

# TROOP 174 BY-LAWS

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## **WELCOME AND INFORMATION**

**To: New Scouts and their families.**

Welcome to Chaska's Boy Scout Troop 174 and to the wonderful world of Scouting. Troop 174 is part of the Lake Minnetonka District of the Viking Council, Boy Scouts of America and is sponsored by Crown of Glory Lutheran Church. Although the church sponsors the troop, it is truly ecumenical in so far as membership in the troop and the leadership represent several of the Protestant congregations and the Catholic Church in the community.

Troop 174 meets on Monday nights from 7:00 to 8:30 P.M. at Crown of Glory Church.

Should the meeting site, day or time be changed, the Scouts will be informed at least one week in advance.

The Scout's family is expected to take part in and be involved in their son's Scouting experience and the life of the troop by:

- ✍ Assisting and encouraging their son in his advancement program in Scouting. If the parent does not help, support, and encourage the Scout in his advancement, it is almost certain that he will not advance beyond second class and will drop out of Scouting.
- ✍ Being prepared to support the troop in volunteering in activities such as transporting the Scouts to out of town activities, supervising and chaperoning events, and assisting with fund raising projects when called upon.

Rather than pay dues each week or month, the Troop Committee has set up a unified, registration dues fee that is paid once a year at re-charter time or when a boy joins the troop. Troop 174's re-charter date is in January. This one payment covers the registration fee that is sent to the National Scout Headquarters, coverage in a group accident policy and minor expenses that are incurred during the year for the Scouts and the Troop.

From time to time there will be additional costs. These will primarily be cost of food for campouts, etc. and usually amounts to something between \$5.00 to \$10.00, depending on the quality and the number of meals.

### **SO YOU HAVE A SON WHO WANTS TO BECOME A BOY SCOUT?**

Your son has graduated from Webelos or is 11 years of age or has finished the 5<sup>th</sup> grade or has reached that point in life where he announces, "I want to join the Scouts." Perhaps you have decided that he should join a troop. I truly hope that it is more of the former than the latter because everyone is going to be a lot happier in the long run if it is his decision as well as yours. Don't get me wrong, you must also be committed to the program because your son will achieve little success in Scouting without your full and enthusiastic support and encouragement. In any event, you bring him to your neighborhood troop and register him.

**\*\*SURPRISE\*\*** He's a member but still not a Scout. He has to learn some things first, but more about that later.

Now comes the fun... buying his "stuff"... Oh boy...you walk into a store stocking Boy Scout equipment and it boggles your mind. Official shirt, official neckerchiefs, official pants, official shorts, official sox, official belt, official shoes. You can buy sleeping bag, tent, mess kit, canteen, backpack, knives, etc. But to buy all this "stuff" you would spend well over \$100.00 and your son still wouldn't be outfitted. All these things would be neat to have, but you do not need all that stuff. Talk to your Scoutmaster and he will help you out a lot.

To start out with, all your son really needs is the OFFICIAL BOY SCOUT HANDBOOK. Why? It tells what he needs to learn to become a scout (yes LEARN). This comes as a shock to some boys and as a result we don't see them after the first meeting or so. It has the requirements for the various progress awards. It gives most of the answers and shows many of the "how to" to complete the requirements. Incidentally mom and dad, if you enjoy the outdoors, the Scout handbook will be of interest to you too. If you carefully study the Scout Oath and the Scout Law you will discover that it is a spirit, THE SPIRIT OF SCOUTING, and it doesn't make a bad model for a way of life.

The next item is the shirt. You can go to the store and buy one or you can check with friends and neighbors. Their son may have outgrown his or quit Scouts, and there is a shirt lying around that I'll bet you could buy for a couple of dollars, or maybe they would give it to you. Garage sales are another way to outfit your son at a fraction of the original cost.

Another item your son is going to need is a neckerchief. The Troop will maintain uniformity with their neckerchiefs and neckerchiefs must be worn at all Troop meetings and functions. Why? Because Scouting is a uniformed organization.

