

BYLAWS OF BOY SCOUT TROOP 787
Oceanside, California

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Article I Introduction

The name of this organization is Boy Scout Troop 787 and is a local unit of the Boy Scouts of America (BSA), Santa Margarita District, San Diego – Imperial Council. It is sponsored by the United Methodist Church, Oceanside San Diego. The troop's charter year runs from January 1st of each year through the following December 31st.

Article II Objectives

Troop 787 shall be a noncommercial and nonpartisan organization and shall be nonbiased with regards to race or ethnic background and gender of adult leaders. It is open to all boys who meet the joining requirements subject to the maximum youth membership as defined by the membership restrictions below. Membership in the troop, advancement, and achievements are open to all youths and adult leaders and are based entirely upon individual merit. Troop 787 shall also be a nonsectarian organization but, following the policies of the Boy Scouts of America and will promote religious principles associated with belief in God. Boy Scouts may not advance in rank without demonstration of their religious faith. Religious instruction and values remain the sole responsibility of the family. The guiding objective of Troop 787 shall be to promote the welfare of boys in agreement with principles laid down by the Boy Scouts of America. Further, Troop 787 will help boys to grow in moral strength and character, participate in civic responsibilities, develop in physical, mental, and emotional fitness, and to be ready to help other people always. The priority of Troop 787 is for boys to earn the Rank of Eagle Scout by age 14.

Article III Youth Membership

Qualifications

To be qualified to join Troop 787, a boy must satisfy criteria a through d:

- a. Meet any one of the following BSA criteria:
 - 1) Be at least 11, but not older than 18 years of age or
 - 2) Have completed the fifth grade or
 - 3) Be at least 10 years old and earned the Arrow of Light.
- b. Submit a BSA youth application form, complete with parent's signature, to the scout master or committee chairman.
- c. Pay the joining fee, which includes national, council and troop charges.
- d. Be accepted for membership by the Scoutmaster subject to committee review.

Membership Restriction

A maximum youth membership may be established by the troop committee at any time that resources are considered strained to the point that either the youth program or the goals established by these bylaws may become jeopardized. Currently, Troop 787 shall limit the youth membership to a maximum of 50 scouts.

If at any time a youth application is denied because of maximum troop size, then the boy's name will be placed on a waiting list for six months and vacancies will be offered in the order applications were received. Exceptions are made when a parent or guardian volunteers to actively fill a needed adult leadership position or for a sibling of a current Troop member.

Assignment

Placement of a scout in a patrol is done by the scoutmaster after consultation with the boy. Usually, a new scout will be placed in the "New Scout Program," but this is not a fixed rule. The Troop has some flexibility to accommodate the needs and desires of individual scouts.

Rescission of Youth Membership

1. When a youth's conduct is so disruptive or dangerous, to himself or to others, that it is not correctable by verbal reprimand and/or counseling by the Troop's leadership, the individual scout will be advised that any one or more of the following steps will be taken:
 - a. The Senior Patrol Leader or his designee shall bring the scout's behavior to the attention of the Scoutmaster.
 - b. The scout will be counseled by the Scoutmaster and may not be allowed to participate in scouting activities for at least one week.
 - c. The scout's parents will be called and asked to remove him from the activity.
 - d. The scout's conduct will be reviewed by the committee at the earliest opportunity. This review will focus on the boy's fitness to continue as a member of Troop 787.
 - e. The Committee Chairperson will notify all concerned of the date, time and place for the review. The scout and his parents/guardians will be invited, in fact encouraged to be present at the review and to present facts and mitigating circumstances so that the Troop Committee can make an appropriate decision.
 - f. A two-thirds majority of the committee members present is sufficient to suspend or remove a youth from Troop 787. This action does not disqualify the youth from being a Boy Scout, but does affect his status with Troop 787.
 - g. If the committee elects to rescind the scout's membership, either temporarily or permanently, a certified letter shall be sent to the youth and his parents within one week of the decision. The committee shall also notify the San Diego – Imperial Council that the scout was removed from the its roster for cause.
2. When a youth is not actively participating in the troop meetings or scout activities as defined by the following:
 - A minimum of 50 percent attendance of Troop meetings.
 - Be courteous and attentive during the conduct of troop activities (i.e., following the scout laws).
 - Physical and verbal participation of troop activities.
 - a. A youth is reluctant to participate during scout activities and it is not correctable by verbal reprimand and/or counseling by the troop's leadership, the individual scout will be advised that any one or more of the following steps will be taken:

- b. The Senior Patrol Leader or his designee shall bring the scout's behavior to the attention of the Scout Master.
- c. The scout's parents will be called and informed the about the scouts behavior.
- d. The adherence to this guideline will be the input to the Scout Master conference prior to a Scout rank board of review.

Article IV Adult Membership

Qualifications

Any adult interested in the aims and objectives of the Boy Scouts of America and willing to uphold its policies may apply to become a registered leader upon satisfactory completion of the following criteria:

- a. Attain the age of 18 or older.
- b. Agree to abide by Troop 787's bylaws.
- c. Submit a BSA adult application form, complete with references. (Rudimentary background checks shall be performed by the committee chairman to ensure the safety of the troop and its youth membership.)
- d. Pay the joining fee, which includes national, council and troop charges.
- e. Be accepted for membership by the committee chairman (subject to committee review) and sponsoring organization.

Assignment

While signing as a registered leader is not a requirement for a boy's membership, the troop hopes that parents will realize their responsibilities in the development of their own children. The position that a registered adult takes will be determined by the troop's committee according to current and future needs and in consideration of the adult's desires, skills and talents. Registered adult leaders are known as "scouters" and it is understood that people who have agreed to perform troop duties will consider it their moral obligation to complete the assignment.

Training

Scouters are expected to attend and complete BSA's Youth Protection Guidelines (YPG) and New Leader Essentials (NLE) as soon as possible. These both can be done online at the Council Website. Parents of scouts are highly encouraged to do the same and scouters and parents alike are encouraged to attend other BSA training courses.

