

**TROOP 278, AHWATUKEE, ARIZONA – TROOP BYLAWS**  
SALT RIVER DISTRICT, GRAND CANYON COUNCIL, BOY SCOUTS OF AMERICA

**PURPOSE:**

The purpose of the establishment of Troop 278, Ahwatukee shall be to promote the principles of youth development as established by the National Council of the Boy Scouts of America (BSA) and the Catholic National Committee on Scouting.

**CHARTER ORGANIZATION:**

Troop 278, Ahwatukee is sponsored by Corpus Christi Catholic Church, Ahwatukee, (Phoenix, Arizona) the Charter Organization. One member of the adult leadership shall be elected by the Troop committee to serve as the Charter Organization Representative. The representative shall periodically coordinate and/or attend appropriate church committee meetings of the parish, keeping both the Troop and parish advised of church policy or changes in Troop activities and leadership. At the sponsor's option, the sponsor may review and approve Troop leaders within thirty days of the annual election. The Charter Organization Representative shall act as the parish spokesperson in matters of administration of Troop activities.

**TROOP MEMBERSHIP:**

Membership shall be open to all boys who meet the current standards for membership in the Boy Scouts of America and adhere to the principles as set forth by the National Council. No restrictions because of race, religion, or national origin shall prevent membership so long as belief in Deity is acknowledged. Adults may register with the Troop by completing the BSA adult registration process.

**TROOP MEETINGS:**

The Troop shall hold regular meetings from September through June. July & August meetings are optional, at the discretion of the Scoutmaster and Senior Patrol Leader. An extended summer camp of seven days or longer will be held in the summer months and a monthly overnight campout or other outdoor/physical activity will be held in other months. Regular Troop meetings are typically held from 7:00 p.m. until ~8:00 p.m. on Monday evenings at the designated meeting place, usually published in the Troop newsletter or on the Troop website. Meetings are not normally held on public holidays and once per month a Patrol Leaders Council meeting is held instead of the regular Troop meeting.

**SCOUT PARTICIPATION EXPECTATIONS:**

Scouts are expected to participate in the Troop by attending a majority of regular Troop meetings, (in case of conflicts e.g. seasonal sports - please ensure the Scoutmaster knows of the situation). Scouts are also expected to attend at least 4 Troop events/campouts each year.

**ANNUAL PARENT MEETING:**

An annual parent meeting is held to review/discuss the overall operation of the Troop. Typical agenda topics will be introduction of the Scoutmaster/Assistants and the Troop committee members, Summary of membership & activities in the previous year's calendar, proposed program changes for the next year, operating budget overview, Scout account, Troop management calendar: re-charter/committee elections etc, open positions for parental volunteers (and sign ups) and the Troop adult registration process.

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### SCOUT PARENT VOLUNTEER EXPECTATIONS:

Scout families are expected to volunteer their support to the Troop in some manner through the year. A Parent/guardian can serve as a Scoutmaster or assistant, a committee member, as a merit badge counselor or support the Board of Review. Other options are participating in fundraising activities, leading and/or providing transportation for camping and other activities or supporting logistics for fund raising, communication, training, equipment, membership etc. Many varied regular and occasional opportunities exist.

### TRANSPORTATION TO ACTIVITIES:

Parents are ultimately responsible to provide transportation for their sons to and from Troop events. Carpooling is strongly encouraged - but it should be divided, as far as possible, equitably over the course of the annual program of events. Each person who drives Scouts other than their own son in a vehicle in connection with a Scouting activity must be at least 21 years of age and must carry a minimum of \$50,000/\$100,000/\$50,000 of public liability and property damage insurance in order to meet the Tour Permit requirements of the BSA for transporting up to 10 passengers. Activity organizers must ensure drivers acknowledge these requirements are met for all carpooling associated with a Scout activity. The Troop may maintain a list of pre-approved drivers with insurance details to help satisfy these requirements

### PHYSICAL EXAMINATION & MEDICAL FORMS:

All Scouts and adult leaders shall have on file with the Troop the appropriate current BSA Class 1 medical form as part of their initial membership application, with information updated annually as needed. The BSA Class 2 medical form allowing participation in long term Troop camping activities should also be completed within 2 months of membership – this form requires a doctor's physical examination. Class 2 medical forms must be resubmitted every 36 months. Scouts may not attend campouts without the appropriate current documentation on file. All physical examinations shall be at the expense of the parent or guardian of the Scout.

