

**Troop Bylaws**  
**January 5, 2005**  
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**BSA TROOP 3 – MONROE TWP, NJ**

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## **Section 1. Introduction**

### **1.1 Organization**

1.1.1 The organization shall be known as Monroe Township, New Jersey Boy Scout Troop 3 (Troop).

1.1.2 The Charter Organization shall be known as Jewish War Veterans Post 395, Clearbrook Clubhouse, Monroe Township, New Jersey.

1.1.3 The Scouting District shall be known as Joyce Kilmer of the Central New Jersey Council.

### **1.2 Purpose**

1.2.1 The Troop BYLAWS establish Troop policies and procedures as expressed in the Boy Scout Handbook and other official Boy Scouts of America (BSA) publications. Some information contained herein is in addition and supplemental to the charter and bylaws of the BSA and is intended to supplement the Troop Committee Guidebook.

### **1.3 Scope**

1.3.1 The Troop BYLAWS describe how the Troop operates under the higher policies of the BSA rules and guidelines. In the event that any direction 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 Chairperson for resolution.

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

### **1.4 Annexes**

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

### **1.5 Responsibility**

1.5.1 The Troop Committee is responsible for the content of Troop 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 Patrol Leaders Council (PLC) and the Troop Committee.

## **1.6 Waivers or Amendments**

1.6.1 The Troop BYLAWS stand as the final authority as to the operations of the Troop. Waivers or amendments to the Troop BYLAWS must be approved by a majority vote of the active membership of the Troop Committee attending the Troop BYLAWS revision meeting. A minimum of 75 percent of the active Troop Committee must be present (all in one place) at the time of the Troop BYLAWS change discussion and vote.

1.6.2 An active member shall be defined as one who has attended at least one regular Troop Committee meeting during the prior three meeting months.

1.6.3 Any changes or revisions to these Troop BYLAWS must conform to the Bylaws and Charter of the National Council BSA and must meet the approval of the Charter Organization through the Charter Representative. The names and addresses of all those present must appear on the last page of the Amended Troop BYLAWS. The list of the names must include those of the Committee Chairperson, Scoutmaster, and Secretary. The final date of approval must also appear on the same page as well as on the first page of the Amended Troop BYLAWS.

## Section 2. Troop Organization

### 2.1 Troop

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

2.1.2 The SPL is elected to his position once a year, in September, by a majority vote of members of the Troop present at the meeting during which the election is held, after at least a one-week notice of the forthcoming election. Included in this election notice will be a list of those Scouts who have met the criteria for SPL. Candidates for the position of SPL must have:

- Been a registered member of BSA for at least one year;
- Been a registered member of the Troop for at least eight months (not including July and August);
- Advanced to the rank of Life;
- Been a member of the Senior Patrol for at least eight months (not including July and August);
- Received the approval of the Scoutmaster;
- Been elected and served actively as Patrol Leader for a period of no less than 6 months (not including July and August);

2.1.3 No Scout can hold the position of SPL for two consecutive terms without Scoutmaster approval. A new SPL takes his post immediately following his election.

2.1.4 If there are more than two candidates for the position of SPL, the candidate receiving the 2<sup>nd</sup> majority vote will become the ASPL. In the event that there are no such candidates, a separate election will be held to appoint the ASPL. The ASPL must satisfy the same requirements as the SPL, except the ASPL must have been a member of the Senior Patrol for at least five months (not including July and August). Like the SPL, the ASPL is subject to Scoutmaster approval.

2.1.5 If the SPL is unable to complete the full term of his post, the ASPL will complete the remaining SPL term. An election will then be held in accordance with [Section 2.1.4](#) to elect a new ASPL for the remainder of the current term.

2.1.6 The following Troop positions of responsibility can be appointed by the SPL after approval by the Scoutmaster: Troop Librarian, Troop Scribe, Troop Historian, Troop Bugler, 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 the affected Patrol Leaders prior to conclusion.

2.1.7 Troop Guides, Junior Assistant Scoutmasters (JASMs), Den Chiefs, and Order of the Arrow (OA) Representatives will be appointed by the Scoutmaster.

2.1.8 The Senior Patrol consists of the SPL, ASPL, Troop Guides, JASMS, and other senior Scouts. In order to be in the Senior Patrol, a Scout must have:

- Been a registered member of BSA for at least one year;
- Been a registered member of the Troop for at least six months (not including July and August);
- Advanced to the rank of Life;
- Reached the age of 14;
- Received the approval of the Scoutmaster;

2.1.9 Meeting the time, rank, and age requirements for membership in the Senior Patrol does not guarantee that a Scout will be put into the Senior Patrol. Patrol size, Troop size, and leadership capabilities of the Scout are factors that will be used by the Scoutmaster to determine if a Scout advances to the Senior Patrol.

