

BSA Troop 400

Bylaws and Operating Procedures

The following set of Bylaws shall govern the operation of Boy Scout Troop 400 in all matters of selection of adult leaders, collection of dues, disbursing of funds, insuring members of the troop, scheduling of activities, accepting new members, dropping members who become inactive, termination for misconduct of leaders and boy scouts, setting requirements for activities, and effective limits of Bylaws. These Bylaws control operations of Troop 400 and are not intended to contradict or supersede any rules or regulations as set forth by the Boy Scouts of America, the local Council or the Charter Organization.

Every family involved in Troop 400 is responsible to read these Bylaws. There is valuable information included that affects us all. There is a tremendous benefit to our troop to have this information in writing to minimize misunderstandings. Much of what follows is derived from the policies and procedures developed by the Boy Scouts of America (BSA) and the Troop 400 Committee.

The Troop 400 Committee is responsible to the Chartering Organization (Conifer Community Church) to insure that the troop program is conducted according to BSA policies and the Chartering Organization's expectations. Modifications to these bylaws are the responsibility of the Troop 400 Committee, and will align with BSA policy.

The policy of Troop 400 is to strictly adhere to the procedures and rules set forth in these bylaws. If you have any questions or concerns regarding these bylaws, please feel free to contact any Troop Committee member.

No policy or procedure of these Bylaws shall in any way conflict with those of the BSA. If a conflict is found, the BSA policy governs.

A. Purpose of the Troop

To provide a scouting program for boys ages 10 1/2 to 18 years old, according to the policies and guidelines of the Boy Scouts of America.

B. Troop Philosophy

“Adventure, learning, challenge, and responsibility – the promise of Scouting is all this and more.”

Boy Scout Handbook, 11th Edition, pg. 1

“Every Scouting activity moves boys toward three basic aims: Character Development, Citizenship Training, and Mental and Physical Training.”

Scoutmaster Handbook, 1998, pg. 7

The philosophy of Troop 400 is to develop confidence and leadership within the boys of the troop through a boy run troop enjoying various experiences in camping, education, and other outdoor events. As such, it is the responsibility of the leaders of Troop 400 to make their best efforts to include these elements in every aspect of our Troop program as planned by the scouts.

C. Boy-Led Troop

Teaching, training and encouraging boys to be leaders is the core of Scouting. Scouts learn by doing, and what they do in Troop 400 is lead their patrols and their troop. Troop leadership positions are filled during elections which are held every term. Patrols will be formed at the beginning of each term by the Senior Patrol Leader (SPL). Patrols will not change until the next term. Troop 400 has two terms per year; a term is recognized as January-June and July-December.

D. Membership

Membership in Troop 400 may be limited to the number of boys that can be adequately and safely supported by the active Troop leadership and/or accommodated by physical facilities. Therefore, it is imperative that at least one parent of each boy seeking membership in Troop 400 commit to troop participation to enable the troop to serve the greatest number of boys with a superior program. Lack of volunteer participation in Troop designated activities by a parent or guardian of a scout is grounds for revoking membership in the troop. Membership in Troop 400 is on a first to submit application basis.

E. Charter Organization Representative:

The Charter Organization Representative is a member of the Chartering Organization who serves as a liaison between the Charter Organization and the troop. The responsibilities of the Charter Organization Representative includes:

1. Help recruit troop leadership that are committed to the policies of the BSA, the Charter Organization and these bylaws.
2. Encourages troop service to the Charter Organization.

F. Troop Committee Organization and Responsibilities

1. Participation is required for at least one parent, step-parent, grandparent and or guardian of each scout or sibling scouts.
2. The Troop Committee is the troop's board of directors that supports the troop program. The Troop Committee does the following:
 - a. Advise the Scoutmaster on policies relating to Scouting and the chartered organization (Conifer Community Church)
 - b. Assist in transportation
 - c. Assure that a qualified substitute leader is assigned if the Scoutmaster is absent or unable to attend or find a replacement
 - d. Assure that quality adult leadership is recruited and trained, and encourage adult leader training
 - e. Carry out the policies and regulations of the Boy Scouts of America (found in the Guide to Safe Scouting)
 - f. Coordinate the Friends of Scouting Campaign
 - g. Encourage the leaders
 - h. Ensure that the troop program provides at least 10 days and nights of outdoor programming per year
 - i. Manage troop finances
 - j. Obtain and maintain troop equipment
 - k. Provide adequate meeting facilities
 - l. Provide a spiritual tone for troop meetings
 - m. Recruit and involve troop committee members
 - n. Serve on Boards of Review
 - o. Solve behavior problems that cannot be resolved within the troop (governed by the Scout Oath and Scout Law... A Scout is Obedient)
 - p. Support troop program delivery
 - q. Support Youth recruitment
 - r. Verify and apprise for new or renewal of Youth Protection Training
3. Committee Positions include the following as a minimum:
 - a. Troop Committee Chairman
 - b. Treasurer
 - c. Secretary
 - d. Outings Coordinator
 - e. Advancement Coordinator
 - f. Equipment Coordinator
 - g. Membership Coordinator
 - h. Training coordinator
 - I. New Parent coordinator
 - J. Scoutmaster