### FEES & DUES:

The sponsoring Charter Organization may consider funding requests from the Charter Organization Representative, but the Troop is expected to be self-supporting, i.e.:

1. When joining the Troop, all new boys and adults shall pay a registration fee including insurance, as set by the National Council.
2. All Scouts and registered adult members shall pay an annual renewal fee
3. Each Scout shall pay dues as established by the Troop committee. Non-attendance at Scout meetings shall not waive dues accrual.
4. Scouts who are not current with their registration & dues will not be eligible to attend Troop events/activities.
5. For monthly campouts or special trips each Scout & adult will pay their share of transportation, food, entrance fees, and other associated costs, if any, before departure.
6. Hardship should be reported to the Troop Committee, who may, by majority vote, waive certain payments.

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### UNIFORMS:

Each Scout shall acquire a regulation Boy Scout shirt, and neckerchief slide, as soon as possible after joining. The Troop will provide the Troop specific neckerchief at no charge on registration. Shirts must have the proper insignia added & shouldn't be worn bare.

The Class-A Plus uniform, includes the Scout shirt with correct insignia, Troop neckerchief and slide (any design), Scout trousers (or Scout shorts AND Scout socks) and a Scout belt. The Class A Plus uniform shall be acquired as soon as possible after joining but certainly within six months of membership. Class-A Plus uniform should always be worn with closed toe dark shoes or with hiking boots, a merit badge sash is optional.

Unless otherwise specified, the Class-A Plus uniform is worn to all Courts of Honor, Boards of Review, by the Color Guard at Troop meetings and for Troop fund raising activities.

The Class-A uniform includes all items of Class-A Plus uniform except neckerchief. Unless otherwise specified, the Class-A uniform is worn to all Troop meetings and departure for Summer Camp and may be worn with any type of closed toe shoes.

The Class-B uniform is the Troop 278 T-shirt (with any other clothing appropriate to the activity). Unless otherwise specified, the Class-B uniform is worn to Patrol Leader Council meetings and other Scouting activities where the Class-A or Class-A Plus uniform is considered inappropriate.

Announcements for Troop activities/events will define the uniform requirements.

The Scoutmaster, assistant Scoutmasters and all Scouts holding Troop youth leadership positions are expected to set a good example and wear the appropriate uniform at all events.

### TROOP ELECTIONS / SELECTIONS PROCESS:

A Troop elections process is held twice a year in the fall and spring to elect & select Scouts for youth leadership positions. The whole Troop will elect the SPL, and then the Scoutmaster & SPL will select from candidates for other Troop youth leadership positions. Patrols will elect their Patrol Leaders and each Patrol Leader will select an assistant Patrol Leader. All positions are expected to change hands except if there are no new candidates and the current position holder wishes to continue in the position.

Preference will be given to Scouts who need leadership positions for rank advancement: For Senior Patrol Leader and ASPL preference will be given to Star Scout (or above) candidates. For Quartermaster, Scribe, Historian, Librarian, Guide, Instructor(s) and Patrol Leaders preference will be given to 1<sup>st</sup> Class Scout (or above) candidates. All other positions are open to all Scouts equally. The Scoutmaster will use discretion to direct appropriate choices based on: needs, ability, fairness and discipline issues.

### ADVANCEMENT:

Advancement is the process by which Scouts progress through ranks in the Scouting program by the gradual mastery of Scouting skills. Boy Scout advancement is a four-step process:

1. A Boy Scout learns by doing. As he develops knowledge and skill, he is asked to teach others. In this way, he begins to develop leadership.

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2. A Boy Scout is tested on his mastery of Scouting skill. The Scoutmaster shall maintain a list of those qualified to give tests and pass candidates.

3. A Boy Scout is reviewed. Boards of Review will be conducted for every rank, except the rank of Eagle, by the Troop's Board of Review. The members will be selected by the Board of Review Coordinator from Troop parents subject to approval by the Troop committee. There must be at least two adult members present; three are preferred, to hold a Board of Review. Once a Scout has reached the rank of Eagle, his review will cover only the merit badges he earned for the Palm he will be receiving.

4. A Boy Scout is recognized. The Scout shall receive recognition as soon as possible after certification of his advancement by the Board of Review. In order to permit Scouts to wear new ranks soon after earning them, the Troop will present rank patches at regular Troop meetings following each Board of Review. Recognition will also be conveyed at the next scheduled Court of Honor where rank cards, pins, merit badges earned and other special awards will also be presented. Courts of Honor are held 3 times per year usually in late summer (~September), winter (~February) & spring (~May).