Rescission of Adult Membership

When an adult member of the troop becomes a detriment or liability to the troop or the Boy Scouts of America, or is dangerous to the youth members of the troop because of their actions, the leader will be advised in writing that any one or more of the following steps will be taken:

- a. The adult leader's conduct will be reviewed by the troop committee at the earliest opportunity. This review will focus on the leader's fitness to continue as a member of Troop 787.
- b. The troop's Committee Chairperson will notify all concerned of the date, time and place for the review. The adult in question will be invited to be present at the review and to present facts and mitigating circumstances which might affect the outcome of the review.
- c. A two-thirds majority of the troop's registered adult leaders is sufficient to suspend or remove an adult leader from Troop 787. This action does not disqualify the adult from

being a member of the Boy Scouts of America or the San Diego – Imperial Council, but it does affect his or her status with Troop 787.

- d. If the troop committee elects to rescind the adult leader's membership, either temporarily or permanently, a certified letter shall be sent to the adult within one week of the decision. The troop committee shall also notify in writing the sponsoring organization and the San Diego – Imperial Council that the adult was removed from the troop and its roster for cause and the reasons for such removal.
- e. The Chartered Organization retains the right to remove any adult leader as deemed appropriate.
- f. In the event the Committee Chairperson can't perform the above functions, the Scoutmaster will assume the responsibilities of the Committee chairperson.

ARTICLE IV TROOP FINANCES

Troop 787 is a self-supporting nonprofit youth organization that must meet its financial obligations by collecting annual registration and renewal of registration fees, activities fees, fund raising projects and donations. All matters of troop finance are under the control of the troop committee and administered by the troop's Treasurer.

Troop Fees

Except as decided by the troop committee, all troop fees shall be deposited in the troop's general fund.

Youth Fees

Fees shall be fixed by troop committee action. Initial registration fees and subsequent renewal of registration fees will be paid by each youth member and will cover the expense of national registration, council insurance, troop registration, dues, and troop insurance. One subscription to Boys' Life can be purchased per family, although parents may elect to have additional subscriptions for other siblings. A detailed summary of the requirements for these fees may be found in the troop's current Breakdown of Budgetary Requirements for Troop Fees.

- a. Registration Fees. Current registration fees are according to the schedule at the end of the bylaws and depend upon the month the boy registers as well as whether the boy was a scout in another troop or a former Webelo Scout. These fees must be paid prior to the youth member's entrance to the troop.
- b. Renewal of Registration Fees. Current annual registration fees are (See Addendum). These fees must be paid prior to the start of each charter year.
- c. Delinquent Accounts. A scout will not be allowed to renew registration for the coming year unless all outstanding debts have been paid in full by prescribed due dates.

Adult Fees

Fees shall be fixed by troop committee action. Initial registration fees will cover the expense of national registration, council insurance, troop registration, and troop insurance. A detailed summary of the requirements for these fees may be found in the troop's current Breakdown of Budgetary Requirements for Troop Fees.

- a. Registration Fees. Current registration depends upon the month of registration and according to the chart at the end of the bylaws, and must be paid prior to the adult's entrance to the troop. Transfer of registration fee from another troop or from a Cub Scout Pack to Troop 787 is \$1.00 regardless of when the registration occurs.
- b. Renewal of Registration Fees. There will be no cost for renewal of registration of adult leaders.

Activity Fees

The amount of any activity fee varies with the activity and the anticipated expense. Any applicable charges must be paid by the deadlines prescribed prior to the activity. Paid activity fees will not be refunded except in those rare instances such as long-term summer camp when refund dates are established. Many activities limit the number of scouts that can attend the activity. The payment of activity fees will be considered the only mechanism of reserving the activity for the scout. The payment of activity fees shall be collected a minimum of one week prior to the activity. When activities require the purchase of food, scouts will not be permitted to make payment or attend an activity on the day of the event.

Fund Raising Projects

The troop strongly encourages each scout to participate in the fund raising activities in order to ensure the troop's smooth operation and financial stability. The troop committee will approve all fund raising activities before the project begins, and will ensure the completion of required permits with the San Diego – Imperial Council. The troop committee will determine, on a case by case basis, who will benefit from fund raising projects and whether monies collected (or any portion thereof) will be deposited in either the troop's general fund or in individual "scout accounts" assigned for each scout.

Donations

Except as decided by the troop committee on a case by case basis, all monies donated to the troop shall be placed in the troop's general fund.

The Troop's General Fund

The troop will maintain a checking account from which authorized funds may be withdrawn. The troop's Treasurer shall maintain custody of the account and the checkbook. Only four members of the troop committee are authorized, by majority vote of the committee, to sign checks, this list shall be reviewed at least annually when the bylaws are reviewed. Prior approval of the troop committee is required before any check is issued in excess of \$500 dollars. Separate Committee approval for checks made toward activities like summer camp are not required if the Committee has approved the activity. If disbursement is accomplished prior to ratification of the expenditure and subsequent committee action fails to approve the expenditure, the signer of the check is held personally responsible for the amount of the check. Should Troop 787 cease to be active, and upon the loss or lapse of all charters, all troop assets shall be distributed in accordance with committee action or, failing that, revert to the chartered organization.

Scout Accounts

Scout accounts represent funds under the control of the troop treasurer, but for the use of individual scouts. Boys who have accumulated funds in their own activity accounts may, with the written approval of their parents, use the funds as indicated below. If a scout seeks reimbursement

for an approved expenditure, he must present an itemized receipt to the troop treasurer. Should a boy become inactive in the troop, his activity account will be held open until the end of the charter year, after which funds in that account shall revert to the troop's general fund. That portion of the scout account which represents actual monies paid by the scout/parent to the Troop may be reimbursed to the scout within 30 days, upon written request, if the written request is submitted before the end of the charter year. Should a boy transfer to any other organization under the cognizance of the Boy Scouts of America, and if that organization agrees to segregate the funds and allocate them for the exclusive use by, and benefit of the boy (so long as he remains a registered member of the receiving organization), Troop 787 will transfer the individual boy's activity account to the receiving organization. Activities for which disbursements may be made include:

- a. Long term camp or scout training functions such as Junior Leadership Training (JLT),
- b. Troop or patrol activities.
- c. Renewal of registration expenses.
- d. Items sold in the Scout Shop at council headquarters
- e. Other activities approved by the troop committee.

Capital Assets

All materials purchased by troop funds or donated to the troop will belong to the troop and to the chartered organization. An inventory of all capital assets will be conducted in November of each year.