When you begin to think about buying scout equipment, some questions will come up. Talk to your Scoutmaster. There are rules about knives, axes, etc:

## ***TROOP 174 BYLAWS***

### ***ORGANIZATION***

#### **ACCEPTING AND REGISTERING THE CURRENT YEAR'S WEBELOS GRADUATES AND UNDERGRADUATES**

Troop 174 will discourage registration of the current year's Webelos graduates until the first Scout meeting following the Arrow of Light activities.

### **RATIONALE:**

Once a boy is registered as a Boy Scout, he is no longer eligible to participate in Webelos activities. As a Boy Scout he may participate in the Arrow of Light activities which are quite impressive.

## **TROOP ELECTIONS**

Troop elections shall be held every six months.

Elected offices for the Troop shall be:

- Senior Patrol Leader (SPL)  
(Assistant Senior Patrol Leader will be chosen by the SPL.)
- Troop Scribe
- Quartermaster
- Librarian
- Historian
- Grubmaster

Elected offices for the patrols shall be:

- Patrol Leader
- Quartermaster
- Librarian
- Historian
- Grubmaster

### ***SENIOR PATROL LEADER (SPL)***

A Senior Patrol Leader in Troop 174 must have attained the rank of first class and must have the Scoutmaster's approval. The Scoutmaster will determine if the boy is worthy of the position. The Scout must attend Junior Leader Training.

If the SPL or PL is unable to serve or in the opinion of the Scoutmaster they are unable to serve, the assistant will move up and choose his assistant. The SPL could be a Patrol Leader or hold another office. The assistant PL could also be another officer. At the next Troop elections, the position for the Senior Patrol Leader or Patrol Leader will be open as before. All other vacancies will be filled by special election.

### **TWO DEEP LEADERSHIP**

The Troop shall operate with two-deep leadership. This means the Scoutmaster, the Assistant Scoutmasters, and all adults will work or drive a vehicle with either a minimum of two boys or with another adult and one boy. The Scoutmasters conference will be held in an area visually available to other adults. Adults will not share sleeping quarters with other boys other than their own.

### **VENTURE PROGRAM**

The goal of the Venture program is to provide older Scouts with an opportunity to test their Scouting skills and to enhance their leadership abilities.

Venture crews are setup for each venture activity. A designated Assistant Scoutmaster is required to supervise the Venture crew. A new crew chief shall be elected each time a new activity is selected.

Participation in a venture crew shall be limited to those Scouts who are active in the Troop,

have earned the rank of first class, and must be 14 years old to attend any venture outing and have attended one long-term.

A Scout who is registered as a Venture crewmember shall maintain his Patrol membership and his Patrol and Troop duties and responsibilities.

Co-educational activities may be a part of the Venture program. Young women may not register as a Venture crewmember, but may participate in activities at the request of a crewmember. When co-educational activities are planned, proper chaperoning is required.

## **PATROL LEADERS COUNCIL (PLC)**

The Patrol Leaders Council normally meets once a month. The PLC is responsible for planning a boy-run Scout program. Decisions of the Patrol Leaders Council must receive approval from the Troop Committee before they go into effect.

The Patrol Leaders Council shall consist of the Patrol Leaders, the Senior Patrol Leader, the Assistant Senior Patrol Leader and the Troop Guide. The Troop Scribe is a non-voting member of the Patrol Leaders Council. His responsibility is to keep a record of the meeting minutes. If a Patrol leader is unable to attend a meeting of the Patrol Leaders Council, he shall have his Assistant Patrol Leader attend in his place. If that is not possible, he shall designate another member of his patrol to attend in his place.

The Scoutmaster or his designee (an adult leader of Troop 174) shall attend all meetings of the Patrol Leaders Council and shall advise the Council as needed.

ANOTHER INVITED ADULT ATTENDING THE MEETING SHALL BE AS AN OBSERVER ONLY, UNLESS ASKED FOR INPUT.