Persons to fill these positions will be elected at the Annual Planning Meeting or at any other time by vote of the Troop Committee. There shall be no limit to the number of terms for any of these positions. Any person elected to one of these

positions is expected to serve at least until the following Annual Planning Meeting. If any member of the Troop Committee shall at any time cease to meet the qualifications or fulfill the duties of the position, that person shall be removed from the Troop Committee Position by a resolution adopted by 2/3 vote. Persons holding Troop Committee Positions can continue to hold these positions upon approval by Troop Committee at Annual Planning Meeting. Any move to remove a person from a Troop Committee Position will require a 2/3 vote.

Committee Chairman

Responsibilities:

- a. Organize the committee to see that all functions are delegated, coordinated and completed.
- b. Maintain a close relationship with the charter organization's representative and the Scoutmaster.
- c. Interpret national and local policies to the troop.
- d. Prepare troop committee meeting agendas
- e. Call, preside over and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- f. Ensure troop representation at monthly roundtables.
- g. Arrange for charter review and recharter annually.
- h. Plan the charter presentation.

Secretary

Responsibilities:

- a. Keep minutes of meetings and send out committee meeting notices.
- b. Handle publicity
- c. At each troop committee meeting, report the minutes from the previous meeting.
- d. Chairs Communications sub-committee

Treasurer

Responsibilities:

- a. Keep accurate troop financial records.
- b. Handle all troop funds, pay bills on the recommendation of the Scoutmaster and authorization of the troop committee.
- c. Supervise the camp savings plan (camperships)
- d. Lead in the preparation of the annual troop budget
- e. Report to the troop committee at each meeting.

Outdoor/Activities Coordinator

Responsibilities:

- a. Secures permission to use camping sites (including fees).
- b. Identifies and reserves, schedules or procures additional resources for activities such as certified instructors, guides.

- c. Works with Equipment Coordinator to secure any needed/required equipment for activities.
- d. Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of an outing per month.
- e. Serves as transportation coordinator including maintaining updated list of troop vehicles, including driver information, insurance and passenger capacity for proper completion of tour permit.
- f. Ensures all troop vehicles and drivers are in compliance with BSA standards for safe travel.
- g. Coordinates drivers to and from all troop activities to ensure adequate transportation of scouts and equipment to and from activities.
- h. Ensure a monthly outdoor program.
- i. Enlist an activities coordinator for each monthly campout or activity.
- j. Promote the National Outdoor Challenge Unit Award
- k. Prepares all permission slips for activities including other forms which may be required such as waivers or additional medical forms.
- l. Prepares and submits all tour permits to Council for all troop activities in a timely manner.
- m. Report to the troop committee at each meeting

Equipment Coordinator

Responsibilities:

- a. Supervises and helps the troop procure needed equipment.
- b. Work with the Quartermaster(s) on inventory and proper storage and maintenance of all troop equipment.
- c. Makes periodic safety inspections of all troop equipment.
- d. Coordinates replacement of defective, broken or unusable equipment.
- e. Ensure annual renewal of the Troop Trailer registration.
- f. Report to the troop committee at each meeting.

Chaplain

Responsibilities:

- a. Provides a spiritual tone for troop meetings and activities.
- b. Give guidance to the chaplain aide
- c. Promote regular participation of each member in the activities of the religious organization of his choice
- d. Visit homes of scouts in times of sickness or need
- e. Give spiritual counseling and service when needed or requested
- f. Encourage Boy Scouts to earn their appropriate religious emblems
- g. Supervise non-denominational services for troop campouts
- h. Coordinate troop participation in Scout Sunday.

- i. Report to the troop committee at each meeting

Advancement Coordinator

Responsibilities:

- a. Encourages Scouts to advance in rank.
- b. Updates TroopMaster software regularly.
- c. Makes a prompt report on the correct form to the council service center when a troop board of review is held.
- d. Secures badges, certificates and other awards.
- e. Works with the troop librarian to build and maintain a troop library of merit badge pamphlets, books, resources and other advancement literature.
- f. Reports to the troop committee at each meeting.

Training Coordinator

Responsibilities:

- a. Ensure troop leaders and Committee members have opportunities for training.
- b. Maintain information about up-to-date training materials, videotapes and other training resources and where to obtain them.
- c. Work with the district training team in scheduling required training for all new registered adults.
- d. Ensure all registered adults complete Youth Protection Training every two (2) years.
- e. Maintains records of all training/certifications completed by registered adults within troop and forwards completion dates to Advancement Coordinator for entry into TroopMaster. (Such training shall include all required BSA training as well as voluntary certifications in such areas as first aid/CPR, climb on safety, life guard, etc.)
- f. Assist Scoutmaster in organizing Troop Junior Leader Training.
- g. Assist Outdoor Activities Coordinator in identifying certified guides and/or instructors for troop activities as required.
- h. Report to the troop committee at each meeting