### SERVICE HOURS:

For purposes of rank advancement above 1<sup>st</sup> Class Scout, service hours can include any activity that contributes to the community, church, school or other non-profit organization. Fundraising activities that contribute to a Scout's own Scout account cannot be considered service hours. Participation in another Scout's Eagle Scout Service Project or fundraising activities for such projects are both considered service hours. Scouts should request Scoutmaster guidance if they are unsure if an activity qualifies for service hours.

### BEHAVIORAL EXPECTATIONS & CONDUCT:

Scouts, Leaders and Parents are expected to show proper respect to all others at all times and to conduct themselves in an orderly and courteous manner, consistent with the Scout Oath and Law. Scouts are not permitted to engage in any activity that will physically endanger themselves or others. No coarse or unacceptable language will be permitted by adults or Scouts. The following items are restricted at any Troop events/activities:

- No firearms except as provided for use under appropriate certified adult supervision at an official Scout event or professionally run shooting range.
- No knives except eating utensils and/or an approved pocketknife - with a valid 'Totin Chip'
- No fireworks or flammable/explosive materials (appropriate camping equipment is allowed)
- No Alcoholic beverages, tobacco products, illegal drugs or pornography

Parents must inform an adult leader of any required prescription/OTC drugs & dosage that may need to be taken or administered during any Scout event/activity.

These restrictions apply equally to Scouts and adults - so particularly adults may not smoke or drink alcohol at any Scout event/activity.

Any violation of these expectations may be reason for discipline up to and including dismissal from the Troop.

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### TROOP DISCIPLINE POLICY:

Only registered and youth protection trained adult leaders are permitted to discipline Scouts other than their own son. Discipline is always administered with at least 2 adults present. No adult is permitted to strike a Scout for any reason and may use physical restraint only when a Scout's actions may harm himself or others. In general - appropriate progressive discipline steps (e.g. initially loss of privileges) are invoked at the adult leaders discretion. Parents will be informed whenever a Scout's behavior warrants it.

### TROOP TRAINING:

The Scoutmaster and assistant Scoutmasters are required to complete youth protection training as part of their registration, and adult leader training as soon as possible - but no later than six months after appointment. Committee officers and all other registered adults are required to complete youth protection training within 60 days of election/registration and are also strongly encouraged to complete adult leader training. All other adults active in the Troop are encouraged to complete youth protection training. Youth protection training is available on-line

From time to time the Troop will offer Junior Leadership Training to the Scouts – all Scouts are encouraged to attend to prepare for youth leadership roles in the Troop.

### TROOP COMMITTEE:

The Troop committee supports the Scoutmaster in delivering a top quality program & handling administration including: chartering, Troop finances, fundraising, meeting facilities, equipment, Scout & adult leader recruiting, training & discipline, advancement monitoring, award support & provisioning, BSA policy awareness & compliance & Charter Organization communications.

The Troop committee shall elect, at its regular April meeting, at least the following officers:

- Charter Organization Representative
- Committee Chairperson
- Advancement Coordinator
- Secretary
- Treasurer

The following officer positions are optional but are always open to adult volunteers:

- Troop Chaplain/Religious Activities Chairperson
- Board of Review Coordinator<sup>1</sup>
- Outdoor Activities Coordinator
- Membership Coordinator<sup>1</sup>
- Merit badge Coordinator<sup>1</sup>
- Fundraising Coordinator<sup>2</sup>
- Communications Coordinator<sup>3</sup>
- Training Coordinator<sup>4</sup>

The Troop elected SPL (or the ASPL in his absence) is also considered a committee officer

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<sup>1</sup> Otherwise these duties are handled by the Advancement Coordinator

<sup>2</sup> Otherwise these duties are handled by the Treasurer

<sup>3</sup> Otherwise these duties are handled by the Secretary

<sup>4</sup> Otherwise these duties are handled by the Chairperson

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Functions of each officer of the Troop committee are generally aligned with the duties listed by the Boy Scouts of America; Troop specific job descriptions are posted on the Troop Website.

### SCOUTMASTER/ASM POSITIONS:

The Scoutmaster and the assistants are ex-officio members of the Troop committee, and are encouraged to attend meetings (though they cannot vote or make or amend motions). The Scoutmaster and all the assistants serve at the sole discretion of the Troop committee and/or the Charter Organization via the Charter Organization Representative. In the event the Scoutmaster position becomes vacant, an assistant will be appointed by the Troop committee until a permanent replacement has been selected. The Troop committee will routinely work to ensure an adequate number of assistant Scoutmasters are recruited and active to support both the activity program & size of the Troop; and for viable Scoutmaster succession planning.