Audit

An audit of all troop funds and capital assets will be conducted in November of each year by an individual other than the troop's Treasurer and who is selected by a majority vote of the troop committee. The results of this audit shall be contained in a written financial report approved by the troop committee and subsequently presented to the sponsoring organization at the end of the charter year. Additionally, an audit shall be conducted each time the Treasurer's responsibilities are transferred to another individual. The troop committee shall retain authority over all assets acquired, maintained, and disbursed within the troop.

Inability to Meet Financial Obligations

The troop recognizes that many families cannot afford everything that is planned. Many scouts and scouters cannot attend all functions. The committee shall do everything possible to provide a full program and, at the same time, keep the costs as low as possible, remembering it's obligation to maintain financial stability. The San Diego – Imperial Council provides assistance to scouts facing difficult economic times. If a scout feels that he might qualify for assistance, he should contact the Scout Service Center at Scout Headquarters to obtain an application. Additionally, if he is having difficulty meeting troop obligations, he should contact the troop's Committee Chairperson. While activity fees and equipment costs cannot be waived, much of the troop fees and dues normally required may be waived by a majority vote of the committee. But the following obligations accompany such consideration:

- a. The scout is expected to fully and actively participate in all troop fund raising projects, especially the annual popcorn sale. As a goal, he should earn at least money for the troop as the troop finances in support of the scout.
- b. The scout is expected to participate in 75 percent of all troop sponsored service projects.

ARTICLE V Organization

Organizations

The Boy Scouts of America, the San Diego – Imperial Council and the Santa Margarita District: These organizations are staffed by professional scouters and volunteers who, as a rule, do not work directly with boys, but instead, provide the scouting program to various scout groups.

District Executive

The District Executive is a professional scouter who serves as the direct contact between Troop 787, San Diego – Imperial Council and the Santa Margarita District.

Roundtable Commissioner

The Roundtable Commissioner and his or her staff are responsible for conducting the monthly round table meetings where regular adult training occurs.

Unit Commissioner

The Unit Commissioner is not a member of the troop committee, but serves as an advisor to the troop and should attend troop committee meetings in an advisory role. The Unit Commissioner's role is to observe the troop and to offer assistance in resolving the problems of the troop.

Chartered Organizations

The chartered (or sponsoring) organization "owns" the troop. The troop's charter is held by the United Methodist Church, which, as sponsor, has the following responsibilities:

- a. Sign and accept the responsibilities as outlined by the Boy Scouts of America in the troop's charter.
- b. Provide a Chartered Organization Representative sponsoring representative to serve as the direct link between the chartered organization and the troop.
- c. Approve and provide qualified adult leadership.
- d. Provide a weekly meeting place and a place to hold special meetings such as Courts of Honor.
- e. Provide opportunities for fund raising activities.

Troop Adult Leadership

General

- a. Selection and Tenure. Adult troop leaders shall be selected at the approval of the sponsoring organization and by majority vote of those registered adult leaders present at the committee meeting and in the presence of the Committee Chairperson or the Scoutmaster. Under normal circumstances, the term of office for committee members will be twelve months and will coincide with the troop's charter year: From January through December.

- b. Training. It is desirable that the parents of Boy Scouts active in the troop fill the adult leadership positions. Troop 787 insists that its leaders attend BSA's training on Youth Protection Guidelines (YPG), and further encourages them to attend Scout Adult Leader Training (SALT) during the first year of their tenure. Adult leaders are also encouraged to attend the monthly roundtables and to attend additional training in order to keep abreast with the scouting program.

The Troop Committee

All adults (age 18 or older) registered as leaders in Troop 787 shall be considered members of the committee. The troop committee will establish all troop policy. Except as otherwise noted in these bylaws, troop policy shall be accomplished by majority vote of those committee members present at the committee meetings and in the presence of the Committee Chairperson or, in his or her absence, the Scoutmaster.

a. Responsibilities of the Troop Committee

- 1) Recruit and approve troop leadership.
- 2) Coordinate the troop's program with the sponsoring organization.
- 3) Provide adequate meeting facilities and coordinate the troop's program with the sponsoring organization.
- 4) Advise the Scoutmaster on policies relating to the Boy Scout program and the chartered organization.
- 5) Carry out the policies and regulations of the Boy Scouts of America.
- 6) Encourage leaders in conducting the Boy Scout program.
- 7) Obtain, maintain, and care properly for troop property.
- 8) Ensure that adult leadership is present if the Scoutmaster or his assistants are unable to serve.
- 9) Approve, maintain, and control all aspects of troop finances and capital assets.
- 10) Operate the troop to ensure permanency.

b. Meetings

1. *Committee Meetings* - Troop committee meetings will be held at least once each month. The Committee Chairperson, who is responsible for the conduct of the meetings, will specify the time, date and location. In the absence of the Committee Chairperson, the Scoutmaster shall conduct the committee meeting. All interested parents and adults associated with the troop are encouraged to attend committee meetings, but only registered adults as specified in these bylaws are voting members.
2. *Committee Positions*
 - a. *Committee chairman*.
 - Conduct regular monthly troop committee meetings and special meetings as deemed necessary.

- Organize the committee to ensure that all functions and tasks are delegated, coordinated and completed.
 - Work closely with the Scoutmaster to assure the conduct of the troop's program.
 - Work closely with the Chartered Organization Representative.
 - Ensure the recruitment of new scouts.
 - Conduct the annual charter renewal for the troop.
- b. *Assistant committee Chairperson.* (Troop 787 has no current requirement for this position.)
- c. *Secretary.*
- Ensure the currency of the data (other than fiscal) maintained by the troop.
 - Conduct regular meetings with the troop's Scribe and Historian to ensure that these youth leaders properly carry out their responsibilities.
 - Maintain all minutes of the troop's committee meetings and handle correspondence as directed by the troop's Committee Chairperson.
 - Responsible for ensuring that any flyers, newsletters, and other written material are distributed to the members of the troop on a timely basis.
 - Maintain the original record of permission slips, driver's information and insurance data, emergency information, personal health and medical summaries, medical evaluations, and medical insurance data.
- d. *Treasurer.*
- Ensure the currency of the fiscal data maintained by the troop.
 - Supervise the collection and disbursement of all troop funds and maintain a complete accounting of troop finances and all capital assets.
 - Submit a financial report at each of the monthly committee meetings.
 - Submit a formal financial report each November (at the end of each charter year) for audit and review by the troop committee.
- e. *Quarter Master Supervisor.*
- Supervise the troop's Quartermaster and Librarian in maintaining the troop's inventory of equipment and publications in proper order and repair.
 - Maintain a complete inventory of the troop's capital equipment and a list of the custodians for each item. The troop committee will review this inventory each December (at the end of each charter year).
- f. *Advancements coordinator.*
- Schedule or conduct Boards of Review.
 - Maintain a current list of merit badge counselors.
 - Ensure that troop Courts of Honor are conducted quarterly.