## **2.2 Patrol**

2.2.1 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.

2.2.2 All Scouts will be members of a patrol.

2.2.3 Each patrol will have one Patrol Leader and one Assistant Patrol Leader. Other patrol positions may be created by the Patrol Leader in consultation with the SPL.

2.2.4 Patrol Leaders are elected to their positions once a year, coinciding with the election of the SPL, 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 First Class rank (except in the case of first-year patrols), and are subject to the approval of the Scoutmaster. The new Patrol Leader will assume his role immediately.

2.2.5 The Patrol Leader appoints an Assistant Patrol Leader, subject to SPL approval, and can fill other positions of responsibility in his patrol (see Section [2.2.3](#) above) from members of his patrol in any manner he chooses, with SPL 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.

## **2.3 Patrol Leaders' Council**

2.3.1 The PLC is the planning and decision-making team within the Troop made up of junior leaders.

2.3.2 The PLC, with guidance from the Scoutmaster and his/her Assistant Scoutmasters, prepares suggestions to present to the Troop to complete their annual program planning held in August.

2.3.3 Within the framework of the annual plan (see Section [8.2 Annual Planning](#)), the PLC plans the monthly campouts, and other activities as scheduled during the year, as well as the weekly meetings leading up to those campouts and activities.

2.3.4 In addition to planning, an important responsibility of the PLC is providing junior leadership to the rest of the Troop.

2.3.5 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.

2.3.6 As the top junior leader in the Troop, the SPL, with the advice of the Scoutmaster, leads the PLC and chairs its meetings.

2.3.7 Besides the SPL, other voting members of the PLC include: ASPL, JASMs, Patrol Leaders and Troop Guides.

2.3.8 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.

2.3.9 Although he has no vote, the Troop Scribe will 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.

2.3.10 PLC Meetings, see Section [4.2 Patrol Leaders' Council Meetings](#).

## **2.4 Adult Scouters**

2.4.1 Scouters are the Scoutmaster, Assistant Scoutmaster(s), Chartered Organization Representative, Troop Committee members and any registered adult.

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

2.4.3 The Scoutmaster is appointed by the Troop Committee with approval from the Chartered Organization Representative.

2.4.4 The Assistant Scoutmasters are appointed by the Scoutmaster, with approval from the Troop Committee and the Chartered Organization Representative.

2.4.5 The Scoutmaster and his/her Assistant Scoutmasters work directly with Scouts in implementing the Troop program. They will serve as coaches to the boy leaders.

## 2.5 Troop Committee

2.5.1 The Committee shall function in accordance with the BSA National Committee Guidelines.

2.5.2 Committee Elections

- Elections shall be held annually in **October** for all terms completed or unfilled offices.
- The election slate will be established by the Committee Chairperson for the following offices: Chairperson, Secretary, Treasurer and Advancement Coordinator.
- The Committee shall vote on each office. Prior to vote, the Chairperson shall determine if there are nominations from the floor. If there are, the additional name(s) shall be added to the slate.
- Once nominations are closed, the vote for the offices will occur. All active Committee members (see Section [1.6 Waivers or Amendments](#)) are allowed one vote. Each individual must be present to cast a vote. The vote should be either by secret ballot, or voice confirmation. The Committee Chairperson shall reserve his/her vote for tie breaking. A majority vote is required. If there are more than two individuals running for an office 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.
- The Chairperson in consultation with the other committee officers may create and appoint other committee positions. A person may hold no more than two positions, including Committee officers.
- New Committee officers and positions will be installed at the **February** meeting unless circumstances require earlier change of selected positions.
- If any Committee officer leaves his/her position, the replacement must be approved by a majority vote/voice approval of the Committee.

## **Section 3. Troop Uniforms**

### **3.1 Uniforms**

3.1.1 The Troop recognizes two categories of Boy Scout Uniform:

#### CLASS 'A'

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

Pants - Official BSA Scout pants.

Belt - Official BSA Scout belt and buckle or belt/buckle from summer camps or other official Scouting events (e.g. Philmont).

Neckerchief – Any Official BSA Scout neckerchief with any slide. Scouts will be awarded a Troop neckerchief once they earn their first rank advancement in the Troop.

Merit Badge 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.

Shoes - Leather or canvas. Neat and clean. Dark shoes required at dress occasions such as Courts of Honor or other occasions as directed by the Scoutmaster.