### TROOP COMMITTEE YOUTH MEMBER:

The Senior Patrol Leader shall serve as a regular attendee & voting officer member of the Troop committee to express the views of the Boy Scouts. In the absence of the Senior Patrol Leader, the Assistant Senior Patrol Leader may serve as the voting member in his place.

### TROOP COMMITTEE MEETINGS & ATTENDANCE:

Committee meetings will be held monthly - except that meetings are optional in July/August. Meeting logistics will be published to the Troop in advance. Meeting minutes and next agendas will also be published to the Troop. Parents of Scouts in good standing with the Troop and all registered Adults may attend any Troop committee meeting. All non-officers planning to attend should inform the committee chairperson so adequate accommodations can be provided.

Committee meetings are normally expected to be attended by at least the Scoutmaster, the SPL (or ASPL) and the following committee officers: Chairperson, Secretary, Treasurer, Advancement coordinator, Board of Review coordinator, and Communication coordinator. All other committee officers are encouraged to attend monthly but are expected to attend at least once per quarter and whenever required by their position for report-outs or committee approvals.

Committee meetings in addition to the monthly schedule or changes to the monthly schedule require 7 days notice prior to the proposed date of the meeting. Changes to meeting location require at least 24 hours notice to all regular attendees and to any other registered adults or parents who have indicated they will attend.

A special committee meeting may be scheduled for the sole purpose of Troop Eagle Scout Project Approvals in order to expedite access to the District approvals process. This requires at least 48 hours notice by phone or email to all Troop committee officers and requires at least 4 committee officers attend. Often this will be scheduled before/after a Troop meeting or event.

### TROOP COMMITTEE QUORUM, MOTIONS & VOTING:

A quorum of committee officers shall be defined as at least 4 officers attending, if less than 4 officers attend, a meeting may still be held for information purposes but no items requiring approval by voting can be completed and must be deferred to the next meeting.

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When quorum exists motions shall be carried by a simple majority of all eligible voters in attendance - who do not abstain – in the event of a tied vote a motion is not approved.

Only elected Troop committee officers may make, amend and second motions for a vote at the Troop committee. All registered adults, (except the Scoutmaster & assistant Scoutmasters) and all committee officers may vote on motions brought to the committee providing a quorum of committee officers is present. Non-registered parents of active Scouts in good standing with the Troop are welcome to attend but cannot vote or propose, amend or second motions.

### TROOP COMMITTEE EXPEDITED APPROVALS PROCESS:

Expedited Committee approvals may be conducted outside the monthly Committee meetings by email approval in cases of critical need. These items will be reviewed and captured in the minutes of the next formal committee meeting. A super Quorum of 5 officers responding is required for approval in these cases but all committee officers must be contacted in person or by email or by phone (including by message) and be given at least 24 hours to provide their email vote on the item or to provide their input to others. The usual simple majority vote applies.

This process is to be used only for:

1. Expense approvals for critical items that are not routine Treasurer discretion items
2. Unexpected Troop approval items that cannot wait until the next Committee meeting e.g. committing Troop/members to participation in events/ activities/ actions
3. Urgent safety/liability/discipline/protection items on which committee notification or decisions must be made.
4. Time critical communications/messages to the Troop that require committee approval

In all cases if the Committee cannot reach a decision an extraordinary committee meeting can be scheduled with at least 7 days notice or the issue can be deferred to the next planned meeting.

### TROOP COMMITTEE ELECTIONS PROCESS:

At the April committee meeting elections will be held to make selections for all Troop committee positions. The current committee and all attending registered adults will vote to select between all candidates proposed for each committee officer position. Troop committee members may serve multiple terms in the same or different roles but must be re-elected every year. Any regular committee meeting attendees are encouraged to take on a formal officer role. Several officer roles have light, occasional or seasonal duties and can be used as an introduction to the Troop committee process.

In advance of the meeting the Troop committee should ensure it has at least 1 candidate for all the required Troop positions and ideally candidates for each of the optional Troop positions. In the case of multiple candidates for a single role, (candidates should first be asked if they are willing to support other still open positions) each candidate should summarize their background, qualifications, interests & expectations/plans in the prospective position. Attendance at the selection meeting is also highly encouraged - but not required. Selection is by committee vote.

All Troop committee officers must be registered with the Troop, registration can occur after selection in the elections process but the position is contingent on registration completion & acceptance. Any of these positions not filled in the April elections process or which become vacant subsequently can be filled at any time by majority committee vote.