## **JUNIOR ASSISTANT SCOUTMASTER (JASM)**

The Scoutmaster, with approval of the Troop Committee, appoints the JASM position. The Scout must be 16 years of age or older and be qualified to serve as an Assistant Scoutmaster. JASM duties generally include working with the Troop support staff (Scribe, Quartermaster, Librarian, Instructors, Historian and Chaplain) and the Den Chiefs (Cub Scouts or Webelos).

## **MERIT BADGES AND COUNSELORS**

It shall be the policy of Troop 174 to assist Scouts with advancement by counseling them or helping them find counselors for the badges they want to earn. A list of merit badge counselors will be maintained by the Troop and will be made available to the Scouts.

It shall be the Troop policy that Scouts will be encouraged to complete at least one of the Citizenship merit badges with each rank advancement after First Class so that they are not caught working on their Eagle rank with three hard merit badges left to complete.

**ALL MERIT BADGE COUNSELORS MUST BE REGISTERED WITH THE COUNCIL.**

**THERE WILL NO FEE FOR REGISTRATION.**

## **TROOP 174 MERIT BADGE INFORMATION**

How to go about getting a merit badge:

- ? Select the merit badge that you want to work on.
- ? Obtain a merit badge application card from the Advancement Chairperson or from the Scoutmaster.
- ? Obtain a copy of the merit badge book from the Scout Office or from a fellow Scout. Read and understand the complete merit badge book.
- ? Work on the merit badge and when you think you have things in pretty good shape, call the suggested counselor to make an appointment to meet. When you contact the counselor:
  - o Identify yourself and state why you are calling.
  - o Tell the counselor which merit badge you are interested in.
  - o Ask for an appointment to go over the things that you have already done and to get some coaching on parts that you don't understand.
- ? Keep your appointment, be on time and bring your merit badge book.
- ? The counselor will:
  - o Go over the points you have completed, give you some additional tips, give you advice on the part you did not complete or did not understand, and make a second appointment with you to finish what is left to be done.
  - o When the counselor feels that you know the material or have demonstrated the required skills, he/she will then sign your merit badge card.

Remember, although you may not have to, expect to meet several times with your counselor prior to passing the requirements for the merit badge. Don't feel badly if you have to go back several times to pass the requirements. Some merit badges require months to complete due to:

- ? A simple time requirement or service project.
- ? A project that takes time (Gardening merit badge – you have to grow a garden)
- ? Your having to do a given thing many times (Camping merit badge – you have to sleep out under canvas or under the stars for 20 nights).

If you are working on one of the longer merit badges, be sure you make contact with the counselor and advise him/her right away of your intentions, so he/she can have a chance to supervise you on your project during its course.

In some cases, with some merit badges, your counselor may have you see and work with several people who may have different skills required for that given merit badge. If you are interested in a merit badge not on the list or one for which a counselor has not been identified, please see your Advancement Chairperson or the Scoutmaster.

## **EAGLE SCOUT COURT OF HONOR**

Troop 174 and/or the National Office of the Boy Scouts of America will provide the following materials for an Eagle Court of Honor:

- 100 Blank Programs (Menus)
- 100 Napkins
- Candles and holders, which remain troop property
- Eagle Badge
- Dad's and Mother's Pin
- Grandmother's and Grandfather's Pins
- Eagle Scout Folder
- Coffee
- Kool-Aid

The Troop's Eagle Advisor will help the candidate and his parents plan the ceremony. The advisor will contact participants in the ceremony and will be in charge of the rehearsal. The ceremony will normally be held on Sunday, at Crown of Glory Lutheran Church in Chaska. The Troop's Eagle Advisor will also arrange for the date of the ceremony. The Troop will take care of setting up and taking down chairs and tables for the ceremony.

The candidate's family should notify the Refreshment Chairperson of their plans. The candidate's family is responsible for providing any additional refreshments not on the above list. The parents and the candidate will also be responsible for choosing the format for the ceremony, having the ceremony typed if it is not the standard form, having copies of the ceremony on hand for speakers, organizing and printing the programs, and printing and sending out invitations to special guests and family. The parents and candidate should send a copy of the program with an invitation to each of the speakers, Troop Committee and any other participants in the Court of Honor about two weeks in advance of the ceremony.