Scoutmaster

Responsibilities:

- a. **Delivering The Promise.**
The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster and Assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the troop. There shall be no limit to the number of terms a Scoutmaster may serve. The Scoutmaster is expected to serve a minimum of one year ending at the following Annual Planning Meeting. The Scoutmaster may continue to hold

the position upon approval by Troop Committee at the Annual Planning Meeting.

b. General

1. Train and guide boy leaders consistent with BSA guidelines.
2. Work with other responsible adults to bring Scouting to boys.
3. Use the methods of Scouting to achieve the aims of Scouting.
4. For Eagle Court of Honors, orders the Eagle Knife from Buck Knives and submit reimbursement forms to the treasure.

c. Meetings

1. Meet regularly with adult leaders to coordinate efforts in support of the program.
2. Meet regularly with the Patrol Leaders Council for training and coordination in planning troop activities.
3. Attend all troop meetings or when necessary, arrange for a qualified adult substitute.
4. Attend Troop Committee meetings.
5. Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
6. Take part in Biannual Planning Meetings.

d. Guidance

1. Conduct Scoutmaster Conferences. Arrange for trained Assistant Scoutmasters to conduct scoutmaster conferences.
2. Prepare and conduct a systematic recruiting plan for new members and see that they are promptly registered. Add to membership chair
3. Delegate responsibility to other adults and groups (Assistants, Troop Committee) so they have a real part in troop operations.
4. Meet with and approve candidates for SPL and ASPL as well as candidates for Order of the Arrow and Bighorn (National Youth Leadership Training).
5. Supervise annual troop elections and elections for the Order of the Arrow.

e. Activities

1. Make it possible for each Scout to experience at least 10 days and nights of camping each year, exclusive of summer camp.

2. Participate in council and district events as the Troop 400 representative, or delegate a suitable Assistant Scoutmaster.
3. Build a strong program by using proven methods of the BSA.
4. Conduct all activities under qualified leadership, safe conditions, and the policies of the Chartered Organization and the BSA.

New Scout Parent Coordinator

Responsibilities:

- a. Welcome all new Scouts parents and provide them with information about the troop.
- b. Provide an orientation for new Scout parents about how the troop works
- c. Assign parents to help with at least one specific task, assignment, or project annually.
- d. Keep parents updates on the troop's program and their son's involvement.
- e. Report to the troop committee at each meeting.

Membership Coordinator

Responsibilities:

- a. Maintains Troop Roster
- b. Assists Committee Chairman with annual re-charter
- c. Coordinates with Webelos to Scout Coordinator to ensure successful/smooth transition of Webelos into Troop.
- d. Maintains and has available at all Troop Meetings welcome packets, dues forms, health forms, adult resource surveys, troop policies, and applications for new scouts and adults.
- e. Conduct the Troop Resource Survey.
- f. Mentors Troop Scribe in keeping accurate/regular attendance at Troop Meetings and Activities.
- g. Contacts members who are absent without cause/notification for extended period to survey interest.
- h. Serves on re-chartering subcommittee made up of Committee Chairman, Treasurer, Membership Coordinator and Scoutmaster
- i. Report to the troop committee at each meeting.

4. Other Committee Coordinators and Subcommittees.

In addition to the Minimum Committee Positions, the Troop Committee Chairman will seek persons to carry out numerous other tasks. These appointed Coordinators serve at the discretion of the Committee Chair. These Coordinator positions include, but are not limited to:

- a. Refreshments / Court of Honor Coordinator
- b. Fund Raising Coordinator

- c. Uniform Exchange Coordinator
- d. Merit badge coordinator (reports to advancement Coord)
- e. Grocery Card Coordinator
- f. Eagle Coordinator
- g. Summer Camp Coordinator (reports to Scoutmaster)
- h. Webelos to Scout Coordinator (can be a Scout, reports to Membership Coord)

5. Committee Meetings.

The Troop Committee shall meet regularly to discuss Troop Business. Committee Meetings shall be scheduled by the Troop Committee Chairman, who will provide an agenda. The meetings shall be open to all. A quorum will exist when fifty one percent of the Minimum Committee members are present at a Committee Meeting. Meetings are permissible without a quorum; however, no matters requiring a vote may be decided.

6. Planning.

- a. The Final PLC/TLT meeting for a term will be arranged by the Scoutmaster. This meeting shall be to welcome the recently elected youth leaders and introduce them to their new duties.
- b. The Troop Committee Chairman will convene the Biannual Planning Meetings. The purpose of these meetings are for the troop committee to work with the scouts plan the next 12 months of events, approve plans for the next year, proposed budget and associated fundraising activities, approve Committee Officers, adult leaders and Troop Bylaws.
- c. The troop will follow the Jeffco Public School calendar for meeting dates. If school is in session, we will have a scout meeting.

7. Expedited Approval.

Should a need arise to obtain committee approval of an expenditure on an expedited basis, the Committee Chairman shall be authorized to contact the Minimum committee members by telephone or electronic mail to discuss the matter and conduct a vote. In any such instance where a telephone or e-mail vote has been conducted, the results of that vote shall be ratified at the next regular Committee meeting.