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### ANNUAL PROGRAM OF ACTIVITIES:

The Scoutmaster shall, after consulting with member Scouts, submit an annual program of activities for approval at the August/September Troop committee meeting. The Troop committee will primarily consider balance, funding and safety considerations in its approvals. Troop tour permits shall be obtained before departure on any activity. All Scouts shall complete and submit a Troop Permission Form (including medical waiver) prior to attending any outing or event. A minimum of two-deep leadership is required for any event/activity/outing, three-deep or more leadership is strongly recommended. At least one leader must be a registered adult over twenty-one years of age with youth protection and adult leader training.

### TROOP SPENDING APPROVAL:

Expenditures up to \$500 are disbursed at the discretion of the Treasurer. Expenditures over \$500 must be approved by vote of the Troop committee; the committee may also vote pre-approvals for anticipated individual expenditures within a defined limit before the next committee meeting. The Treasurer will report monthly to the committee on income, disbursements and allocations of the Troop accounts.

### TROOP BUDGET AND AUDIT:

The Treasurer should lead committee members to prepare a Troop budget for approval in the September Troop committee meeting. This includes projected Troop expenses for the annual program of events proposed, any additional expenses (e.g. equipment etc) and the Troops expected income from all sources. The Treasurer and committee should recommend and implement any actions necessary to ensure the Troops finances remain in an adequate position to sustain the Troop program year to year. No indebtedness shall be planned/assumed by the Troop in its budgeting process, for any purpose.

The Treasurer will maintain records of all receipts, disbursements, and financial assets. Once a year or upon selection of a new Treasurer, one or two members of the committee will be appointed to do an informal audit of the Troop financial records and provide a written report of informal audit to the Troop Committee.

### FUNDRAISING & SCOUT ACCOUNT:

Fundraising is vital to the financial health of the Troop and is also an excellent way for Scouts to earn funds that can be used towards Scouting activities throughout the year. The Troop holds two or three major fundraising activities each year where 50% of the total net proceeds are allocated pro-rata to individual Scouts who participate. The other 50% is allocated to the Troop account to cover yearly Troop expenses. Any direct (unsolicited) cash donations collected by individual Scouts will also be allocated on the same 50% basis.

Special fundraising activities may also be approved by the Troop committee for designated purposes (e.g. Philmont trek or activities supporting Corpus Christi) where 100% of the net proceeds will be allocated pro-rata to the Scout accounts for Scouts who participate. For Eagle Scout Project fundraising only - 100% of the net proceeds will go directly to the prospective Eagle Scout to fund his project related expenses.

The Scout Account is designed to set aside these funds earned by Scouts who participate in fundraising activities. These funds can only be used to offset payments for Scout activities e.g. summer camps, trips such as Philmont/Boundary Waters, monthly Troop activities or Scout

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dues, they cannot be paid out in cash. The Troop treasurer maintains records of the allocation of the Scout account to individual Scouts.

Scouts must give three days advance notice to the Troop Treasurer or Scribe to use their funds for a monthly outing or weekly dues. Scouts can choose to use any amount from zero up to the total accrued in their Scout account for all/part of any allowed payment.

Every year Scouts leave the Troop due to age, transfer or other commitments. If a Scout leaves the Troop, the funds allocated to him in the Scout account will be allocated between Scouts actively participating in Scout account fundraising at the discretion of the Treasurer.

### AMENDMENTS TO THESE BYLAWS:

These bylaws may be amended at any special Troop Committee meeting called for that single purpose. The Secretary shall notify each Troop Committee member two weeks in advance of the proposed change and date of vote. Five members of the Troop Committee need to be present to call for a vote on the bylaws. A simple majority of the Troop Committee voting need to be in agreement to change the bylaws.

These bylaws were approved on January 25<sup>th</sup> 2007 with the following signers in attendance:

*Committee Officers:*

*Signed:*

Charter Org. Rep:

\_\_\_\_ Signed \_\_\_\_\_

Chairperson:

\_\_\_\_ Signed \_\_\_\_\_

Advancement Coord:

\_\_\_\_ Signature Pending \_\_\_\_\_

Treasurer:

\_\_\_\_ Signed \_\_\_\_\_

Secretary:

\_\_\_\_ Signed \_\_\_\_\_

Senior Patrol Leader:

\_\_\_\_ Signed \_\_\_\_\_

*NB For full version with actual signatures see the Troop secure documents area*