



BSA TROOP 61

BYLAWS AND OPERATING PROCEDURES

The following set of Bylaws shall govern the operation of Boy Scout Troop 61, Victor, New York. These Bylaws control operations of Troop 61 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.

It is the responsibility of every family involved in Troop 61 to read these Bylaws. Bylaws are the Troop's operating manual. They clearly communicate the roles and responsibilities of the committee and the adult leadership. They define the rules and procedures for holding meetings, electing members and resolving conflicts. Much of what follows is derived from the policies and procedures developed by the Boy Scouts of America (BSA) and the Troop 61 Committee.

The Troop 61 Committee is responsible to the Chartering Organization (St. John's Lutheran Church) to ensure 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 61 Committee, and will only be made according to BSA policy.

The policy of Troop 61 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 11 to 18 years old, according to the policies and guidelines of the Boy Scouts of America.

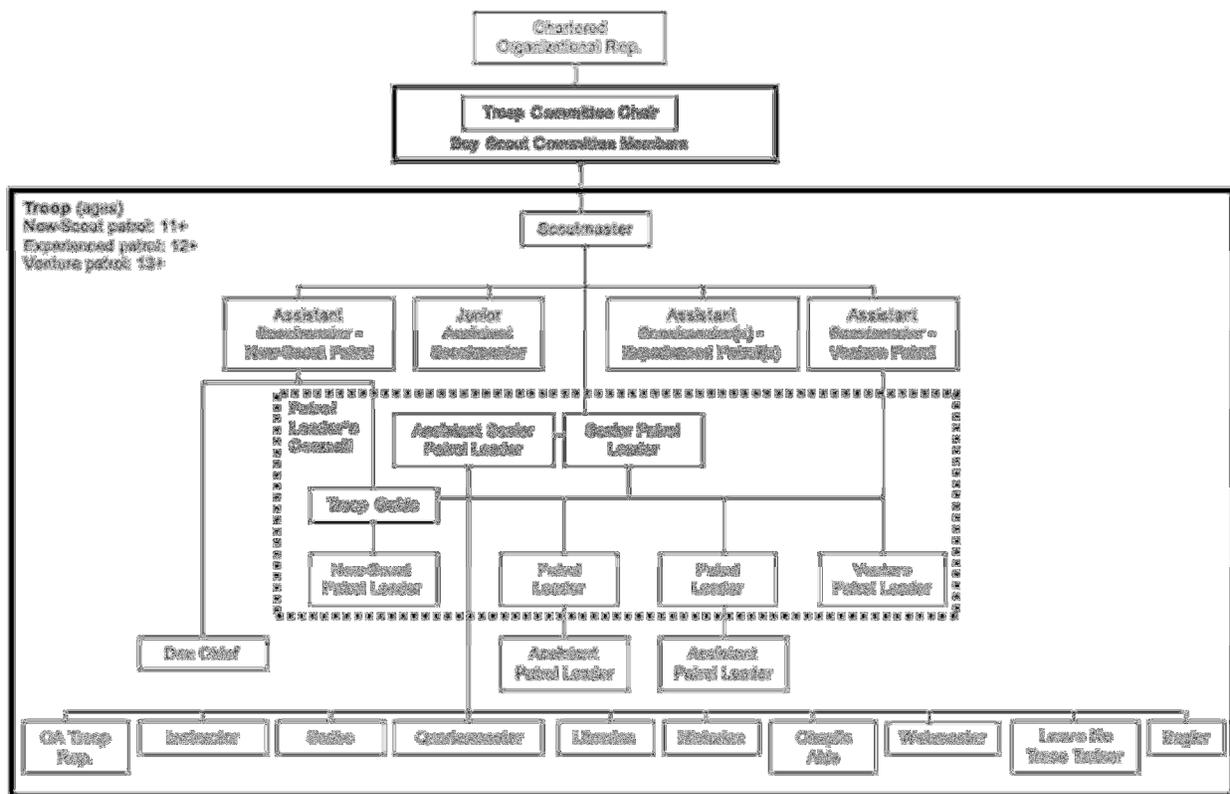
B. TROOP PHILOSOPHY

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

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

The philosophy of Troop 61 is to develop confidence and leadership within the boys of the troop through a boy run troop enjoying various experiences in camping, education, and many outdoor events. As such, it is the responsibility of the leaders of Troop 61 to make their best efforts to include these elements in every aspect of our Troop program as planned by the boys.