## **SCOUT CONDUCT RULES**

Troop Policy regarding Scout conduct at all Troop or Patrol activities including campouts requires that Scout conduct shall be in accord with:

1. The Scout Oath
2. The Scout Law
3. The Scout Motto
4. The Scout Slogan
5. The Outdoor Code

6. The Safe Swim Defense
7. The Safe Hike Plan
8. Local and national policies as put forth in:
  - a. The Local Tour Permit
  - b. The National Tour Permit
9. Any other codes of conduct put forth in the Scout Handbook, the Scout Fieldbook, and other official publications of the Boy Scouts of America.
10. Scouts shall be bound by God and their conscience, and shall abide by the laws of our nation.
11. Dress policy: Scout shirt and official troop neckerchief must be worn at all Scout functions.

**Any deviation from this policy must be discussed and approved by the committee.**

## **DISCIPLINE PLAN**

1. When a Scout intentionally violates the rules, especially lying, stealing, talking back to leaders/adults, fighting, being mean to other Scouts, using foul language or using chemicals (alcohol or drugs), the Scout is given a warning and is disciplined by the Scoutmaster or the adult in charge if the Scoutmaster is not present. Discipline will be determined according to the severity of the infraction and each infraction will be treated individually. The Scoutmaster or adult in charge, at his/her discretion, will determine the type of discipline. The Scoutmaster will inform the committee of the infraction and the record must be kept confidential.

Warnings, and their context, will be documented and kept on file with the Advancement Chairperson.

The second infraction of the rules during the same meeting will result in the Scout being sent home. He will be encouraged to attend the following meeting. If he cannot get a ride home, he will be isolated under supervision and required to read his handbook.

On a trip, parents can be called to come and get their Scout, if the leader in charge determines that the Scout must be sent home.

These actions and their context will also be documented and kept on file with the Advancement Chairperson.

At subsequent meetings, warnings will be given and recorded with their context as stated above.

The second time a Scout is sent home, a leader will call his parents to explain the problem.

The action and the context of the boy being sent home, as well as the phone call to the boy's parents, will also be documented and kept on file with the Advancement Chairperson.

The third time a Scout is sent home, the Scout is on probation and is out of all Scout activities for one month. The parents will be asked to attend a conference with three members of the Troop Committee. The three Troop Committee members for this conference will be chosen by

the Troop Committee Chair.

The action and context of the boy being sent home, as well as the parents meeting with members of the Troop Committee, will be kept on file with the Advancement Chairperson.

The fourth time a Scout is sent home, he is **OUT OF THIS TROOP.**

The Troop Committee will monitor the Scout's record on a 12-month basis for removal of infraction. Each infraction will be looked at separately. Each infraction can be dropped or kept independently. If an infraction is not removed at the first 12-month meeting that follows, it will remain on the record permanently.

## **DEFINITION OF AN ACTIVE SCOUT**

A new Scout shall be considered active upon joining the Troop and shall be eligible for all Troop activities provided he has met any basic requirements (see for example the eligibility requirements for Long Term Campout).

A Scout shall be considered inactive when he has missed 50% or more of the Troop meetings and Troop activities over a three-month period. The Scoutmaster will verify why the Scout is absent and if he and the SPL agree, the Scout will be put on inactive status.

To regain active status, the Scout must participate in 50% or more of all meetings and Troop activities for a period of three months.

The status of all Scouts are to be reviewed prior to each Court of Honor. The updated roster, which is published at each Court of Honor.

In order to prevent misunderstanding, roll calls will be taken by the Scribe or acting Scribe at all meetings and/or activities. Status of Scouts who arrive late or leave early will be determined by the Scoutmaster discretion. Scouts who arrive late should notify the Scribe.

### **RATIONALE:**

To establish a guideline as to what constitutes an active Scout subject to the Scoutmaster's discretion and the approval of the Troop Committee.

## **High Adventure Trip**

In addition to the regular long-term summer camping trip, a second trip shall also be held when practical.