8. Amending the bylaws.

Amendments to the bylaws may be made by simple majority vote during any committee meeting.

9. Board of Review.

It is the responsibility of the Troop Committee and the Advancement Coordinator to arrange timely Boards of Review for Scouts who have completed all of the requirements and Scoutmaster's Conference for Tenderfoot, Second Class, First Class, Star, Life, and Eagle Palms. Board of Reviews will be held on the third meeting of the month. Mock boards of review shall also be conducted for any

Eagle Candidates who request them. Boards of Review may also be held for Scouts who are not advancing, to determine how the program is working for the Scout. Any scout that does not have the correct uniform, including patches may be turned away. If a scout has a special request for a Board of Review, it must be coordinated through the Scoutmaster or Committee first. If a Scout wants a Board of Review on a campout, he must coordinate that through the adult in charge.

10. Court of Honor

Court of Honors will be held three times a year: Once after summer and then at the end of each term.

G. Parent's Responsibilities

The role of parents within Troop 400 is to be supportive of the troop's efforts and to provide the atmosphere Scouts can learn and excel. Every parent of a Troop 400 scout are expected to at least:

1. Read the Boy Scout Handbook and understand the purpose and methods of Scouting.
2. Show support to both the individual Scout and the troop by attending all Troop Courts of Honor.
3. Participate in all fundraisers and other such activities that raise funds for the troop. All such assistance lowers the cost of the program we offer to the Scouts and, therefore, lowers each family's cash outlay for their Scout(s).
4. Read and be aware of the Troop program and annual calendar, which are available at the troop website and the Troop Scribe.
5. Attend the semiannual parents Meeting. This meeting is mandatory for the parents / guardians of all Scouts currently registered with the troop. Anyone who is unable to attend the meeting must notify the Committee Chairman in advance.
6. Participate in the Troop Committee either through a specific position, in a subcommittee, or as an active parent.
7. Transportation to Outings. Parents are responsible for transporting their sons to campouts and other troop activities. Carpools will be coordinated by the Outing Leader whenever possible. However, the ultimate responsibility will be with the parents. All carpool drivers must carry liability insurance of at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage). All riders must wear seat belts while traveling as required by Colorado law. Parents and adult leaders must provide updated information about their vehicle(s) and associated insurance to the troop annually. All drivers who transport Scouts in their vehicle must be 21 years of age or older with a valid driver's license, on all troop outings, no exceptions.
8. Transportation Home. Parents are responsible to timely collect their sons after every troop meeting or activity, or make arrangements with another troop parent. **As a general rule, no leader should leave a Scout at home after a troop activity unless a responsible adult is present. If a Scout is to be dropped off somewhere other than his residence address, or to be picked up by someone other than a family member or the parent of another Scout in the troop, the Adult Leader must be informed by the parent in writing prior to the troop**

activity (e.g., a note on the permission slip for that activity). To comply with BSA, Council and our Sponsoring organization's rules, Scouts waiting to be picked up after a troop function must be accompanied by a least two adult leaders, thus, late pick-ups have a profound impact on other families and a pattern of careless attention to this issue may be a cause for disciplinary action.

9. Parents are encouraged to **quietly** observe weekly troop meetings, but remember that these are the Scouts' meetings that have been organized by the PLC. Trained Parents are also welcome to attend various camping trips and events, but please remember when on camping trips their sons are Troop 400 Scouts, please refrain from interfering in patrol activities, let the Troop Leadership work with the Scouts.

Before joining Troop 400, parents or guardians of all applicants must meet with the Scoutmaster, an Assistant Scoutmaster or the Committee Member for a personal interview before a boy will be registered with the troop. The purpose of this meeting is to explain how Troop 400 functions, what the boy's and parent's responsibilities are, and allow the parents and boy to ask questions about the troop. The troop cannot function without the active involvement of every parent. Accordingly, the troop must ask each parent to volunteer for a committee or adult leader position, participate in outings or activities and participate in Boards of Review for the Scouts on a rotating basis.

Upon joining Troop 400, each scout must provide the following completed forms:

1. BSA Application and dues.
2. Personal Health and Medical record.
4. Transportation information (vehicle make, insurance, number of seatbelts).
5. Please be sure the Scoutmaster and Committee Chairman know of any special needs.

The Troop may require the following forms as well:

1. Personal Health and Medical record.
 - a. Required for activities beyond 72 hours, such as summer camp.
2. Personal Health and Medical record.
 - a. Required for Adults age 40 and over attending outings or activities.
 - b. Required for Scouts and Adults participating in High Adventure activities.

Minimum Requirements for Adults in the troop:

All adults must take Youth Protection Training (BSA requirement).

Additional Requirements for Adults attending outings:

1. BSA registration.
2. BSA Fast Start Training.
3. New Leader Essentials Training.
4. Register through the Denver Area Council to be a Merit badge counselor.

