1 Interim amendments to the By-laws may be made by majority vote of the Troop Committee after introducing the amendment at one Committee meeting and/or publishing the proposed amendment in the Troop Newsletter or by Electronic Mail. The amendment will be voted upon at the next committee meeting.

	Document Title: Troop 120 – Bylaws	Version Number: 1.0		
Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008	Page Number 19 of 20	

13 Appendix

13.1 Key Committee Chair Descriptions

Committee Chairperson


1. Organize the committee to see that all functions are delegated, coordinated, and completed.
2. Maintain a close relationship with the Chartered Organizations Representative and the Scoutmaster.
3. Interpret national and local policies to the troop.
4. Prepare troop committee meeting agendas.
5. Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
6. Ensure troop representation at monthly roundtables.
7. Secure top-notch, trained individuals for camp leadership.
8. Arrange for charter review and re-charter annually.
9. Plan the charter presentation.

Secretary

1. Keep minutes of meetings and send out committee meeting notices.
2. Handle publicity.
3. Prepare a family newsletter of troop events and activities.
4. Plan for family night programs and family activities.
5. At each meeting, report the minutes of the previous meeting.

Treasurer

1. Handle all troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the troop committee
2. Maintain checking and savings accounts
3. Train and supervise the troop scribe in record keeping.
4. Supervise money-earning projects, including obtaining proper authorizations.
5. Supervise the camp savings program.
6. Lead in the preparation of the annual troop budget.
7. Lead the Friends of Scouting campaign.
8. Report to the troop at each committee meeting

	Document Title: Troop 120 – Bylaws	Version Number: 1.0	
Author Butch Keepers - Scoutmaster	District Lewis & Clark	Effective Date 11/01/2008	Page Number 20 of 20

Activities

1. Help in securing permission to use camping sites.
2. Serve as transportation coordinator.
3. Ensure a monthly outdoor program.
4. Promote the National Camping Award.
5. Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of one outing per month.
6. Secure tour permits for all troop activities.
7. Report to the troop committee at each meeting.

Advancement

1. Encourage Scouts to advance in rank
2. Work with the troop scribe to maintain all Scout advancement records.
3. Arrange quarterly troop boards of review and courts of honor.
4. Develop and maintain a merit badge counselor list
5. Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates
6. Work with the troop librarian to build and maintain a troop library of merit badge pamphlets.
7. Report to the troop committee at each meeting. Also recommended to appoint someone to monitor adult advancement as well; training, Wood Badge, etc.

Membership

1. Organizes any Special Events for Troop as approved by Troop Committee.
2. Works with the Committee Chair to prepare the needed forms for re-chartering of the current members and new scout forms for bridging Webelos.
3. Heads Welcoming Committee for new Scouts.

Fundraiser

1. Coordinates all fundraising activity within the troop.
2. Obtains volunteers for various fundraising projects.
3. Reports to Treasurer all activity involving fundraising.
4. Works with Treasurer to ensure all costs / profits are accounted.