- Coordinate with the Scoutmaster and troop's Scribe to ensure proper maintenance of scout advancement records.
- Ensure advancement reports are delivered to the council's service center.
- Maintain a moderate supply of advancement supplies on hand: Rank badges, certificates, insignia, merit badge applications, and other record forms.
- Advise Eagle Scout candidates of service project requirements and assist candidates through the application cycle. Consult with candidates prior to the start of the application procedure.
- Maintain a current record of adult leader training and certification: Scout Adult Leader Training (SALT), Basic Adult Scout Skills (BASS), High Adventure Leader Training (HALT), Water Trek Training, Cardiopulmonary Resuscitation (CPR), First Aid and Youth Protection Guidelines.

g. Activities coordinator.

- Arrange the details, including reservations, for any outing approved by the troop committee.
- Maintain records of permission slips, emergency information, personal health and medical summaries, medical evaluations, and medical insurance data.
- Assist tour leaders with the proper preparation of tour permits.
- Ensure that troop plans include a minimum of ten days and ten nights camping each year. Also ensure the scheduling of at least one long-term camp.
- Coordinate with the troop's Historian in maintaining a camping log: Locations, dates, participants and comments regarding the outing.
- Coordinate with the troop's Quartermaster to ensure proper maintenance of the troop's equipment.
- Ensure the proper distribution and collection of permission slips and tour permits.

h. Transportation coordinator.

- Arrange transportation to and from activities outside the regular troop meetings.
- Maintain copies of appropriate driver, vehicle and insurance information.
- Ensure that all drivers are aware and abide by scout policies regarding the transport of scouts.

i. Membership and Registration Coordinator:

- Plan a recruiting program and assist the troop in recruiting new scouts.
- Assist the boys and their families in the correct completion of all applications and forms and provide new families with the troop's current information package.

- Ensure prompt delivery of all applications to the Council's Scout Service Center.
- Assist the Committee Chairperson and the Scoutmaster with the renewal of charter process.

j. Troop Chaplain

- Ensure that invocations and benedictions are planned and provided at appropriate ceremonies and activities.
- Ensure that "Scouts' Own" services are planned and provided during troop outings.
- Conduct regular meetings with the troop's Chaplain's Aide to ensure that this youth leader properly carries out his responsibilities.
- Promote and inform scouts about the religious emblem programs of their faith and how to earn them. Encourage troop members to live up to the ideals of the scout oath, law, slogan, motto and the outdoor code.

k. Other Committee Positions.

Other committee positions may be established as deemed necessary by a majority vote of the troop committee. These positions may include,

- Fund-Raising Coordinator

2) *Special Meetings.* Special meetings may be called at the request of the Committee Chairperson. The date, time and place of any special meeting will be determined as appropriate, and the troop committee must approve the results of any such meeting. The following special meetings are, however, required:

- 3) *Annual Budgetary Meeting.* To be conducted each January after the charter renewal is completed. This meeting shall have in attendance the troop's Committee Chairperson, Secretary, Treasurer, Scoutmaster, and at least one other registered adult leader.
- 4) *Renewal of Charter Conference.* To be conducted by the troop's Committee Chairperson at the end of each November.

c. Quorum. In order to conclude troop business, either the Committee Chairperson or, in his or her absence, the Scoutmaster must be present along with at least fifty percent of the remaining registered adult leaders. If there is no quorum, an affirmative vote of six registered adult leaders is required to pass any motion except motions requiring two thirds majority vote. Motions requiring two thirds majority vote, in accordance with these bylaws, require a quorum and two thirds vote of members in attendance and proxy votes.

d. Voting Rights. Voting members are all adults registered with Troop 787 except the Chartered Organization Representative. The Committee Chairperson votes only in the case of a tie. Non-voting members are any parent or guardian of scouts registered in the troop and not themselves registered as leaders. However, these nonvoting members are not only invited, but also encouraged to actively participate in the committee meetings.

e. Adult Leadership Positions on the Committee. A brief summary of the various committee positions and the responsibilities of each are defined below.

Troop Administrative Leaders

The following adult leaders are responsible to the troop for implementing the plans and policies of the troop committee.

a. Scoutmaster

- 1) Reports directly to the troop committee and is responsible for the operation of all troop activities.
- 2) Ensures that the policies and plans of the troop committee are completed.
- 3) In the absence of the Committee Chairperson, conducts the monthly committee meetings and, in that capacity, votes only to break a tie.
- 4) Trains and guides the youth members of the troop in their responsibilities.
- 5) Uses the methods of scouting to achieve the aims of scouting.
- 6) Attends the monthly meetings of the Patrol Leaders Council (PLC) for training, coordination and planning of troop activities. In this capacity, the Scoutmaster provides personal guidance in leadership techniques to Junior Assistant Scoutmasters, the Senior Patrol Leader and his assistant, the Patrol Leaders and their assistants, the Troop Guides, the Venture Crew Chief and any assistants, and the troop's Bugler.
- 7) Maintains troop discipline.
- 8) Conducts regular meetings with parents to share the program and to encourage adult participation.
- 9) Conducts Scoutmaster Conferences with the youth membership.
- 10) Supervises elections for the Order of the Arrow.
- 11) Makes it possible for each scout to experience at least ten days and nights of camping each year.
- 12) Ensures troop participation in district and council events.
- 13) Conducts all activities under qualified leadership, safe conditions, and policies of the sponsoring organization and the Boy Scouts of America.
- 14) Serve in other capacities as requested by the troop committee.

- b. Assistant Scoutmaster. Assistant Scoutmasters are elected by troop committee action with the approval of the Scoutmaster. In addition to assisting the Scoutmaster in all of his functions, Assistant Scoutmasters also serve in place of the Scoutmaster when the latter is not present.

