



TROOP 109 BY-LAWS

February 2010

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TROOP #109 BY-LAWS 2002 (Revised Feb. 2010)

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BY-LAWS OF TROOP # 109

The organizational structure of Boy Scout Troop 109 shall be in compliance with BSA guidelines. The following rules and regulations are to be enforced in order to assure more organized meetings and to provide a clearer basis for the purposes and ideals of BSA Troop 109, Colchester, CT. Your cooperation is needed in order for these rules and regulations to be enforced properly.

1. TROOP COMMITTEE

Troop 109 Troop Committee shall be comprised of the following positions: Committee Chairman, Secretary, Treasurer, Advancements, Fund Raising, and other positions the Committee may designate

- 1.1 **Election of the Troop Committee:** The Troop Committee shall be elected by majority votes cast by parents and/or guardians of active Scouts of Troop 109. Elections shall be held every two (2) years. It is recommended that elections be held at an annual meeting to take place in the month prior to charter renewal.
- 1.2 **Committee Meetings:** Troop committee meetings shall be held a minimum of one meeting every other month. It is recommended that monthly meetings be held. The Secretary shall notify Committee members and Parents/Guardians 7-10 days prior to meeting or via scheduling meetings on the Troop Website. Parents and/or Guardians are invited to attend, but are not allowed to cast any votes, with the exception of Section 1.1.
- 1.3 **Annual Open Meeting:** An annual open meeting shall be held, preferably in June, with the intent to plan for the next "Scouting Year". The purpose of this meeting is to receive ideas on activities, wish lists, budgets, and fund raising ideas.
- 1.4 **Duties of Officers:**
 - 1.41 **Committee Chairman:** To preside over meetings in accordance with "Robert's Rules of Order". The Committee Chairman shall also schedule meeting dates.
 - 1.42 **Secretary:** The Secretary shall take minutes of meetings, receive all correspondence, and inform Troop 109 Parents/Guardians of meetings. The Secretary shall preside over Committee meeting in the absence of the Committee Chairman. The Secretary shall also authorize the release of all public relation materials.
 - 1.43 **Treasurer:** The Treasurer shall be responsible for Troop 109 funds. The Treasurer shall also provide an annual report for Troop 109 annual meeting and maintain "Scout" accounts for the Scoutmaster and Scouts. The Treasurer shall work with the Scoutmaster to provide an annual budget to the Committee.
 - 1.44 **Advancement Chairman:** The Advancement Chairman shall work with the Scoutmaster in rank advancement of the Scouts, hold Board of Review on a timely basis and maintain Scout records.

- 1.45 **Fund Raising Chairman:** Provide opportunities for fund raising. The Fund Raising Chairman shall coordinate scheduling and Scout requirements with the Scoutmaster.
- 1.5 **Sub-Committees:** Elected officers may form sub-committees with the approval of the Troop Committee. The Chairperson of the sub-committee may appoint members at their own discretion. All finalized proposals by the sub-committee shall be presented to the Troop Committee in the form of new business. Any expenditure must be approved by the Troop Committee prior to implementation.
- 1.6 **Voluntary Resignation of Office:** Any officer is permitted to resign. The Committee Chairman shall appoint a replacement to fulfill the duties until the next scheduled election. If the Committee Chairman resigns, then the remaining Committee members shall elect a new Committee Chairman for the remainder of the term.

2. MEETING TIMES TARDINESS/ATTENDANCE UNIFORM RULES

Troop 109 Scout meetings will be for 1.5 hours weekly unless otherwise noted.

2.1 **Tardiness:** Scouts are expected to report on time for all Troop meetings and activities. Continued tardiness to Scout meetings and activities shall result in a warning or temporary suspension.

2.2 **Attendance:** Troop members must attend seventy-five percent of meetings and activities per scouting year in order to remain an active member of Troop 109.