Boy Scout troop organization chart



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 61 is lead their patrols and their troop.

D. MEMBERSHIP

Membership shall be open to all qualified boys who meet current National Boy Scouts of America membership requirements and agree to adhere to the principles set forth by that organization.

Membership in Troop 61 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.

The Troop Committee may set a limit on the number of boys allowed to enter the troop. Applications will be accepted on a first come first served basis. Priority will be given to applicants with siblings in the troop and parishioners of the Charter Organization.

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 include:

1. Helps recruit Troop Leadership 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. **Membership and participation** in the troop committee is encouraged for all parents, grandparents or other guardians (i.e. "Responsible Adult") of each scout. Non-committee members may participate in the committee discussions but are not entitled to vote.
2. **The Troop Committee** is the troop's board of directors and supports the troop program. The Troop Committee does the following:
 - a) Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified Assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is identified subject to the assent of the Charter Organization and approval of the troop leadership.
 - b) Arranges adequate meeting facilities.
 - c) Advises the Scoutmaster on policies relating to Boy Scouting and the Charter Organization.
 - d) Supports Leaders in carrying out a program consistent with the troop purpose and philosophy.
 - e) Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
 - f) Obtains, maintains, and properly cares for troop property.
 - g) Ensures the troop has a suitable outdoor program (minimum 10 days and nights per year excluding summer camp).
 - h) Serves on Boards of Review.
 - i) Supports the Scoutmaster in working with individual Scouts and problems that may affect the overall troop program.
 - j) Arranges accommodations for the special needs and assistance some boys may require.
 - k) Helps with the Friends of Scouting campaign.
 - l) Assists the Scoutmaster with handling Scout behavioral problems.

3. **Committee Positions** include, at minimum, the following:

- a) Troop Committee Chairman
- b) Treasurer
- c) Secretary
- d) Outings Coordinator
- e) Advancement Coordinator
- f) Fundraising Coordinator
- g) Membership Coordinator
- h) Summer Camp Coordinator

Elections to fill these positions will be held 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. All Troop 61 committee members are entitled to 1 (one) vote on any issue before the committee.

4. **Other Committee Coordinators and Subcommittees.** In addition to the Minimum Committee Positions, the Troop Committee Chairman may seek persons to carry out numerous other tasks as needed. 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 Subcommittee
- b) Troop Adult Quartermaster
- c) Uniform Exchange
- d) Leader Training Coordinator
- e) Transportation Coordinator
- f) Eagle Coordinator
- g) Recharter Coordinator
- h) Service project Coordinator
- i) Roundtable Representative
- j) Religious Emblem Coordinator
- k) Medical Records Coordinator
- l) Honor Guard Coordinator

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 a written 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. The Scoutmaster may attend at his discretion or when requested by the Committee. All troop subcommittees will be governed by the bylaws and operate according to "Robert's Rules of Order - Simplified" (see Appendix D).

6. Planning.

- 6.1. The Final Troop Committee meeting and PLC meeting for a Scout year will be arranged by the Troop Committee Chairman for early June of a given year. This meeting shall be to welcome the recently elected youth leaders and introduce them to their new duties by scheduling the Annual Planning Meeting and the September troop activities only.
- 6.2. The Troop Committee Chairman will convene the Annual Planning Meeting in August. The purpose of the meeting is for the troop committee to approve plans for the next year, including the next year's Activity Calendar, proposed budget and associated fundraising activities, approve Committee Officers, adult leaders and Troop Bylaws.
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. Boards 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, and Life. It is the Scout's responsibility to contact the Advancement Coordinator to arrange for a Board of Review sufficiently in advance of a court of honor to enable the rank advancement to be processed. 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.