The second trip shall be designated as a HIGH ADVENTURE TRIP and shall be limited to those Scouts who are active in the Troop, have earned the First Class Badge, are 14 years old by the date of the trip, and who have attended at least one long-term campout.

A Scout, who is 13 years old by the date of the trip, and who has earned the Star Badge and

who is in his third year of attending a Scout Long Term may also qualify.

If a Scout has attended one HIGH ADVENTURE TRIP, to be eligible to participate in a Troop 174 High Adventure Trip for a second time, a boy must have been active in the Troop during the past year and must have advanced one rank. **(Except for Life Scouts working on Eagle rank.)**

To be eligible to participate in a Troop 174 High Adventure Trip for a third time, a Scout must have been active in the Troop for the past year and must have earned the Life Rank or advanced one rank.

#### RATIONALE:

- ? To clearly differentiate between the younger and older Scouts in the Troop.
- ? To signal the older Scouts that scouting has something special to offer them and thus to encourage them to remain active in Troop 174.
- ? To give the younger Scouts something to look forward to stimulate interests in advancement in scouting.

### **TROOP BUDGET**

The budget for the upcoming calendar year must be prepared by the Troop Treasurer and presented at the December Troop Committee meeting. The format is to be simple and should be similar to the one that follows. In addition, the treasurer makes monthly reports.

At each Troop Committee meeting the treasurer will report all expenses incurred for the previous month. The treasurer will maintain a running tally of income and expenses for each category listed.

#### RATIONALE:

To assure that the Troop operates within its means and utilizes available funds wisely.

### **FUND RAISERS AND DISTRIBUTION OF PROFITS**

After a fundraiser, all monies are to be turned in to the Treasurer within one week.

### **PANCAKE BREAKFAST**

The major fundraiser for Troop 174 shall be a pancake breakfast. Income from this event shall be distributed as follows:

25% of the gross advance ticket sales will be credited to the Individual Financial Accounts of the Scouts who sold the tickets.

In addition, cash awards will be presented to the top three (3) ticket salesmen at the Court of Honor following the pancake breakfast. The awards will be distributed as follows:

First place	\$15.00
Second place	\$10.00
Third place	\$ 5.00

The net profits from the event will be distributed as follows:

25% of the net profits will be credited to the Financial Accounts of Scouts who worked at the pancake breakfast.

75% of the net profits will be used by the Troop to cover its annual operating costs. Expenses for the breakfast should be charged, wherever possible, to simplify accounting procedures for the Treasurer.

## **OTHER FUND RAISERS**

All other fundraisers are for the benefit of the Troop only, unless otherwise decided by the Troop Committee.

## **INDIVIDUAL FINANCIAL ACCOUNTS**

### **INTRODUCTION**

Under the general direction of the Troop Committee, Individual Financial Accounts have been set up under Troop member names. This is done for the purpose of using Troop money to help Scouts pay for personal Scouting equipment and activities.

### **HOW DOES THE MONEY GET INTO THE ACCOUNT?**

Certain activities of the Troop earn money for the Scouting program. Out of this Troop money, a certain percentage or amount is designated by the Troop Committee to be distributed to the Scout's account, usually because of his participation in that activity.

### **HOW TO FIND OUT HOW MUCH A SCOUT HAS IN HIS ACCOUNT:**

Updated account status will be available to each Scout or family at quarterly Courts of Honor, through the Treasurer. The Scoutmaster, Assistant Scoutmasters or Treasurer can be requested to provide the information at any other time, assuming adequate advance notice.

### **HOW CAN THE MONEY BE USED?**

Because it is the Troop's money, it can only be used for equipment, supplies, fees, registrations and other expenses related to the Boy Scout program. The Scoutmaster, along with the Scout and parent/guardian, must approve of the scouting expense. Reimbursement requires a receipt. Overdue and unpaid scouting bills may be deducted from the account of the individual Scout by the decision of the Scoutmaster or the Troop Committee.