General

The Boy Scouts of America is an organization led by young men with adult supervision and guidance. Youth leadership positions are only held by scouts who are willing to learn and perform the duties for the position he wants to hold, and he is to perform those duties for the entire period he is assigned to them. He may step down from a position should he decide he no longer wishes to fulfill the duties of his office, but he will lose leadership credit for the current promotion period.

The Patrol Leaders Council (PLC)

The Patrol Leaders Council will establish the troop's program. This shall be accomplished by a determination of a majority of the voting members of the PLC and in the presence of the Scoutmaster or his representative.

- a. Responsibilities of the Patrol Leaders Council.
 - 1) Plan all troop meetings, outings and activities.
 - 2) Assign responsibilities to ensure meetings, outings and activities occur as planned.
 - 3) Maintain alternate and emergency plans for any troop activity.
 - 4) Maintain a training program for the youth leadership.
 - 5) Review the advancement progress of all scouts.
- b. Meetings. PLC meetings will be held ideally once each month, and at a minimum of 10 times a year. This meeting should be held preceding the adult leaders' committee meeting.
- c. Membership. Membership of the PLC shall include the Scoutmaster and his or her assistants, Junior Assistant Scoutmasters, the Senior Patrol Leader and his assistant(s), the Scribe, Quartermaster, Troop Guide(s), Patrol Leaders and their assistants, the Librarian, Historian, Chaplain's Aide, Venture Crew Chief (and any assistants), and the Bugler.
- d. Voting Rights. The Senior Patrol Leader and his assistant(s) as well as each Patrol Leader and their assistants each have one vote. In the event of a tie, the Scoutmaster (or his representative) will vote on the basis of input from each participant at the PLC meeting and on other considerations. Other than to break a tie, the Scoutmaster does not have voting rights. He does, however, retain veto power. Nevertheless, if the PLC feels that the Scoutmaster's decision warrants reconsideration, they may bring the issue before the troop committee for review.
- e. Leadership Disqualification.
 - 1) *Causes for Removal.*
 - Any scout may be removed from his leadership position if he does not fulfill the responsibilities of his position. He has been counseled by the Senior Patrol Leader, the Scoutmaster, or other adult leader more than two times for failing to perform the duties of his position as specified in these bylaws.
 - However, in cases where the Senior Patrol Leader performed the counseling, the matter must be brought to the Scoutmaster before dismissal can occur.
 - 2) *Replacement of Youth Leaders.* The Scoutmaster will replace youth leaders (including the Senior Patrol Leader or any Patrol Leader) with scouts who can and will perform the duties of the position. The disqualified youth leader will lose leadership credit for the current promotion period, but may run again at the next election for the same position or any other position if he has the desire to fulfill the responsibilities of that position.
- f. Performance Standards. Performance standards will be promulgated by the Scoutmaster and will be used to judge whether a scout has satisfied his leadership requirements and those for scout spirit.

Youth Leadership Positions

Except for Junior Assistant Scoutmasters, the duration of service for all youth leadership positions will normally be six months.

a. Junior Assistant Scoutmaster (JASM)

Qualifications

- Must be nominated by the Scoutmaster and confirmed by a vote of the troop committee,
- Must be at least 16 years old but not yet 18.
- Must demonstrate marked ability as a leader.
- Must be proficient in scouting skills.

Responsibilities

- Attend regular meetings with the troop's Scoutmaster to ensure responsibilities are properly carried out.
- Helping the Scoutmaster and his assistants in the running of the troop.
- Teaching untrained scouts in the skills they need for advancement.
- Assist the Senior Patrol Leader whenever requested.
- Serving as judge in inter-patrol competitions and training the youth leadership in the performance of their leadership positions.

b. Senior Patrol Leader (SPL). Must hold at least the rank of First Class Scout, have been a member of Troop 787 for at least one year, and possess the Scoutmaster's recommendation. A Senior Patrol Leader will be chosen every six months (approximately February and September) by troop election and an individual may serve up to two consecutive terms in this office and is responsible for:

- Attending regular meetings with the troop's Scoutmaster to ensure responsibilities are properly carried out.
- Serving as the chairperson of the Patrol Leaders Council.
- Conducting troop meetings (with the assistance of the ASPL and the JASM).
- Preparing and conducting troop camp programs and conducting monthly uniform inspections.

c. Assistant Senior Patrol Leader (ASPL). Must hold at least the rank of First Class. The ASPL shall be nominated by the SPL and approved by the Scoutmaster. He is responsible for:

- Attending regular meetings with the troop's Scoutmaster to ensure responsibilities are properly carried out.
- Act as the SPL in his absence.
- Carrying out the instructions of the SPL.
- Act as the "Sergeant-at-Arms" to help maintain order at troop meetings and assisting scouts in the troop to advance in rank.

- d. Troop Scribe. Shall be appointed by the Senior Patrol Leader and is responsible for:
- Attending regular meetings with the troop's Secretary, Treasurer and Advancements Coordinator to ensure responsibilities are properly carried out,
 - Taking roll call and maintaining troop attendance records,
 - Maintaining a record of all upcoming troop activities,
 - Taking the minutes of the PLC meetings, and
 - Act as the Senior Patrol Leader in the absence of both the SPL and the ASPL.
- e. Troop Quartermaster. Shall be appointed by the Scoutmaster and is responsible for:
- Attending regular meetings with the troop's Property Supervisor to ensure responsibilities are properly carried out.
 - Maintaining a detailed inventory of the troop's equipment (including camping gear, flags, etc.) and a check out log showing who has custody of each item.
 - Inspecting troop equipment ideally once each quarter or following any troop campout and producing a status report for submission to the PLC.
 - Supervise the distribution and collection of troop equipment, and act as the Senior Patrol Leader in the absence of the SPL, the ASPL and the Scribe.
- f. Troop Guide. Shall be appointed by the Scoutmaster and must hold at least the rank of First Class Scout and be proficient in advancement skills. Troop Guides shall be responsible for:
- Attending regular meetings with the troop's Scoutmaster to ensure responsibilities are properly carried out.
 - Teaching other scouts, especially new scouts Second Class and below, the skills necessary to advance in rank.
 - Assigned to a patrol.
 - Specializing in three scout skill areas not taught by other youth leaders, and act as the Senior Patrol Leader in the absence of the SPL, the ASPL, the Scribe and the Quartermaster.
- g. Patrol Leader. Shall be elected by the members of his patrol and may serve up to two consecutive terms in this office. He is responsible for:
- Attending regular meetings with the troop's Scoutmaster to ensure responsibilities are properly carried out.
 - Planning and leading patrol meetings.
 - Discussing potential outings and activities with members of the patrol,
 - Seeing that each scout in the patrol has a job to perform,
 - Maintaining patrol discipline (for which he is accountable to the senior patrol leader), attending the PLC meetings, or if unable, ensuring that the Assistant Patrol Leader attends,