G. SCOUTMASTER'S RESPONSIBILITIES

1. **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. The Scoutmaster is elected by the members of Troop 61, and approved by the head of the Chartered organization. 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. If at any time the Scoutmaster fails to meet the qualifications or fulfill the duties of the position, that person shall be removed by a 2/3 vote of the Troop Committee.

2. General

- a) Train and guide boy leaders consistent with BSA guidelines.
- b) Work with other responsible adults to bring Scouting to boys.
- c) Use the methods of Scouting to achieve the aims of Scouting.

3. Meetings

- a) Meet regularly with adult leaders to coordinate efforts in support of the program.
- b) Meet regularly with the Patrol Leaders Council for training and coordination in planning troop activities.
- c) Attend all troop meetings or when necessary, arrange for a qualified adult substitute.
- d) Attend Troop Committee meetings.
- e) Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- f) Take part in Annual Planning Meeting and any charter presentation.

4. Guidance

- a) Conduct Scoutmaster conferences for Star and Life rank advancements. Arrange for trained Assistant Scoutmasters to conduct scoutmaster conferences for all other ranks.
- b) Prepare and conduct a systematic recruiting plan for new members and see that they are promptly registered.
- c) Delegate responsibility to other adults and groups (Assistants, Troop Committee) so they have a real part in troop operations.
- d) Meet with and approve candidates for SPL and ASPL as well as candidates for Buckskin and Order of the Arrow.
- e) Supervise annual troop elections and elections for the Order of the Arrow.

5. Activities

- a) Make it possible for each Scout to experience at least 10 days and nights of camping each year, exclusive of summer camp.
- b) Participate in council and district events as the Troop 61 representative, or delegate a suitable Assistant Scoutmaster.
- c) Build a strong program by using proven methods of the BSA.
- d) Conduct all activities under qualified leadership, safe conditions, and the policies of the Chartered Organization and the BSA.

H. PARENT'S RESPONSIBILITIES

Before joining Troop 61, an applicant's parent or guardian must meet with the Scoutmaster, Assistant Scoutmaster or the Committee Chairman for a personal interview before a boy may be registered with the troop. The purpose of this meeting is to explain how Troop 61 functions, what the boy's and parent's responsibilities are, and to allow the parents and boy to ask questions about the troop.

The troop cannot function without the active involvement of every parent. The role of any parent within Troop 61 is to be supportive of the troop's efforts to create an environment where the Scout can learn and excel. **All parents or guardians of Troop 61 scouts are required to:**

1. **Provide Transportation to Outings. Parents or guardians are responsible for transporting their sons to campouts and other troop activities or arranging for transportation in their absence.** Carpools will be coordinated by the Outing Leader whenever possible. However, the ultimate responsibility will be with the parent or guardian. 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 New York State 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, on all troop outings, no exceptions.**
2. **Provide 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 Adult Leader will 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.

In addition, parents are strongly encouraged to:

3. Read the Boy Scout Handbook and understand the purpose and methods of Scouting.
4. Become a registered BSA Adult Leader. Applications for membership are available from the Advancement chair.
5. Show support to both the individual Scout and the troop by attending all Troop Courts of Honor.

6. 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).
7. Read and be aware of the Troop program and annual calendar.
8. Attend the Annual Planning Meeting. This meeting is suggested for all parents or guardians of all Scouts currently registered with the troop.
9. Participate in the Troop Committee either through a specific position, in a subcommittee, or as an informed parent.
10. 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 61 Scouts, please refrain from interfering in patrol activities, let the Troop Leadership work with the Scouts.

Upon joining Troop 61, parents must submit the following documents for each scout:

1. BSA Application.
2. Personal Health and Medical record (Class 1).
3. Parental Consent and Medical Release.
4. Transportation information.
5. Inform the Scoutmaster of any special needs.

The troop may also require the following forms:

1. Personal Health and Medical record (Class 2).
 - a) Required for activities beyond 72 hours, such as summer camp.
2. Personal Health and Medical record (Class 3).
 - a) Required for Adults age 40 and over attending outings or activities.
 - b) Required for Scouts and Adults participating in High Adventure activities.