H. Deleted

I. Uniform

1. “Class A” uniform is required to be worn to troop meetings, while participating in most Scouting events or service projects, when traveling with the troop, at Boards of Review, and Courts of Honor.
 - a. “Class A” Uniform consists of a Boy Scouts of America official uniform shirt with insignias properly affixed in the proper places (See Boy Scout Handbook for proper configuration of insignia.), Troop neckerchief, neckerchief slide, and closed toe shoes. BSA shorts/pants, belt, nametag, socks, and are encouraged. The Boy Scout Handbook is part of the Class A uniform. The merit badge sash should also be worn at special events.
 - b. Uniform must be worn properly: clean, pressed and properly configured.
 - c. Hat is optional. At troop meetings, Courts of Honor and during Colors at campouts, only BSA approved hats are allowed. Non-BSA hats, such as brimmed hats for hiking are allowed for camping or outdoor activities.
 - d. Class B uniform consists of Troop T-shirt or BSA T-shirt, cap (optional) and appropriate shorts, or jeans, and closed toe shoes.
 - e. The Scoutmaster or outing leader shall designate which uniform will be worn at all Troop events.
2. Inspections: Uniform inspections are held periodically however, an annual formal inspection is required for Council / National re-chartering of the Troop and will be scheduled during the annual planning meeting.
3. The Boy Scout Handbook is part of the uniform.
 - a. The Handbook is necessary to pass all advancement requirements in Scouting. The Handbook should be maintained in good order.
 - b. The Scout's Handbook is required at each Board of Review and should be brought to all Troop meetings and campouts.
 - c. The Scout's name should be marked on the edge of his Handbook.
 - d. Pen or pencil should be brought to all Troop meetings and campouts.

J. Scout Troop Leaders

As identified in the Scout Handbook all elected positions and Den Chief positions held shall be used in the determination for Scout rank advancement as leadership positions.

1. Requirements for Scout Troop Leaders
 - a. The Senior Patrol Leader (SPL) must have earned the rank of Star Scout or above to hold this office. . Completion of Bighorn Leadership training is required. This requirement may be waived at the discretion of the Scoutmaster.
 - b. Assistant Senior Patrol Leaders (ASPLs) must be First Class or above.
 - c. Patrol Leaders (PL) must be First Class or above.
 - d. The above guidelines can be waived by the Scoutmaster, if Scouts of such rank are not available to fill these positions.
 - e. Scout Leaders must attend 75% of Troop meetings and 50% of Troop outings. Scouts in leadership positions are highly encouraged to participate in **all** Troop activities.

- f. Scouts who are eligible for a leadership position, but know they cannot attend the required amount of meetings/activities should not place their names in for consideration for a leadership position.
- g. Deleted
- h. The Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, Chaplain's Aide, Scribe, Quartermasters (two) , and Librarian, webmaster, historian, leave No Trace Instructor, Troop Guide, Instructors (two), OA Representative, and Bugler are elected positions by the Troop. For an election to be held, a quorum of 2/3 of the "active" members of the group must be present. Patrol Leaders will then appoint Assistant Patrol Leaders from the top two (2) ranking boys assigned in their Patrol. Newly elected Scout Leaders serve a two (2) month probationary period, receiving ongoing evaluation, and then receive final approval by the Scoutmaster, will serve the balance of the term. In the event of any vacancies, the Scoutmaster will appoint a Scout to fill that vacancy for the remainder of the term.
- i. The previous Scout leadership team must work with the new leadership team for the first three meetings to help the transition.
- j. Junior Assistant Scoutmasters are to be appointed by the Scoutmaster.
- k. Candidates for Den Chief must have earned the rank of First Class. Den Chief positions must be approved by the Scoutmaster as outlined in the Den Chief Training Manual #34450A with the Scout completing a Den Chief training program provided by registered and trained adult leaders in accordance with the guidelines outlined in the Den Chief Training Manual #34450A and its subsequent revisions. The Den Chief may lose the privilege of being a Den Chief if the Scout's behavior does not meet the standards as identified in the Den Chief Training program.
- l. The Patrol Leaders Council is to be made up of anyone in a leadership position.

K. Scouts

- 1. Communication
Scouts wishing to publicize/host/ any scouting event needs to coordinate that event through the appropriate Committee Member or Scoutmaster **first**. There are BSA rules and civil legalities that are associated with every Scouting event and a Committee Member or Scoutmaster needs to be involved to ensure everyone is protected.
- 2. Eagle Scout Projects
Eagle Scout candidates working on their Eagle Scout projects are encouraged to get the approval of the Eagle Scout Project Coordinator, Scoutmaster, and Committee Chair in that order before going to the Denver Area Council.
- 3. Knives, Hatchets, Axe's, and Fire use
Scouts must have a Totin' Chip to use or carry a knife, ax, or saw. Scouts must have a Firem'n Chit to start or tend a fire.
 - a. Any misbehavior or improper use of the knife will result in one corner of the chip being removed. If all four corners have been removed the Scout will have to earn a new Totin Chip by retaking the appropriate training. If

the misbehavior is sever, the Scoutmaster, Assistant Scoutmaster or parent that witnesses the misbehavior can confiscate the knife without question.