- Supervising rank advancement of the scouts in his patrol.
 - Communicating all information between the patrol and the troop's leadership, conducting periodic uniform inspections for the members of his patrol.
- h. Assistant Patrol Leader. Shall be nominated by the Patrol Leader and approved by the Scoutmaster. He is responsible for:
- Attending regular meetings with the troop's Scoutmaster to ensure responsibilities are properly carried out,
 - Assisting the Patrol Leader in his duties and in carrying out his program,
 - Performing other duties as assigned by the Patrol Leader, checking out and returning required patrol and other equipment from the Troop Quartermaster for patrol camping, and acting as the Patrol Leader in the Patrol Leader's absence.
- i. Troop Librarian. Shall be appointed by the Scoutmaster and is responsible for:
- Attending regular meetings with the troop's Property Supervisor to ensure responsibilities are properly carried out.
 - Maintaining the troop's library of scouting literature and merit badge pamphlets.
 - Using a systematic method for loaning and collecting library materials.
- j. Troop Historian. Shall be appointed by the Scoutmaster and is responsible for:
- Attending regular meetings with the troop's Secretary and Activities Coordinator to ensure responsibilities are properly carried out,
 - Maintaining a camping log to include locations, dates, attendees, and comments regarding the outing,
 - Collecting and caring for troop photographs, news stories, flags, pennants, and awards.
- k. Troop Chaplain's Aide. Shall be appointed by the Scoutmaster and is responsible for:
- Attending regular meetings with the troop's Chaplain to ensure responsibilities are properly carried out,
 - assisting the Troop's Chaplain or, in his absence, planning and conducting non-denominational religious services at troop meetings and activities,
 - promoting and informing scouts about the religious emblem programs of their faith and how to earn them,
 - encouraging troop members to live up to the ideals of the scout oath, law, slogan, motto and the outdoor code, and
 - Helping to ensure that religious holidays and observances are considered in the troop program.
- l. Webelo Den Chief. Shall be appointed by the Scoutmaster at the request of a Cub Scout Pack.
- m. Troop Trainer. Shall be appointed by the Scoutmaster and must hold at least the rank of First Class Scout and be proficient in advancement skills. Troop Trainers shall be responsible for:
- Attending regular meetings with the troop's Scoutmaster to ensure responsibilities are properly carried out.
 - Teaching other scouts the skills necessary to advance in rank.

- Specializing in at least three scout skill areas not taught by other youth leaders.
- Conduct a scout training session at least once per month.

ARTICLE VI SCOUT PROGRAM

Purpose

The goals of Troop 787 are to help scouts become well informed citizens of the community, to have a well balanced outdoor program, and to have each scout grow in his own manner suited best for himself and the world in which he must live.

Citizenship

In building good citizenship, the troop will guide scouts through citizenship skills by planning lessons using BSA advancement requirements and merit badges, by adult and youth leader example, and by activities such as community service projects, Eagle Scout projects and similar activities.

In developing the scout to be in tune with nature and self-sufficient in the outdoors, a challenging, meaningful outdoor program is developed each year. This is accomplished through many activities including backpacking, primitive camping and other high adventure activities. It also includes less strenuous outdoor activities for scouts who are not physically or mentally ready to participate in this type of event. Therefore, the troop will plan activities such as car camping, day hikes, and tours.

Do Your Best

Because each scout is an individual, troop leaders will not push a scout beyond his limit, but will encourage him to do his best. He will learn skills at a pace he can attain using a little hard work on his own behalf.

Expectations

Scouting is a carefully structured program of learning and advancement. Scouts are expected to learn new skills, advance in rank, and teach those skills to other scouts who have not yet acquired them.

Program Planning

Troop program planning will proceed on a continual basis as part of the regularly scheduled patrol and PLC meetings. The planning calendar will be completed at least six months in advance and is developed as follows:

1. At their monthly patrol meetings each scout will communicate his ideas for activities and outings to the Patrol Leader. The patrol then votes on each activity.
2. The Patrol Leader then presents only those activities that received a majority of his patrol's votes to the Patrol Leaders Council.
3. The PLC will evaluate each suggested activity on its merits and general interest and then vote to approve or disapprove each activity.
4. The PLC will then tentatively schedule approved activities on the troop's activity calendar. This scheduling will include dates, times, places, et cetera. The plan is then submitted through the Scoutmaster to the troop committee in sufficient time for review of the appropriateness of each activity, the ability to carry out the plan, provision for adult supervision, and for other logistical requirements.
5. After review by the troop committee, the plan will be returned through the Scoutmaster to the PLC. The plan will show which activities were approved and which activities need to be

modified, rescheduled or replaced. The troop committee will provide comments, suggestions and/or reasons when appropriate.

6. The PLC and the troop committee will work together until the program plan is satisfactory for both groups.
7. The troop Committee Chairperson will ensure that appropriate committee members are notified of leadership requirements and ensure that adequate resources are available to enact the troop program.

Advancement Program

Goals

All new scouts should attain the rank of First Class by the end of his first year in scouting. Scouts who are First Class and above should earn at least five merit badges each year, with at least two that are requirements for the Eagle Scout rank.