#### CLASS 'B'

Shirt - Troop T-shirt. Clean, no tears.

Pants - Clean, solid color pants with no tears.

Shoes - Leather or canvas. Neat and clean.

### **3.2 Uniform Wear**

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

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

3.2.3 Any Scout unable to comply with uniform and/or scout expenses due to financial hardship should contact the Committee Chairperson for consideration. The Committee Chairperson will submit information anonymously to the Committee for consideration.

## **Section 4. Troop Meetings**

All Troop meetings and Committee meetings (excepting Boards of Review, Scoutmaster Conferences, and disciplinary actions) are open to interested parents/guardians.

### **4.1 General Troop Meetings**

4.1.1 Troop meetings will begin promptly at 7:30 p.m. generally on Wednesday nights from September to June, excluding major holidays, at the meeting place designated by the Troop Committee.

4.1.2 Troop meeting plans are the responsibility of the SPL and the PLC (see [Section 8 Troop Planning](#)).

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

- Pre-opening (patrol corners for patrol business)
- Opening ceremony
- Skills instruction (tailored for new and experienced Scouts)
- Inter-patrol activity
- Closing ceremony
- Post-closing (after the meeting) and meeting clean-up

### **4.2 Patrol Leaders' Council Meetings**

4.2.1 PLC meetings are held at least once every other month.

4.2.2 See [2.3 Patrol Leaders' Council](#), and refer to the Junior Leader Handbook for a BSA description of the PLC.

4.2.3 The general purpose of the PLC meetings is to detail plans for the regular Troop meetings and for any Troop campout or other Troop activities scheduled in the coming two months.

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

- Opening (by SPL)
- 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)

- 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 SPL)

4.2.5 Additional PLC meetings can be called by the SPL 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.

### **4.3 Annual Planning Conference**

See [Section 8 Troop Planning](#)

### **4.4 Troop Committee Meetings**

4.4.1 Troop Committee meetings are held monthly. Additional meetings of all or part of the Committee may be called by the Chairperson.

4.4.2 Troop Committee meetings are the responsibility of the Chairperson.

4.4.3 A quorum of the committee shall consist of the Chairperson or designee (Committee member) and a minimum of four Committee members.

4.4.4 An agenda for the meeting typically includes:

- Reading of the previous meeting minutes
- Old Business
- Committee Chairperson Report
- New Business
- Scoutmaster Report
- Upcoming events
- Treasurer Reports
- Fundraising Report
- Advancement Report
- Open Forum

## **Section 5. Ceremonies & Protocol**

This section describes Scoutmaster Conferences, Boards of Review, and Courts of Honor. It also defines associated protocol with respect to uniforms in accordance with policies and guidelines stated in the Boy Scout Handbook, and as practiced by the Troop.

### **5.1 Scoutmaster Conferences**

5.1.1 A Scoutmaster Conference is a formal review of a Scout who is a candidate for rank advancement conducted by the Scoutmaster (or ASM) in an open, public area.

5.1.2 Scout is responsible for initiating a Scoutmaster Conference when he is ready.

5.1.3 Scout must wear a Class 'A' uniform to a Scoutmaster Conference.

5.1.4 A Scoutmaster or Assistant Scoutmaster shall never conduct a Scoutmaster Conference for his/her own son. This avoids any conflict of interest and gives the Scout the opportunity to interact with other adults.

5.1.5 A Scoutmaster Conference may take place on any camping trip or at any meeting except for the 3<sup>rd</sup> Wednesday of every month.

### **5.2 Boards of Review**

5.2.1 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. The decision of the Board of Review must be unanimous.

5.2.2 The Advancement Chairperson will normally schedule a Board of Review on the 3<sup>rd</sup> Wednesday of every month.

5.2.3 A 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.

5.2.4 Scouts must wear a Class 'A' uniform to a Board of Review.

5.2.5 A Committee member shall 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.

### **5.3 Courts of Honor**

5.3.1 A Court of Honor is a major Troop ceremony conducted twice a year for the purpose of formally recognizing Scouts for rank advancement, merit badges and other awards earned since the last Court of Honor.

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

5.3.3 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! Scouts not in uniform will not be recognized for their achievements at the Court of Honor.

## **Section 6. Troop Campouts and Activities**

### **6.1 Rules**

6.1.1 The following rules apply on Troop campouts:

- Campsites must be kept clean, neat, and safe.
- All garbage must be secured at all times.
- Wastewater 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.
- Physical obstacles in a campsite must be removed or marked.
- Always wear shoes (except when sleeping!). Footwear used outside the campsite must have a closed toe.
- Troop equipment must be returned cleaned and dry at the next regular Scout meeting unless directed by the Scoutmaster.