4. Rank Advancement
All scouts from the rank of Scout through First class can only have their book signed off by any adult who holds an official troop position or by any Star or above scout who has completed the Advancement class and has the class signed off in TroopMaster by the Advancement Coordinator. The Advancement course is located on the troop website and can only be taught by the Troop Guide, Troop Instructors, Scoutmaster, and Assistant Scoutmaster. Scouts are only required to take the class once. For Star and Life Scouts, the Scoutmaster, and Assistant Scoutmasters are the only ones authorized to sign off the Scout book.
5. Miscellaneous
 - a. Troop 400 adheres to the “buddy system”, Scouts should always travel in pairs. Scouts are not permitted to sleep in a tent alone and should plan on having a tent buddy.
 - b. Weapons of any sort (including slingshots) will not be taken on any campout or event or other equipment to be used as a weapon under any circumstances.
 - c. When sitting in chairs, all four chair legs need to be on the floor and the scout’s feet should be on the floor, not resting on another chair.

L. Camping

1. Adults will procure and prepare food for themselves.
2. We will normally meet at the West Jeff Elementary School to/from any Troop activity or as designated by the SPL.
3. It is not a Troop 400 policy to cancel a campout because of bad weather.
4. The Scout Quartermaster will sign out a patrol box to a patrol leader at the beginning of a campout and will check the patrol box back in at the end of the campout. The Quartermaster will inventory all items in the patrol box ensuring all items are accounted for. It is the Patrol Leader’s responsibility to ensure the box is clean and serviceable. Any missing or damaged/unserviceable items in the patrol box will be reported to the Quartermaster upon turn-in.
5. Medical forms will be collected once a year just prior to Summer Camp by the Activities Coordinator or Summer Camp Coordinator. All medical forms will be kept in a binder and maintained by the Activities Coordinator. The Activities Coordinator will give the binder to the adult in charge of an event prior to departure. The adult in charge of the event is responsible to give the medical forms book back to the Camping Coordinator upon return the event.
6. Each patrol must plan its menu, purchase food and prepare its own meals, therefore camping fees must be paid prior to the camp out. Camping fees are not refundable due to the fact that the food for the weekend is already purchased by the Patrol Leader and fees for campsites or other activities have already been paid.
7. Additional expenses for day events, activities or special stops (for snacks, meals, or mid-trip meals) will be announced in advance. In general, it is a good idea for each Scout to take a few dollars for refueling stops at a convenience store/gas

- station on the camp out return trip. We prefer that each Scout learn to handle his own personal finances responsibly.
8. Parents are encouraged to go camping with the Troop but at the same time they are encouraged to sleep in a separate tent. The boys are assigned to a Patrol for each camp out and should plan on tenting with fellow Patrol members. This helps the boys form bonds, make new friends and learn how to get along with others. The boys are there to develop a "team" of Scouts with their patrol. We encourage them to provide their own solutions to difficulties which will arise, the Adult Leaders will provide supervision for safety and guidance as needed. Per BSA policy, two-deep leadership must be maintained at all times. If absolutely necessary, parents are only allowed to share a tent with their children.
 9. If the Scout will need medication while he is on a campout or event, including antibiotics or other short term medications, the medicine must be given to a responsible adult leader in a medicine bottle clearly labeled with dose and time to be given. Please send only enough medicine for the duration of the event plus one extra day, in case of accidental spillage or loss. Scouts are not to keep their medications in their personal gear. The adult in charge will quietly remind the boys to report for med call. Parents should ask for the return of any unused medications and the labeled bottle upon return from the campout.
 10. The Scout Leadership team will consist of the SPL, ASPL, and Quartermaster. During meal preparation the SPL and ASPL are to assist Patrol Leaders where necessary and help other scouts increase their cooking skills. The Leadership team will eat with the patrols. The SPL and ASPL will make arrangements with a patrol prior to the campout to eat with that patrol. The Quartermaster will be with his normally assigned patrol. The Leadership Team is also responsible for establishing a dishwashing station for the whole Troop and ensure that it stays clean until the last dish is washed.

M. Conduct / Discipline

The Scout Oath and Law will serve as the Troop 400 Code of Conduct at all times.

1. All Scouts and Adults shall exhibit behavior appropriate to the spirit and letter of the Scout Oath, Law, and Motto.
2. No Drugs, and No Alcohol are permitted at troop functions by either Scouts or Adults. No Smoking in the presence of scouts.
3. When misbehavior and / or disrespect by Scouts occurs, it will be addressed in the following sequence:
 - A. Meeting with Patrol Leader and Senior Patrol Leader.
 - B. Meeting with Patrol Leader Council.
 - C. Conference with Scoutmaster.
 - D. Conference with Scout, Scoutmaster and Parent(s)/Guardian(s).
4. The Scoutmaster and Committee Chair or their representative will have final decision on the discipline of Scouts while participating in Troop activities and outings.
5. The Scoutmaster, Assistant Scoutmasters, and/or the Troop Committee shall have the authority and discretion to contact parents/guardians to pick up a Scout from

an event regardless of time or place of the event if an infraction is serious enough to warrant such action. If this occurs, the parents/guardians of the Scout will be required to make arrangements to take custody of the Scout. The Troop shall not be liable for any costs involved; these will be solely the parents'/guardians' responsibility.