2.3 **Uniforms:** "Class A" Scout uniforms are to be worn each week by all Scouts, unless otherwise specified by the Scoutmaster (SM) or his assistant (ASM) in the SM's absence.

2.4 **Excessive Absence:** If a Scout continuously does not attend meetings, and if he does not have a valid reason for absences, he shall then be telephoned by the SM or ASM (Or any leader appointed by them), and be asked if he wishes to remain a member of Troop 109. If the answer is negative, he shall then be dropped from the list of members of the Troop. If, however, the answer is in the affirmative, the member shall be asked to present valid reason(s) for his absences from Troop 109 meetings. He shall then be informed as to the amount of dues he owes, and shall be asked to pay these dues at the first possible convenience. If member has no valid reason for his absence the Scout shall be removed of all position and placed on temporary suspension.

3. **CODE OF CONDUCT**

Troop 109 shall use the following Code of Conduct for all Scouts. A Code of Conduct form shall be given to all Scouts and signed by the Scout and their parent or legal guardian.

- 3.1 The Scout Oath and the Scout Law will be my guide throughout my scouting experience.
- 3.2 I will attend and participate in as many Scout activities as possible and will always be a team player.
- 3.3 In consideration of other Scouts, I will agree to follow schedules and rules from the Scoutmaster or his designated advisor, such as bedtime and morning courtesy.
- 3.4 I will be responsible for my own gear, such as maintaining and labeling it, so I will not lose it.
- 3.5 I will take care of and be responsible for any Troop equipment that I will use.
- 3.6 I will respect other people and their property.
- 3.7 I understand that the purchase, possession or consumption of alcoholic beverages, illegal drugs, cigarettes and fireworks are prohibited.
- 3.8 Serious and/or repeated problems, such as stealing, cheating, dishonesty, swearing, hazing intimidation and/or threatening, fighting, gambling, sexual harassment, racist language, will result in disciplinary action.
- 3.9 I will demonstrate respect for Troop 109 and BSA property and I and my parent(s)/guardian(s) will be personally responsible for loss, breakage, or vandalism that is a result of my actions
- 3.10 While participating at a Scout event, I will obey all safety rules and instructions of the SM or his designated leader.
- 3.11 All Scouts are prohibited from having firearms, non-regulation knives, razors or camouflage weapons according to Federal, State and local laws
- 3.12 All forms of hazing are prohibited and could be cause for disciplinary suspension (by-law 4.3) from the Troop.
- 3.13 Violations of this Code of Conduct may result in immediate removal from Troop activity at my and parent(s)/guardian(s) expense and may result in disciplinary action listed in Section 4 of Troop 109 By-laws.

4. **METHODS OF DISCIPLINARY ACTION**

The following system shall be used for disciplinary action. It shall be enforced upon any scout who continually disrupts Troop meetings and/or activities:

4.1 **Warning:** The Scout shall receive a verbal warning from leader-in-charge of the activity (i.e. JASM, SPL, ASPL, TLC, PL). The SM or ASM shall then be informed of this alleged disciplinary problem, and this Scout shall be required to appear before the SM or ASM to discuss this problem. After a decision has been reached, SM, ASM may take one of the following steps:

4.1a Scout is verbally warned by SM, ASM.

4.1b Matter is dismissed at discretion of SM, ASM.

4.1c Scoutmaster or his Assistant may also decide on any other manner in which to handle the situation; the above are suggested methods.

4.1d If the Scout in question mentions any other scouts who were involved with him, this (these) person(s) shall be required to appear before SM, ASM and be subject to the above discipline.

4.2 **Advanced Disciplinary Action:** This secondary step should be used for serious disciplinary problems, or if Rule 4.1 has had no effect. The SM and Troop Committee upon reaching a majority decision may elect to take the following actions and the Scout's parent(s) or legal guardian(s) will be notified in writing. A copy shall go to the SM and the Scouts file. Upon receipt of Notice of Disciplinary Action, the parent(s) or legal guardian(s) may request a conference with the SM and Troop Committee. This conference will be scheduled at the earliest possible convenience of all parties. The Scout may also appear at this meeting if he so desires, though it is not recommended.