Additional Requirements for Adult Leaders attending outings:

1. BSA registration.
2. BSA Fast Start Training.
3. New Leader Essentials Training.
4. Register for Merit badge counselor.

I. SCOUT COMMITMENT

By being registered with Troop 61, every Scout must be in good standing in order to attend outings or activities and advance in rank.

Scouts in "Good Standing" in the Troop must meet the following requirements:

1. *Attend a minimum of 50% of regular Troop meetings.*
2. *Attend a minimum of 25% of outings during the year.*
3. *Attend all Courts of Honor, Scout Sunday, and all Troop required functions. (If a Scout cannot make one of these functions, the Scoutmaster and/or Committee Chair must be notified.)*

4. *Wear a clean, neat and properly configured Scout uniform.*
5. *Set a good example for others to follow by following the Scout Law and Scout Oath.*
6. *Maintain current status for all dues and recharter fees.*

Scouts not in good standing cannot advance in rank or participate in outings or activities without meeting with the Scoutmaster. The Scoutmaster will develop a plan of action, to help the Scout attain good standing in the troop, and advise the Troop Treasurer and Outings Coordinator of the plan.

J. UNIFORM

1. "Class A" uniform is to be worn to troop meetings, while participating in most Scouting events or service projects, and when traveling in public with the troop. Class A Uniform will be worn at Boards of Review and Courts of Honor.
 - a) "Class A" Uniform consists of a Boy Scouts of America official uniform shorts / pants, shirt with insignia sewn on in proper places (See Boy Scout Handbook for proper configuration of insignia.), belt, Troop neckerchief, neckerchief slide, name tag, socks, and closed toe shoes. The Boy Scout Handbook is part of the class A uniform. The merit badge sash should also be worn if the Scout is entitled to wear it.
 - 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. No hats with Non-BSA logos are permitted.
 - d) Class B uniform consists of Troop T-shirt or BSA T-shirt, cap 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.

K. EQUIPMENT AND GEAR

The troop owns camping equipment such as tents, lanterns, and cooking equipment. This equipment is distributed for use according to rules and guidelines set by the Scoutmaster or the

Troop Committee. Each Scout is responsible to provide his own personal equipment. Each Scout is required to have the following equipment:

- Boy Scout Handbook
- Lightweight Sleeping Bag
- Backpack with hip belt
- Lightweight sleeping pad
- Compass
- First Aid Kit
- Eating Utensils
- Canteen or water bottles, from 1 quart for short trips to 1 gallon for overnight trips
- Lightweight flashlight
- Hiking boots (optional for most trips but required for some)
- Whistle (for emergency purposes)
- Other clothing and equipment as required for the circumstances of the activity

L. SCOUT TROOP LEADERS

As identified in the Scout Handbook all elected positions and Patrol Leader 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. The SPL must also be Buckskin Trained.
- b) Assistant Patrol Leaders (ASPLs) must be First Class or above and be Buckskin Trained.
- c) Patrol Leaders (PL) should have obtained the rank of First Class Scout or above to hold this office. The New Scout Patrol would be an exception to this rule.
- d) The above guidelines can be waived by the Scoutmaster, if Scouts of such rank are not available to fill these positions.
- e) "Active Participation" by Scout Leaders is defined as participating in 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 the office of SPL and ASPL, but know they cannot achieve "active participation" status, should not place their names in consideration on the list of eligible Scouts to be considered prior to the election.
- g) The Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, Chaplain's Aide, Scribe, Quartermaster, and Librarian 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 Troop year. In the event of any vacancies, the Scoutmaster will appoint a Scout to fill that vacancy for the remainder of the term.

- h) Junior Assistant Scoutmasters and Instructors are to be appointed by the Scoutmaster.
- i) Candidates for Patrol Leader must have earned the rank of First Class. One Patrol Leader is elected from the patrol by its members. Elections are held twice per scouting calendar year. The Patrol Leader may lose the privilege of being a Patrol Leader if the Scout's behavior does not meet the standards as identified in the Patrol Leader Training program.
- j) The Patrol Leaders Council (PLC) is to be made up of the Junior Assistant Scoutmaster (if position is filled), Instructors (if position(s) are filled), Senior Patrol Leader, the Assistant Senior Patrol Leaders, and the Patrol Leaders (or their designee).