6. Any serious conduct or discipline issues that cannot be resolved by the Scoutmaster or Assistant Scoutmaster will be addressed by the Troop Committee. The Committee Chair may assemble a Disciplinary Committee to address the issue.
7. The cost for repair / replacement of any troop equipment damaged by willful misconduct is the responsibility of the Scout and Parent(s)/Guardian(s).
8. Any electronic entertainment device shall be prohibited at any Scouting function unless approved in advance by the Scoutmaster. A cell phone is not considered to be an electronic entertainment device.

Grievances

Grievances of Scouts will be handled in the same manner as listed above. (3a. through 3d.) The Troop Committee Chairman will handle all grievances of parents/guardians.

Disciplinary Actions

Any actions, which might involve disciplinary action, should be dealt with in strict confidence. The Scout's parents should be fully informed of the issue. Because serious or recurring behavioral problems may require the Troop Committee's involvement, the Scoutmaster should share discipline problems with the Committee Chairman. Such problems should be addressed in a firm, fair manner with the goal to integrate the youth into the Scouting program. Problems that may lead to a youth's permanent removal from the troop should be handled by the Troop Committee and the Scoutmaster, and should involve the Scout's parents or guardians. Together, the Troop Committee, parents, and Scoutmaster should work toward a solution with the Troop's best interest in mind.

Troop Committee Guidebook, 1998

The parent of a Scout involved in a disciplinary action, who is the Scoutmaster, Outing Leader involved, or the Committee Chair, shall defer to another leader or committee member during problem resolution. Any disciplinary action will include conditions, if any, under which the Scout may return to the Troop's regular program.

N. Scout Expenses

1. Uniform. It is the parent's responsibility to provide a uniform for the Scout, including shirt, pants or shorts, socks and official BSA belt. The Class A Shirt is mandatory and all other items are optional but encouraged. The troop will provide the first neckerchief free of charge. The Class "B" t-shirt is available for purchase for a nominal fee as determined by the Troop Committee to new Scouts. The troop maintains a uniform exchange. Parents and Scouts are encouraged to donate used uniform items.
2. Summer Camp. Summer camp costs are always increasing. Scouts should be encouraged to earn this money themselves through participation in troop

fundraisers or their own enterprise. Each year the Summer Camp Coordinator will provide parents with a monthly payment schedule in order to minimize the financial burden of paying for summer camp.

3. **Outing Costs.** Each Scout shall pay for his own food and activity fee (if applicable) for each campout or activity. Each Patrol will select a Grub Master for each campout. Every effort should be made to insure that every scout in a patrol has a turn each year. The Grub Master (and at least one parent or guardian) will be responsible for shopping for the food required for the outing. Fees (food costs and applicable activity costs) and outing permission slips will be collected at least one week prior to the outing.
4. **Additional Expenses.** Each Scout is expected to provide their own minimum individual Scout gear and necessary personal articles for each outing. Each scout should have a backpack or duffel bag and a sleeping bag with a suitable temperature rating. No Scout will be allowed to carry gear in paper or plastic bags and they are encouraged to avoid conventional luggage.

O. Troop Expenses

Major Expenses. The Troop shall be responsible for paying the following expenses from the general fund:

1. Troop Registration (annually).
3. Troop equipment (as needed - Committee Approval required).
4. Advancement pins, merit badges, rank patches, etc.
5. Troop neckerchief.
6. Literature for the Troop Library and record keeping.
7. Reserve fund (for unexpected expenses).
8. Bank charges and check printing.
9. Office Supplies, copies and postage.
10. Court of Honor expenses.
11. Refreshment expenses for various meetings and service projects.
12. Eagle Court of Honor expenses. (Not to exceed \$130)(Buck Knife \$57 / Eagle packet \$69).
13. The Troop will pay for the basic camping costs for all adults unless the Committee votes otherwise. For example, the Troop may not have enough money to pay for adults on a family campout.

Expenditure Approval. A pre-approval vote of the Troop Committee will be necessary to approve any expenditure of Troop funds beyond the expenses described above or identified in the Troop Budget. Approval must occur prior to the expense, or the individual runs the risk of non-approval and non-reimbursement.

P. Troop Financing And Fundraising

Goals of the Troop Financing Program. The Troop Fundraising Plan is to provide funds to operate the troop on an annual basis. The program is also intended to encourage the parents to have their sons participate in fundraising events with the goal of permitting each scout to pay for 100% of their annual costs. The program is arranged to reward

those scouts that participate in Fundraisers by having a prorated portion of the funds collected added to each participating Scout's fund.

Fiscal Year. The Troop 400 fiscal and program year runs from September 1 - August 31.