4.2.a The Scout's parent(s) or legal guardian(s) would be required to attend events or outings their child attends, stipulated by the Notice of Disciplinary Action

4.2.b The Scout shall be temporarily suspended from all Troop activities. The Notice of Disciplinary Action will contain details on the length of suspension.

4.2.c Rule 4.2 may be repeated at the SM's discretion if a future offense is minor.

4.3 **Disciplinary Suspension:** If the Scout does not take heed to the warning(s) and continues flagrant disregard of The Code of Conduct listed in section 3, he shall receive a disciplinary suspension by a majority vote of the Scoutmaster and Troop Committee. This "Disciplinary Suspension" shall constitute the final step taken against a Scout. At this point, he is no longer considered a member of Troop 109, and is dropped from the List of Membership of the Troop. A Notice of Disciplinary Suspension shall be mailed to the Scout's home. If, upon receipt of the Notice of Disciplinary Suspension, the Scouts parent(s) or legal guardian(s) wish to discuss the matter further with the SM and Troop Committee, a meeting will be arranged at the earliest convenience between all parties.

4.4 **Re-instatement in Troop:** The Scout may be re-instated in Troop 109 pending a

formal conference between the parent(s) or legal guardian(s) of the Scout, the Scout himself, and the SM with the Troop Committee. This meeting shall be held no sooner than one month after the "Notice of Disciplinary Suspension". If the Scout proves himself worthy of rejoining Troop 109, he shall be re-admitted on a two-month trial basis, during which time his attitudes and actions will be reviewed. If the Scout's conduct and attitude are at least equal to that of other Scout's in the Troop, his re-instatement shall then be effective. Re-instatement is at the discretion of the SM.

5. DUES, PAYMENT OF DUES, AND FUNDRAISING

5.1 Dues Payment: Troop 109 dues (activity fee) shall be \$25.00 per month. Dues will be collected at the first meeting of the beginning of the month. . In the event that a meeting is not held the first week of the month, dues will be collected at the next scheduled weekly meeting. Dues are collected from September through the end of June each year.

5.2 Negligence to pay dues: Scouts are expected to pay dues monthly, at the Troop meeting; however, if he does not pay his dues for two consecutive months without a valid excuse, he shall receive a "Dues Warning" from the Troop Treasurer at the approval of the SM, ASM. Continual negligence to pay dues shall result in further disciplinary action at the discretion of the SM or ASM. (NOTE: Scouts should be mindful not to be more than one month in arrears in dues payment)

5.3 Exceptions: Some valid reasons for which non-payment of dues may be excused are as follows:

5.3.a Absence from a Troop meeting (excused) in which case all back dues should be paid no more than two weeks after the Scout's initial return to meetings.

5.3.b A Scout is granted excuse for one week only if he "forgets" his dues. Accumulated dues shall be paid immediately the following week without fail.

5.4 Change in dues: The amount of dues may be changed by the Scoutmaster & Troop Committee, if times and conditions warrant it. A notice will be written and sent home.

5.5 Fundraising: A Scout is expected to meet the minimum requirements of any fundraising activity that is determined by the SM or Troop fundraising committee. In the event that a Scout does not meet these requirements, the SM or fundraising committee can make alternative arrangements with the Scout, parent(s) or legal guardian(s) to satisfy the Scout's fundraising obligations.

5.6 Scout Accounts: Fund Raising is a Troop activity carried out for the good of the Troop. Money earned or donated to the Troop in these activities is tendered from the general public for the intention of supporting scouting. Troop 109 has a policy of allowing the scouts to use a portion of the funds they participated in earning for the Troop, toward the cost of their scout activities. The amount of funds available to the Scout will be kept on record by the Treasurer. If a Scout leaves the Troop, the committee will review the conditions for the change and determine if the portion of the activity fund deemed accountable to that Scout should be transferred to the next

BSA Troop they join in the same Scouting year. In the event the Scout does not continue with Scouting, funds will revert back to the Troop main account.