M. TRAINING

As of December, 2016, the Council requires that all members of the Troop Committee must complete Adult Leader Training. The Scoutmaster and Assistant Scoutmasters are required to complete this training within one year of entering such position unless waived by the Troop Committee. Junior Leadership training will be encouraged. Fees for Adult and Junior Leadership training may be borne by the troop as determined by Troop Committee.

Minimum Requirements for Adult Leaders in the troop:

1. All Adult Leaders must submit a BSA application.
2. All Adult Leaders must take Youth Protection Training (BSA requirement).
3. All Adult Leaders must complete other training as required by the Chartered Organization.

N. CONDUCT

All Scouts, Leaders and Parents are expected to show proper respect to others at all times and to conduct themselves in an orderly and courteous manner consistent with the Guide to Safe Scouting, Scout Oath and Law, and such other rules and guidelines as may be established by the Boy Scouts of America and Troop 61.

Scouting activities are fun, memorable experiences and the Troop Committee wants the Scouts to enjoy themselves at all times. The participant's fun and enjoyment must stay within the boundaries of proper behavior. Misbehavior and inappropriate activities will not be tolerated and will be dealt with as described in the Troop's Conduct and Discipline Policy.

O. DISCIPLINARY POLICY

Troop 61 has established a Conduct and Discipline Policy ("the Policy") to assist in maintaining orderly and effective Troop meetings and outings. Every Scout and his parents or guardians are expected to be familiar with it and are required to sign an acknowledgment that they understand and agree to the Policy. A copy of the Policy is attached to these bylaws.

P. SCOUT EXPENSES

Membership fees, registration fees, entrance fees, and any other associated activity/event costs are due to the Troop Treasurer prior to an event. All fees are considered to be non-refundable, unless otherwise noted.

Scouts that are behind in their dues will not be allowed to participate in troop activities until they become current. A scout is considered behind in his dues when Troop fees are not paid by the deadline set by the Troop Treasurer. At the Troop Treasurer's discretion the fees may then be deducted from the Scout account. If the Scout has no available balance in his account he will need to make other arrangements or risk being excluded from Scout activities and advancement/awards until his dues are paid in full. Financial hardships which preclude payment of dues and other expenses should be brought to the attention of the Troop Committee Chairman. The Committee may then vote to waive payment of dues and or expenses (including food costs for camping trips). These costs may be provided out of the troop treasury, various Council programs, or other resources. Such a decision would require a 2/3 majority vote.

1. **Fee to Join Troop 61.** The parents of each new Scout registering with Troop 61 shall pay an annual fee based on the projected membership. For 2016 the membership fee is \$75 for the first scout and \$65 for each additional scout.
2. **Uniform.** It is the parent's responsibility to provide a complete uniform for the Scout, including shirt, pants or shorts, socks and official BSA belt. (The troop will provide a hat, neckerchief, name tag and Class "B" t-shirt to new Scouts.) The troop maintains a uniform exchange. Parents and Scouts are encouraged to donate used uniform items.
3. **Re-Charter Costs.** In November of each year, the troop has to re-charter. The annual re-charter cost for 2016 is \$37. The cost of re-chartering each scout is covered by their annual membership fee.

Re-charter includes:

- a) \$24 per scout BSA Membership Fee.
 - b) \$12 per scout Boys Life Subscription.
 - c) \$1 per scout Insurance.
4. **Program Fee.** This fee is to cover the troop expenses not covered by the re-charter fees, and is based on the annual budget.
 5. **Summer Camp.** Each Scout should be encouraged to earn this money through participation in approved troop fundraisers throughout the year. 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.
 6. **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. Participation fees typically run about \$10 per scout per event.

7. **Additional Expenses.** Each Scout is expected to provide his 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. Scouts are discouraged from using conventional luggage.