### **6.2 Unauthorized Items**

6.2.1 Items not authorized on Troop campouts and activities are:

- Electronics of any sort (radios, Game Boys, Walkmans, etc.) Two-way radios can be used with Scoutmaster approval.
- Flammable materials other than approved by the Troop.
- Fireworks.
- Alcohol/controlled substances.
- Obscene material as defined by the Scoutmaster.
- Any knife other than a folding or lock blade knife.
- T-shirts with off-color remarks.
- Foul/abusive language.
- Bad tempers!
- Bad attitudes!

## **Section 7. Troop Finances**

### **7.1 General**

7.1.1 The Treasurer will maintain all Troop funds.

7.1.2 Categories of Troop funds will be maintained:

1. General Funds (checking account)
2. Scout Accounts
3. Award Funds

7.1.3 The 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.

7.1.4 Although the Treasurer will maintain all Troop funds, he/she will only be directly responsible for budgeting and managing the Troop's general funds.

### **7.2 General Funds**

7.2.1 General funds finance all Troop expenses incurred throughout the year.

7.2.2 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.).

7.2.3 General funds are derived primarily from dues, but also come from Troop fund-raising projects and donations.

7.2.4 Prior to the beginning of a new Troop calendar year, and based upon the Troop's approved annual plan, the 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. Specific fund raising targets will be established.

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

7.2.6 Petty cash disbursements below \$75.00 will be allowed without approval. Such expenses should be justified through receipt or other verifiable documentation.

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

### **7.3 Scout Accounts**

7.3.1 Fundraising profits raised by an active Scout will be placed into an account, known as the Scout Account. Troop fundraisers include the Wreath Sale, Flower Sale, Popcorn Sale and any other fundraiser designated by the Troop Committee. The dollar amount, determined by a prearranged percentage, will be credited to the youth's Scout Account by the Treasurer. Only after minimum sales requirements are met will any additional profits be added to the Scout's account. Scout Accounts will not be subsidized from Troop dues. No other funds will qualify for a credit to a Scout Account, unless approved by a majority vote of the Troop Committee.

7.3.2 If a Scout transfers from another Troop or Cub Scout Pack that has similar funds, the Scout's balance will be sent via a check from that organization to the Troop Treasurer.

7.3.3 Funds placed into this account may be accessed by the Scout's parents/guardians for re-imbursement from the Treasurer. A receipt is required and the item must meet the guidelines set below in [7.3.4](#) or [7.3.5](#). No additional monies will be added to the check, nor will payment be made in advance of a purchase. The check will be made payable to the Scout's parent/guardian.

7.3.4 Funds may be used for Troop dues, camping trips, Scout summer camp, or any other approved Troop function, which requires payment from the Scout to participate. This includes fundraiser buyout fees. No receipt is required unless monies are paid outside of the Troop.

7.3.5 Families may purchase item(s) for the Scout's use during his Scouting career, (i.e. uniform, sleeping bag, camping gear, etc.). The funds may also be used for purchase of Scout awards or memorabilia.

7.3.6 Funds must be used before the Scout leaves the Troop. If the Scout transfers to another Troop that has similar accounts set up, the Treasurer will write a check to the new Troop and deliver the check to the Treasurer of that Troop. The funds cannot be used for individual or private camping costs, replacement of Troop items damaged by the Scout, costs associated with disciplinary action, or items/activities not deemed to be within Scouting values by the Troop Committee.

7.3.7 At the end of a Scout's career with the Troop or at the age of 18, all unused funds will be transferred to an active sibling's Scout Account of the parent/guardian's choosing. If there are no siblings in the Troop, the monies will be transferred to a Committee approved Award Fund.

7.3.8 The Troop Treasurer will maintain the individual Scout Account records, reporting the total combined Scout Account balance to the Committee on a monthly basis. He/She will also supply an income and expense report to any parent of a Scout upon request.

#### **7.4 Award Funds**

7.4.1 The Troop Committee reserves the right to establish and maintain award funds. The amounts and requirements for such funds require a majority vote by the Committee. Award funds will not be subsidized from Troop dues.

## **Section 8. Troop Planning**

### **8.1 General**

8.1.1 Scouts, with advice and support from the Scoutmaster and his/her assistants, plan and conduct Troop activities, including Troop meetings, Troop campouts, service projects, fund raising projects, hikes, and other Troop events.