6. TROOP OFFICERS, LEADERS

There are five major positions for Troop 109's Scout's who are under eighteen years of age. They are (in descending order): Junior Assistant Scoutmaster, Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Leadership Council Members, Patrol Leaders. These Leaders may either be elected or chosen by the Scoutmaster and his assistant. In either case, the method must be determined by the SM, ASM before the first meeting of the Scouting year in September.

6.1 Election of Leaders: Election shall be held for all or some of the following: Senior Patrol Leader, Assistant SPL, PL's. Election is to be by secret ballot only. The candidates for nomination are required to state their objectives and reasons for attaining the office, which they are seeking prior to the election. It is recommended that elections be held when at least ninety percent of the Troop is present, although fifty percent plus one if all that is required for election. The nominees must be present on the meeting of their election, and must promise to serve their Troop as best they can if they are elected to the position, which they are seeking.

6.2 SM Choosing of Leaders The Scoutmaster and his Assistant may opt to choose the leaders themselves if times and condition warrant it. This choosing shall be done at a meeting of the Troop Leadership Council in conference. SM and ASM should be aware that in order to choose the leaders, the Scouts must first meet those requirements established for the said position. If the SM, ASM decide to choose the leaders, no election shall be held for those positions to which the Scouts were chosen.

6.3 Qualifications of Leaders: Before election or choosing, the Scouts must first meet the requirements established for the position they hope to attain. The following are the qualifications for all various Troop offices, which may be held by Scouts under eighteen years of age in accordance with BSA Guidelines.

The qualifications and duties of the following leadership positions or officers can be found in The Scoutmaster Handbook or other BSA publications.

- 6.3.a Junior Assistant Scoutmaster (JASM)
- 6.3.b Senior Patrol Leader (SPL)
- 6.3.c Assistant Senior Patrol Leader (ASPL)
- 6.3.d Troop Leadership Council Members (TLC)
- 6.3.e Patrol Leaders (PL)
- 6.3.f Various other Troop officers:

6.4 Duties of Officers: The established guidelines for the qualifications of Troop 109's Officers are as follows:

- 6.4.a Scoutmaster (SM)
- 6.4.b Assistant Scoutmaster (ASM)
- 6.4.c Junior ASM (JASM)
- 6.4.d Senior Patrol Leader (SPL)

- 6.4.e Assistant SPL (ASPL)
- 6.4.f Troop Leadership Council (TLC)
- 6.4.g Patrol Leader (PL)
- 6.4.h Assistant PL's
- 6.4.i Patrol Scribe
- 6.4.j Patrol Treasurer
- 6.4.k Patrol Quartermaster

6.5 Removal of Officers: Troop 109's officers are elected or chosen to serve their troop and/or patrol. If a leader proves incapable of doing this, they may be asked to resign their office in conference with the Scoutmaster and his Assistant. Valid reasons for removal include the following:

- 6.5.a Behavior unbecoming of a Scout and Troop Leader.
- 6.5.b Absence from meetings/activities without valid excuse.
- 6.5.c Failure to discipline patrol, troop.
- 6.5.d Any other problem which conflicts the ideals of Scouting.

(NOTE: Decision of SM, ASM is final in this case.)

6.6 Voluntary Resignation of Office: Any Scout who holds any office in Troop 109, and wishes to resign for any reason, is permitted to do so. The Scout may resign his office effective at the next Scout meeting; at that time, another Scout will be chosen or elected to fill the positional vacancy, or - in the case of the SPL or PL, the assistant will fill the vacancy, and another Scout will be elected/chosen to fill the Assistant's former position. Always refer to BSA Guidelines to be certain that the Scout meets the requirements for the office before asking him to attain it, so as to avoid unnecessary embarrassment.