N. TROOP EXPENSES

1. **Major Expenses.** The Troop shall be responsible for paying the following expenses from the general fund:
 - a) Troop Registration (annually).
 - b) Troop Insurance (annually).
 - c) Troop equipment (as needed - Committee Approval required).
 - d) Advancement pins, merit badges, rank patches, etc.
 - e) Troop neckerchief, hat and name badge.
 - f) Literature for the Troop Library and record keeping.
 - g) Reserve fund (for unexpected expenses).
 - h) Bank charges and check printing.
 - i) Office Supplies, copies and postage.
 - j) Court of Honor expenses.
 - k) Refreshment expenses for various meetings and service projects.
 - l) Eagle Court of Honor expenses. (Not to exceed \$125).
2. **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.

O. TROOP FINANCING AND FUNDRAISING

1. **Goals of the Troop Financing Program.** Troop 61 shall be self-supporting. The Troop Fundraising Plan is to provide funds to operate the troop on an annual basis.
2. **Fiscal Year.** The Troop 61 fiscal and program year starts on the first Monday after Labor Day and ends in August.
3. **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.
4. **Program Fee.** The Program Fee for the next year will be established by dividing the Annual Budget by the number of scouts registered with the Troop minus the Scout Dues to be collected on an annual basis. The Program Fee can be made in two payments. The first payment is due on October 1st , the second payment is due on February 1st. The Program Fee can either be paid by check or with the Scout Fund.
5. **Scouts Fund.** The Treasurer will create a Scout Fund for each registered Scout. Money raised by each Scout that participates in Troop sponsored Fundraising events will go directly into the appropriate Scout's fund. The Treasurer will make this information available when requested by any parent/guardian. The Scout cannot use money in the

Scout Fund until the Program Fee is 100% paid. After the Program Fee is paid, the Scout 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.

6. **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. As stated above, parents should encourage their Scouts to participate in every fundraiser. The Fundraising Coordinator shall supervise fundraising activities, but all Parents are encouraged to participate. The program rewards those scouts that participate in Fundraisers by allocating a prorated portion of the funds collected to each participating Scout's fund. Money collected through fundraisers will be portioned to the Scout Fund of those Scouts that participate. The goal of fundraising is to raise enough money to cover 100% of each scout's annual costs. If a fundraiser is deemed a "Troop Fundraiser" all money raised will go into the troop ledger.
7. **Re-charter.** Annual recharter fees are due on November 1st. Recharter fees include: Scout dues, equipment replenishment fee, BSA registration fee, BSA insurance and Boy's Life. A breakdown of the recharter fees for the year will be provided in October.
8. **Annual Audit.** Two Committee Members appointed by the Troop Committee, neither being the Troop Treasurer, will perform an annual audit of the Troop Treasury.

In addition, the following guidelines regarding fundraisers, dues, fees, and expenditures shall be followed:

- Each Scout shall pay annual membership dues as set by the Troop Committee.
- Each Scout is responsible for paying the annual BSA registration fee which includes BSA insurance and the annual subscription to Boys Life.
- Troop 61 will pay registration and insurance fees for active adult leaders.
- Scout Patrols may collect dues to support patrol activities.
- Additional funds may be generated through donations or fundraising activities.
- All fundraising must be pre-approved by the Troop Committee.
- All money collected through dues, fees, or fundraising shall be the property of Troop 61, and no refunds will be made, unless otherwise decided by the Troop Committee. See Appendix B: Troop Funds.
- Any funds disbursed must be approved by at least two members of the Troop Committee. Troop expenditures in excess of \$150 must be approved by the Troop Committee.
- The Treasurer shall maintain a current record of receipts, disbursements, and financial assets.
- The Troop Committee may waive dues and other fee requirements for any scout (e.g. for hardship or other reasons). Scouts or their families desiring such a waiver are encouraged to contact the Troop Committee as soon as possible to request the same. The Troop Committee (or Scoutmaster) shall also attempt to identify boys that may need such a waiver and proactively address the situation, as appropriate.