### **WHAT IF THE SCOUT IS NO LONGER ACTIVE IN TROOP 174?**

It must be kept in mind that the money is the Troop's money, not the individual Scout's money.

Scouts may only use the money if they have an active registration (that is, a Scout must be registered and active in the Troop – see the definition of an active Scout) and the money is to be used for scouting activities or equipment. Money not used in an individual's account will revert back to the Troop's treasury after the Scout's registration has lapsed for two years. If a Scout's registration has lapsed, and he is subsequently reinstated within two years, any balance in the Scout's troop member account will also be reinstated.

## **PAYING FOR CAMPOUT FOOD**

Once a Scout has indicated that he is participating in a campout (camporee or other short-term camping adventure) and he then chooses not to attend, he/his family has a responsibility to pay for his share of food. The only exceptions would be:

- ? He/his family is/are able to contact the food buyer before the groceries have been purchased.
- ? He was unable to attend because of serious illness or death in the family.

A charge will be made not less than one week before a campout to cover registration and food. Should a Scout not prepay his camping and food fee, the Scout will not be allowed to attend the event. Should the prepayment result in an overpayment, the balance will be returned to the Scout's parents. Any shortage due to underassessment of the prepayment will be deducted from the Scout's account or require cash reimbursement if funds are not available.

### **RATIONALE:**

At the Troop meeting prior to a campout, the Scouts determine who will be going on the campout and they then make out their menu. One Scout assumes the responsibility for buying the food. Having bought the food, the fair share of the expenses for each Scout are determined. Each Scout is expected to pay his fair share of the expenses.

## **PAYMENT OF CHAPERONE'S EXPENSES FOR TROOP EVENTS**

General Guidelines:

1. One chaperone for each five Scouts will be eligible for expense reimbursement.
2. There will be a minimum of two chaperones at each event.
3. The priority for chaperone eligibility for reimbursement is as follows:
  - ? Scoutmaster
  - ? Assistant Scoutmaster(s)
  - ? Troop Committee Members
  - ? Parents
4. Chaperones must be a minimum of 18 years of age.

5. Regarding age requirements, the Troop shall abide by national policy, which currently states 21 years of age.
6. Expenses that will be reimbursed only with receipts include:
  - ? Registration
  - ? Meals
  - ? Gas for transportation when transporting Scouts
  - ? Supplies (with prior approval for purchase)
7. Expenses for short-term local campouts (1 to 2 days) and camporees (2 to 3 days) will be reimbursed out of the local treasury.
8. The participating Scouts will pay for the chaperone expenses for the Long Term Campout and the High Adventure Trip. Parents of participating Scouts may approach the committee with other options.
9. Fuel expenses are to be actually incurred.
10. A request for reimbursement will include an itemized listing of expenses, and can be submitted to either the Scoutmaster or the Troop Committee.

Interpretation of this policy and the distribution of funds are at the total discretion of the Troop Committee.

## **ANNUAL REVIEW OF TROOP POLICIES**

The policies of Troop 174 shall be reviewed at least once a year. This review shall take place during the January Troop Committee Meeting.

### **RATIONALE:**

To be sure the policies are in “tune with the times” . Troop 174’s charter expires at the end of January. Re-registration and recruitment of new Troop Committee members occurs at the end of December. Normally the first meeting of the new Troop Committee is in January. This gives the committee the opportunity to examine the policies of the Troop and the reasoning behind them.

## **TROOP RECHARTERING**

The re-chartering fee for all registered adults that are 50% active will be paid by the Troop.

## **RESPONSIBILITIES OF TROOP 174 PARENTS/COMMITTEE MEMBERS**

1. PROGRAM
  - a. Program Planing
  - b. Advancement
  - c. Outdoor Program

- 2. ADMINISTRATION
  - a. Leadership
  - b. Finance and Records
  - c. Equipment
  - d. Membership

## ***SCOUTMASTER***

Responsible to work with and through selected boy leaders and responsible adults, individually and in-groups, to make the Scouting program available to boys. Time commitment is for most Monday evenings for Troop meetings, one evening a month for Troop Committee meeting, one evening a month for Patrol Leaders Council meeting, and some weekend time during the year for Troop campouts. The Scoutmaster will appoint all Assistant Scoutmasters.