Advancement Procedures

- a. For ranks up to and including First Class, requirements may be signed off by members of the youth leadership corps who hold the rank of First Class and above.
- b. The Scoutmaster and his designated representatives may sign off any requirement for all of the rank advancements. Requirements for the ranks of Star, Life and Eagle must be signed off by the Scoutmaster or his designated representatives.
- c. When a scout completes the requirements for rank advancement, he then informs his Patrol Leader who, in turn, informs the Senior Patrol Leader that the scout is ready for a Board of Review.
- d. The Senior Patrol Leader then informs the Advancements Coordinator who will, in turn, schedule a Board of Review and notify all participants.
- e. Note: Parents and siblings are not permitted to sign off any requirement for their own son or brother. Only adults and specified youth leaders registered with the BSA can sign off scouting requirements, and only after approval of the Scoutmaster.

Merit Badge Procedures

- a. Each scout selects the merit badges he desires. He obtains the booklets, reads over the requirements and studies.
- b. When the scout is ready, he then requests a merit badge application and the name of a counselor. This is accomplished through the Advancements Coordinator, the Scoutmaster, or other designated adult leaders.
- c. Satisfactory completion of a merit badge is accomplished when the merit badge counselor signs the application. The completed application is then submitted to the Advancements Coordinator.
- d. The Advancements Coordinator signs, records and retains the troop's and council's copy of the application and then returns the scout's copy. The scout should retain his copy for proof of completion in the event records get misplaced.
- e. The Advancements Coordinator completes the advancement report and submits it to scout headquarters.
- f. The merit badge will be awarded at the next Court of Honor.

Scout Spirit

Scout spirit is an essential requirement for rank advancement. In virtually all instances, the measurement of scout spirit is based on the subjective judgment of the Scoutmaster. Nevertheless, the following categories will be considered by the Scoutmaster in the determination of scout spirit:

- a. "Scout-like" behavior at scout functions (such as proper discipline, language, and treatment of others),
- b. attendance at meetings, service projects and outings,
- c. participation in fund raising activities,
- d. proper wearing of the uniform, and respect for property.

Boards of Review

The purpose of the Board of Review is not to serve as a "Rubber Stamp" for the Scoutmaster's decision to advance a scout in rank, but rather to promote the development of the scout and to review, on an overall basis, whether or not the scout has met the requirements for advancement. This responsibility does not authorize the Board to retest a scout on any requirement. In fact, retesting is expressly not allowed. Nevertheless, the Board has the responsibility to postpone or deny advancement should it feel that the scout's overall skill level or scout spirit needs further development prior to advancement. A decision of this type is not punitive in nature, but is meant to encourage the proper development and maturation of the scout.

- a. The Advancements Coordinator will schedule boards of Review.
- b. The Advancements Coordinator or his/her designee will chair boards of Review. Members of the board will include only registered adult leaders of the troop, parents, or invited scouters.
- c. A Board of Review will have no fewer than three and no greater than six members.
- d. No parent or guardian shall sit on a Board of Review involving their own son.
- e. Boards of Review are required for rank advancement, but may also be used as a counseling tool to promote advancement and scout-like behavior.
- f. The Board will make no pronouncement of tentative decisions until all members of the Board have had the opportunity to express their thoughts and opinions among themselves,
- g. The Advancements Coordinator and the Scoutmaster will be notified of the results of each Board of Review and, if appropriate, the reasons for approval or denial.
- h. Rank advancements will be awarded as soon as possible, with the advancement card being presented at the next Court of Honor.

Courts of Honor

It is the responsibility of the Advancements Coordinator to ensure that Courts of Honor are scheduled at least once each quarter to give recognition to each scout for their achievements.

Daily Operation

Meetings

Conduct of youth meetings is ultimately the responsibility of the Scoutmaster or, in his absence, the Assistant Scoutmaster(s). Since Troop 787 is a guest of the San Luis Rey Methodist Church, needs of the church take priority over troop functions, and this fact may require a change in date, time or location of various meetings. Additional exceptions may occur as called for by the Scoutmaster due to program needs.

- a. Patrol Leaders Council. The PLC will normally be held during the week prior to the committee meeting. This helps ensure youth input at the committee meeting. The conduct of the PLC is the responsibility of the Senior Patrol Leader under the supervision of the Scoutmaster.
- b. Patrol Meetings. Patrol meetings may occur whenever the patrol elects to do so, but at a minimum they will normally meet during the week prior to the PLC. This helps ensure troop input to the PLC. Conduct of these meetings is the responsibility of the various Patrol Leaders under the supervision of the adult "Patrol Consultants."
- c. Troop Meetings. Regular weekly meetings of the entire troop will be held during those weeks when neither patrol meetings nor the PLC are conducted. Troop meetings are the responsibility of the Senior Patrol Leader under the supervision of the Scoutmaster and his assistant(s).
 - 1) *Opening and Set Up*. The scouts of the patrol responsible for opening and set up will arrive at the troop meeting fifteen minutes early in order to help set up tables, chairs and other equipment needed to conduct the troop meeting.
 - 2) *Closing and Clean Up*. The scouts of the patrol responsible for closing and clean up will remain after the troop meeting in order to take down and put away tables, chairs and other equipment needed to conduct the troop meeting. The floor must be swept, tables, chairs and the rest room cleaned, and all trash removed. Parents should not arrive early with the expectation that their son may leave without performing his cleanup responsibilities.
- d. Parental Responsibilities. It is the responsibility of all parents to ensure the safety of their scouts by escorting them to and from the meeting sites. Scouts will never be merely dropped off at a meeting. The Boy Scouts of America requires "two deep" leadership and no parent may leave a meeting site until that requirement is fulfilled or the meeting canceled.

Attendance

- a. Attendance. Troop 787 expects all registered boys to attend all meetings and be active participants in Boy Scouting. If a boy must miss a meeting, his Patrol Leader, the Senior Patrol Leader, or the Scoutmaster should be notified in advance.
 - 1) *Perfect Attendance*. Perfect attendance shall be considered attendance of at least 75% of all scheduled troop and patrol meetings AND 75% of all scheduled outings and service projects. This 75% threshold recognizes the reality of other family activities and still provides incentive for the scout to make every effort possible at attending scheduled meetings.
 - 2) *Consequence of Absence*. If absence of any Boy Scout from troop or patrol functions becomes excessive and is without sufficient cause, the Scoutmaster may recommend to the committee that the troop not reregister the scout.