Annual Budget. A proposed budget for the coming year may be prepared by the Budget Committee, and presented for approval at the Annual Planning meeting. The Budget Committee will be comprised of at least the Troop Committee Chairman, Scoutmaster, a Scoutmaster appointed Assistant Scoutmaster and the Treasurer. The budget should provide an itemized month-by-month breakdown of all expected expenses needed to support the program for the next year. The Annual Budget will be reviewed and approved by the Troop Committee.

Scouts Fund. The Treasurer will create a Scout's Fund for each registered Scout. Money raised, by each Scout that participates in the Fundraising events, will go into the appropriate Scout's fund. The Treasurer will make this information available when requested by any parent/guardian. A Scout's Fund can be used to pay for outings or activities, Summer Camp or any other scouting related expenses. Individual Scout Fund money earned by any Scout and not used by the time that Scout leaves the Troop shall be returned to the Troop General Fund.

Fundraisers. The Troop encourages the organization of fundraising events to allow the Scouts to pay for the Program Fee and supplement the cost of the Scouting year. Parents should encourage their Scout(s) to participate in every fundraiser. The Fundraising Coordinator shall supervise fundraising activities, but all Parents are encouraged to participate. Monies collected through fundraisers will be proportioned to the Scout Fund of those Scouts that participate.

Re-charter. Annual re-charter fees are due on February 1st. Re-charter fees include: Scout dues, equipment replenishment fee, BSA registration fee, and Boy's Life. A breakdown of the re-charter fees for the year will be provided in January.

Reimbursement. In order to receive reimbursement for troop expenditures, you must submit a receipt and reimbursement form to the Troop Treasurer within 60 days. The reimbursement form can be downloaded from www.troop400.org. Requests received after 60days will not be honored.

Annual Audit. Two Committee Members appointed by the Troop Committee, neither being the Troop Treasurer, will perform an annual audit of the Troop Treasury.

Q. Facilities

The Conifer Community Church allows us to use their church for our meetings. The ASPLs must ensure the tables and chairs are put away and the room is completely cleaned up before they leave. If we need to use the church building any time other than our regular scheduled meetings, a Committee member must call and make sure the building is available for use.

R. Inquiries and Complaints

All complaints and/or inquiries about these bylaws shall be directed to the Troop Committee Chairman.

S. Ratification

The bylaws as set forth above were reviewed by the Troop Committee and approved by a majority vote during an electronic vote on September 20, 2015.

Troop Committee Chair
Scoutmaster
Treasurer
Secretary
Outdoor Program Coordinator
Advancement Coordinator
Membership Coordinator
New Parent Coordinator

References:

The Boy Scout Handbook
The Troop Committee Guidebook
The Junior Leader Handbook
Guide to Safe Scouting
The Scoutmaster Handbook
Boy Scout Field Book

T. Effective Limits of Bylaws

These Bylaws shall become effective on the acceptance date noted below and shall remain in effect as long as Troop 400 remains chartered by the BSA and Conifer Church, or until amended by a two thirds vote of the Troop Committee. In the event of such a vote, fifty-one percent of the Minimum Committee members must be present. The Bylaws shall be subject for review by the Troop Committee every two (2) years from the last date amended or approved as identified below.

Accepted and Agreed to this 30th Day of the Month of November, in the Year 2015.

Changes to the Bylaws

2 November 2015	Deleted all of paragraph H - Attendance policy for scouts. Attendance policy for Scout Leaders is still in effect.
2 November 2015	Edited term dates in paragraph C. Terms went from 4 mos to 6 mos.
2 November 2015	Edited Section L, Edited item 1& added item 10. Adults will no longer cook for the Scout Leadership team.
2 November 2015	Deleted Item 3 in paragraph J. The item referred back to the attendance policy.

12 January 2016	Deleted last half of paragraph C. The Senior Patrol Leader (SPL) and Assistant SPL (ASPL) may vary by event at the discretion of the Scoutmaster. If the Scoutmaster selects a new SPL and/or ASPL for an event, the elected SPL and ASPL will mentor the event SPL/ASPL. A Patrol Leader may never be chosen as an event SPL or ASPL.
12 January 2016	Deleted First part of paragraph L number 6. Cost of monthly camp outs will be announced by the Senior Patrol Leader assigned to the camp out to cover activities, transportation, food and supplies.
12 January 2016	Updated Item 6 paragraph A and B to match changes voted in on 2 November 2015 for eliminating terms.
29 January 2016	Corrected wording on paragraph L, items 5 as a result of eliminating terms voted in on 2 November 2015. The original sentence was, medical forms will be collected once a year at the start of the Fall term by the Camping Coordinator.
29 January 2016	Added item 13 to paragraph O as a result of a committee vote on 20 January 2016.
29 January 2016	Added heading "Reimbursement" to paragraph P as a result of a committee vote on 20 January 2016.
29 January 2016	Changed the wording in paragraph K number 4 to all allow scouts to sign off requirements in the scout book as a result of a committee vote on 20 January 2016.