8.1.2 The following resources are available in the Troop library from the Troop Librarian, in support of Troop planning: Boy Scout Requirements booklet; Boy Scout Songbook; BSA merit badge pamphlets; etc. al.

### **8.2 Annual Planning**

8.2.1 For planning purposes, the Troop year begins in September. The calendar year budget shall be prepared taking into consideration this planning.

8.2.2 The Annual Planning Conference has three main objectives:

- Set goals for the Troop for the coming year.
- 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.

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

8.2.4 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.

8.2.5 Once approved, the annual plan, as represented by the Troop calendar, should be posted on the Troop website at the beginning of the Troop year.

## **Section 9. Discipline**

### **9.1 General**

9.1.1 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.

### **9.2 Discipline Procedures**

9.2.1 Misbehavior is defined as violating any of the Scout Laws by deed, vocal action, physical gesture, and/or lack of action that 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, and 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:

- Scouts who misbehave will be addressed by the PLC for their first offense. The PLC will assess such restrictions or limits to activities and probation period (not to exceed 30 days) as are reasonable with respect to the offense, with approval of the Scoutmaster.
- Scouts who misbehave either while performing the terms of their limitations or restrictions assessed by the PLC, or for a second time within the set probation period, will be counseled by the Scoutmaster or Assistant Scoutmaster who will assess more severe penalties, restrictions, or limitations as warranted by the second offense. The parents of the Scout will be informed by either the Scoutmaster or an ASM of any action taken at this point.
- Scouts who misbehave a third time within 45 days of a second offense will be referred to the Troop Committee for further disciplinary action with parental inclusion including dismissal from the Troop if necessary.
- 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 including

assault; possession of alcoholic or controlled substances; possession of a weapon not approved by the Scoutmaster; theft; arson; immoral exposure or touching; hazing; and 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 Troop shall not be liable for any cost involved; these will solely be the responsibility of the parents/guardians. 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.

9.2.2 Misbehavior directed at or by the son of a Troop Leader is **not** to be handled by that particular Troop Leader. Instead, the Scoutmaster or Assistant Scoutmaster not related to the Scout is to be engaged to handle the situation.

9.2.3 Discipline should fall within the policy as stated in the Guide to Safe Scouting, which states, “**Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.**” The BSA’s Youth Protection Training defines emotional abuse as “*actions which significantly harm the child's emotional status and self-image.*”

9.2.4 When an Adult Scouter becomes a detriment or liability to the Troop or dangerous to the Scouts because of his/her actions, the Committee Chairperson will notify that person in writing that he/she is up for review as to his/her fitness to be a member of the Troop.

- The Committee Chairperson will notify all Committee members and the Scoutmaster of the date, time, and place for the review meeting. The person in question is invited to attend to present any facts and mitigating circumstances that might affect the outcome of the review. A quorum of the Committee is required.
- A simple majority of the Committee members present at the review is sufficient to remove an Adult Scouter.
- If the Committee elects to remove the Adult Scouter, either temporarily or permanently, a certified letter (or equivalent) will be sent within a week to the Adult Scouter. The Committee Chairperson will notify Council regarding the Adult Scouter’s removal from the Troop.
- The Scoutmaster has the authority and discretion to deny an Adult Scouter from attending any Troop activity. All such actions must be reported to the Committee Chairperson, within a reasonable period of time.

## **Section 10. Grievances**

### **10.1 Scout Grievances**

10.1.1 It is important for the Scout to handle grievances by using the Troop Scout leadership chain.

10.1.2 For minor grievances, a Scout should first talk with his Patrol Leader or Troop Guide (as applicable).

10.1.3 The Patrol Leader (or Troop Guide) should attempt to resolve these minor issues within the patrol, or if that is not possible, take the matter up with the SPL.

10.1.4 The SPL, in turn, may use the PLC and/or the Scoutmaster/Assistant Scoutmasters as resources to settle disputes or resolve issues.

### **10.2 Parent Grievances**

10.2.1 Parents who perceive inequities related to the manner in which grievances are handled, are encouraged to speak with the appropriate Assistant Scoutmaster or the Scoutmaster.

10.2.2 Parents should take their concerns directly to the adult leader involved when possible, then to the Scoutmaster if necessary.

10.2.3 Those parents who still have concerns after talking to the Scoutmaster are encouraged to bring their concerns directly to the Committee Chairperson.

## **Section 11. Bylaw Amendments**

11.1.1 August 27, 2007 - Updates to SPL and ASPL elections (sections 2.1.2, 2.1.4, new 2.1.5)

11.1.2 April 2, 2009 – Complete rewrite of **Scout Accounts** information (section 7.3)