7. PATROL MEETINGS

Patrol meetings are an important part of the Patrol system and are to be held at least once per month, and at any other time the Patrol Leader deems it necessary.

7.1 Guidelines for Patrol Meetings: The following are the basic guidelines for standard Patrol Meetings, and provide various miscellaneous information:

7.1.a The PL or APL, shall state to the entire troop the time, date, place, and purpose of the Patrol Meeting at least one week prior to the date of the meeting.

7.1.b Any junior leader, and also the SM and/or ASM, may attend the patrol meeting for the purpose of evaluation on unannounced. The TLC member assigned to the patrol must attend this meeting and evaluate it.

7.1.c The Patrol Scribe shall keep the minutes of the meeting, read them at the next Troop meeting, give them to the TLC member assigned to his patrol, and the TLC member will keep them on file for at least one year for the purpose of review.

8. **TROOP PLANNING MEETINGS**

The junior leaders shall meet whenever necessary (as approved by the Scoutmaster or his Assistant) to plan Troop meetings and activities for Troop 109. Present at these meetings should be: SM, ASM, JASM, SPL, ASPL, (PL as needed), (TLC as needed), and Troop scribe. Only junior leaders shall attend planning meetings, unless otherwise specified by the SM, ASM.

8.1 **VENTURE PATROL:** The Venture Patrol will plan & conduct High Adventure activities as long as they comply with BSA policy. New members will be inducted in March & Sept. as long as there are eligible scouts & the scoutmaster deems the time appropriate. The Venture Patrol will have a name & flag if they so desire. Meetings will be separate & outside of the standard troop schedule. To be selected a scout will need to meet certain requirements as listed below.

8.1a The Venture Patrol will receive a list of eligible scouts. In order to be eligible to join the venture patrol, the scout must complete the following requirements:

- i. the scout must have attained the rank of First Class
- ii. the scout must be at least 13 years old.
- iii. the scout must earn the camping & first aid merit badges within 180 days after being selected to join the venture patrol and must have at least begun both merit badges. If not completed within 180 days, the scout can be dismissed. The scout is still eligible during the next induction time.
- iv. the scout must have approval of the scoutmaster

8.1b. When a scout is eligible, the scout will be considered by the Venture Patrol for approval. The patrol will look for the scout (s) that will benefit the patrol & the scout the most. The patrol's final decision must be approved by the ASM who is assigned to the Venture Patrol.

8.1c As an approved member of the venture patrol, a scout may be required to complete additional merit badges for reasons pertaining to the goals & objectives set forth (i.e. canoeing merit badge if the venture patrol has planned a canoe trip).

9. **PERSONAL SCOUT MATERIALS**

Scouts are expected to bring to each meeting the following:
Scout Handbook, latest edition; pencil/pen (s); paper/notebook; any other items mentioned prior to meeting.

10. COURTS OF HONOR

Troop 109's Courts of Honor shall be held whenever specified by the SM, ASM, and such person shall inform entire troop at least one month in advance of this special scouting event. It is recommended that courts of honor be held on some evening, but any other time as approved is acceptable.

10.1 Scout Attendance: All scouts are expected to be present with at least one of their parent(s) or guardian(s) at the Court of Honor.

11. REVISION AMENDING OF THESE BY-LAWS

These rules and regulations of Boy Scouts of America, Troop 109, Colchester, Connecticut, compiled and approved by the Committee of Troop 109, are subject to change if and when times and conditions warrant it.

11.1 Procedure: The rule(s) to be changed shall be brought to the attention of the SM, ASM, and then to the entire Troop for opinion. The proposed change in this (these) rule(s) shall then be read to the scouts, and a vote shall be taken. If the majority of the Troop approves of this change, then it shall be brought to the attention of the Troop Committee, and the procedures shall be repeated. If the majority of the Troop Committee approves of the proposed change, then the new rule shall be effective, and added to the by-laws repealing the previous rule.