## ***ASSISTANT SCOUTMASTER***

Responsible to work with the Scoutmaster to assure a quality Scouting program for the boys. Time commitment approximates that of the Scoutmaster. All Assistant Scoutmasters shall have gone through Scoutmaster Fundamentals training.

## ***TROOP COMMITTEE CHAIRPERSON***

Responsible to plan and run the monthly Troop Committee meeting. Responsible to assist the Scoutmaster, as needed, to recruit proper support when needed to ensure a quality scouting program. Responsible to approve upper levels advancement, and usually involved in the Eagle review process. Responsible to ensure that annual plans are formulated which would make possible the earning of the Honor Unit award. Committee members are appointed by the Committee Chairperson.

## ***EAGLE SCOUT ADVANCEMENT CHAIRPERSON***

Responsible to work with all Life Scouts in planning for and attainment of the Eagle Scout rank.

## ***EQUIPMENT CHAIRPERSON***

Responsible for planning, purchase and upkeep of Troop equipment.

## ***CAMPING CHAIRPERSON***

Responsible to ensure that at least 10 days and nights of camping opportunities are provided for every Scout in the Troop. Responsible to ensure that Long -Term camping opportunity (6 or more consecutive days) are provided for the entire Troop membership. Responsible to ensure that annual camping plans are formulated which would make possible the earning of the National Camping Award.

## ***ACTIVITIES CHAIRPERSONS***

Responsible to ensure that various scouting activities (i.e.; Scout Expo, Halloween party, Roller Skating, Skiing, Christmas Party, etc.) are properly planned and executed.

### ***ADVANCEMENT CHAIRPERSONS***

Responsible to keep accurate records of all advancement earned by each Scout. Ensures that proper recognition for advancement is procured and presented at various Courts of Honor throughout the year. Maintains an up-to-date list of Merit Badge Counselors that is available to the boys. Time commitment is most Monday evenings, plus additional time preparing for each Court of Honor.

### ***PUBLIC RELATIONS CHAIRPERSON***

Responsible for securing appropriate publicity for the Troop and Troop activities in local newspapers and other suitable publications.

### ***REFRESHMENT CHAIRPERSON***

Responsible to plan for proper refreshments at all Courts of Honor held throughout the year.

### ***FINANCIAL SECRETARY***

Responsible for the Troop's checking and savings accounts. Responsible for paying all Troop bills. Responsible for maintaining proper records regarding each Scout's individual financial account. Responsible to regularly report to the Troop Committee regarding the status of the Troop's financial position.

### ***TRANSPORTATION CHAIRPERSON***

Responsible to arrange for adequate transportation to various Troop events, by contacting parents and securing commitments from them to drive.

### ***RECORDING SECRETARY***

Responsible to record the minutes of each Troop Committee meeting and review those minutes at each subsequent meeting

### ***FUND RAISING CHAIRPERSON***

Responsible for raising funds sufficient to maintain the financial well-being of the Troop. To that end, works with the Pancake Breakfast Chairperson, conceives of new fund raising events and recruits leaders for fund raising events deemed desirable by the Troop Committee. Also, annually reviews and recommends to the Troop Committee a Troop registration fee schedule.

### ***PANCAKE BREAKFAST CHAIRPERSON***

Responsible for the planning and execution of this important fund raising event.

### ***SCOUTING COORDINATOR***

Chosen by the sponsoring organization (Crown of Glory Lutheran Church) to interface with the

Troop and the District/Council.

## ***PARENTS***

Required to volunteer their support to the Parents Meeting in actively attending and assisting in the planning and administration of the Scouting program.

## **BASIC LEADER TRAINING**

Adult Troop Leaders are encouraged to complete Basic Leader Training. Registration costs will be reimbursed by the Troop.

## **OTHER ISSUES**

For any other issues not addressed by these bylaws, refer to the National Scouting Bylaws.