- i) Roll Call. Attendance will be recorded by the Scribe at all troop functions and outings. In the Scribe's absence, first the Historian and then some other youth leader will perform the task. Nevertheless, each scout has the responsibility to ensure his attendance is recorded.
- ii) Nonattendance
 - (1) *Three consecutive Missed Meetings*. The Patrol Leader will contact the scout to determine the reason for the absences.
 - (2) *Four Consecutive Missed Meetings*. The Patrol Leader will contact the Senior Patrol Leader with all known information. The SPL will contact the scout to find out what is wrong. If it is within the SPL's ability to make changes or encourage the scout to return, then he should do so. Finally, the SPL will contact the Scoutmaster with a full report on the scout.
 - (3) *Five Consecutive Missed Meetings*. The SPL will inform the Scoutmaster. The Scoutmaster will make the last contact with the absent scout to determine what course of action is best for the troop as well as the scout.
 - (4) *Campouts*. Any scout who misses three consecutive campouts will be counseled by the Scoutmaster.

Discipline

- a. General. It shall be understood by all scouting participants, adult or child, that alcohol, drug or language abuse will not be tolerated at any scouting function. Further, the Boy Scouts of America now finds it inappropriate for any adult to use tobacco products while in the presence of Scouts.
- b. Poor Behavior. Failure to act in a "scout-like" manner during any scout activity (depending on the severity of the misbehavior) will result in one or any combination of the following:
 - 1) *Scout Conference*. The scout will first be counseled by the Senior Patrol Leader or other members of the youth leadership corps. After consultation with the Scoutmaster, the errant scout may be asked to contact his parents and leave the meeting.
 - 2) *Scoutmaster conference*. The Scoutmaster or another adult leader may have a conference with the scout. The errant scout may be asked to contact his parents and leave the meeting.
 - 3) *Requests to Leave Scouting Functions*
 - i) *Troop Responsibilities*. If a scout is requested to contact his parents and leave a meeting, the PLC will review the scout's record of behavior and determine any further appropriate action. Disciplinary actions will be reviewed by the Scoutmaster and the troop committee.
 - ii) *Parental Responsibilities*. Parents shall understand that they are responsible for promptly picking up their sons and removing them from scout meetings at the request of the Senior Patrol Leader (with the approval of the Scoutmaster) or any registered adult leader in a position of responsibility. Conduct that might cause such a request would be defined as conduct that, in the judgment of the registered leader (who is accountable for the scout's actions), is disruptive or dangerous to the individual scout or to others, and the behavior cannot be corrected by oral reprimand.
 - iii) *Multiple Requests to Leave*. Any scout that is twice sent home by the troop leadership for disciplinary reasons will not be able to return until the Scoutmaster has spoken with the scout's parent(s). Further disciplinary action may, at the option of the troop committee, result in the refusal to reregister the boy.

- 4) *Parental Responsibilities.* The scout's parents may be requested to attend a set number (determined by the Scoutmaster) of regular troop and patrol meetings in order to assure their son's good behavior.
- 5) *Suspension.* The Scoutmaster may suspend the scout from all meetings and activities for up to four weeks.
- 6) *Rescission of Membership.* Thereafter, the provisions in the troop's bylaws for Rescission of Youth Membership will be followed.

Scout Equipment

- a. Uniforms. Uniforms will be worn to all scout functions. The Boy Scouts of America is a uniformed organization and Troop 787 believes that a proper uniform should be clean, complete and worn with pride. The uniform identifies the boy as a member of an organization that stands for certain principles and ideals. The uniform also provides the boy a place to display his achievements and it promotes an esprit de corps and an attitude among the boys that helps assure conduct that is more "scout-like" in nature.
 - 1) *Selection of Uniform.* Unless specified otherwise by the Senior Patrol Leader, the Scoutmaster or the committee, the individual Patrol Leaders will determine the uniform to be worn at everyday scout functions. However, for special functions (such as Courts of Honor and parades) and during formal troop inspections, the "Class-A" uniform (see below) shall be worn.
 - i) *Formal "Class-A" Uniform.* All boys are requested to possess an official Boy Scout or Venture (if applicable) formal uniform. This includes a Scout long-sleeved or short-sleeved shirt, Scout pants or shorts, Scout socks or knee socks, Scout belt and buckle, and a Scout neckerchief.
(Note: The "Full Dress Class-A" uniform is defined as the above uniform with merit badge sash, Order of the Arrow sash, religious emblems and other appropriate medals and honors.)
 - ii) *Informal Uniform.* When called for by the Patrol Leader, or for troop functions, the Senior Patrol Leader or the Scoutmaster and his assistant(s), Troop 787's scout logo T-shirt may be worn with specified pants and headgear instead of the dress uniform.
 - 2) *Who Will Supply.* Uniforms and books will be supplied by the scout.
 - 3) *Adult Uniforms.* Adult leaders are expected to be in the correct uniform for all troop functions except committee meetings and other adult oriented troop functions.
 - 4) *Inspections.* Once each month the Senior Patrol Leader will conduct a uniform inspection. Additionally, Patrol Leaders should conduct periodic uniform inspections as part of their patrol meetings.
- b. Other Equipment. Unless otherwise specified, scouts are to provide their own resources.
 - 1) Each scout is to bring his Boy Scout Handbook, a pen or pencil, and paper to all troops meetings.
 - 2) Each scout is to bring his own personal gear for camping: Mess kit, eating utensils, sleeping bag, et cetera.

Transportation

Transportation to and from troop activities, unless specified otherwise, are the responsibility of each individual scout and his parents and will be on a non-reimbursable basis. On those occasions when the troop and its leaders provide transportation, the Boy Scouts of America requires that there be a seat belt for each individual in a vehicle and that, while that vehicle is in motion, the seat belts are worn. Proof of automobile insurance will be required from all drivers. The activity trip leader may cancel an activity if sufficient transportation and assistance cannot be arranged.

General

Troop 787's bylaws will be reviewed at least annually each November as part of the Charter Renewal Conference. Reviews may be held on other occasions if deemed necessary by the committee. These bylaws may be amended at any time by troop committee action, provided that a copy of the proposed amendment(s) is submitted to the troop's Committee Chairperson before the next scheduled committee meeting and, except as noted below, a simple majority of the registered adult leadership agrees to the amendment.

Exceptions to Simple Majority Amendment

Rescission of the Bylaws

Because portions of these bylaws require a two-thirds voting majority of the committee, rescission of the bylaws must also require a two-thirds majority.