P. INQUIRIES AND COMPLAINTS

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

Q. RATIFICATION

The bylaws as set forth above were reviewed by the Troop Committee and approved by a majority vote during the Troop Committee meeting of _____, 20__.

Troop Committee Chair	_____
Scoutmaster	_____
Treasurer	_____
Secretary	_____
Outdoor Program Coordinator	_____
Advancement Coordinator	_____
Membership Coordinator	_____
Summer Camp Coordinator	_____
Fundraising 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*

R. EFFECTIVE LIMITS OF BYLAWS

These Bylaws shall become effective on the acceptance date noted below and shall remain in effect as long as Troop 61 remains chartered by the BSA and St. John’s Lutheran Church, or until amended by a two thirds vote of the Troop Committee. In the event of such a vote, fifty one (51) 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 ____ Day of the Month of _____, in the Year ____.

Appendix A: Conduct and Discipline Policy

Scouts, Leaders and Parents are expected to show proper respect to all others at all times and to conduct themselves in an orderly and courteous manner, consistent with the Scout Oath and Law. Troop 61 has established this Conduct and Discipline Policy to assist in maintaining such conduct. This Policy will not be necessary when the spirit of the Scout Oath and Law are followed. It is expected that this Policy will rarely be invoked. However, it provides guidelines, expectations and procedures in the rare event that discipline becomes necessary.

During the patrol activity session of the troop meetings, Scouts will be with their assigned patrol unless given permission by their Patrol Leader to meet with the Scoutmaster, go to the restroom, etc. It is necessary for the Patrol Leader to know the whereabouts of his Scouts.

1.0 RULES OF CONDUCT

The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. In addition:

- Scouts are expected to be responsive to their leadership. Boys must learn to lead as well as follow.
- Scouts are expected to be respectful of self, other scouts and adults. Unruly, loud, disrespectful or disobedient behavior will not be tolerated.
- Scouts are not permitted to bring firearms to any scouting event or activity, except for the purposes of merit badge activity such as Rifle Shooting, and then only with the prior approval and knowledge of the Scoutmaster.
- Scouts are not permitted to bring a knife to any scouting event or activity, except for a pocketknife (with valid Tote-N-Chip Card) and eating utensils.
- Scouts are not permitted to bring water pistols or similar items to any scouting event or activity without prior approval.
- Scouts are not permitted to bring fireworks or other unapproved flammable materials to troop activities.
- Alcoholic beverages are not permitted at any scout event.
- Scouts may not smoke or chew tobacco.
- Swearing or use of offensive/abusive language & gestures are unacceptable at all times.
- Scouts are not permitted to engage in any activity that will physically endanger themselves or another individual.

2.0 DISCIPLINE POLICY

Troop 61 uses the following disciplinary actions to control inappropriate or disruptive behavior. Depending upon the severity of the problem and the Scout's behavior history, discipline generally will be taken in this order:

- Scouts who violate the Rules of Conduct will be addressed by the PLC for their first offense. The PLC will assess such restrictions or limits to activities and probation period

(not to exceed 30 days) as are reasonable with respect to the offense, with approval of both the Scoutmaster and the Troop Committee Chairman.

- Scouts who violate the Rules of Conduct either while performing the terms of their limitations or restrictions assessed by the PLC, or for a second time within the scout troop fiscal year, will be counseled by the Scoutmaster or Committee Chairperson who will assess more severe penalties, restrictions, or limitations as warranted by the second offense.
- Scouts who violate the Rules of Conduct a third time within the troop fiscal year will be referred to the Troop Committee for further disciplinary action with parental inclusion. Scouts who repeatedly demonstrate a lack of respect for the rules may face suspension or dismissal from the Troop if necessary.

The Chain of Authority in Troop 61 is:

- Troop Committee
- Scoutmaster
- Assistant Scoutmaster
- Senior Patrol Leader (SPL)
- Assistant Senior Patrol Leader (ASPL)
- Patrol Leader (PL)
- Assistant Patrol Leader (APL)

The purpose of the authority structure is not to remove authority from the scouts, but to remind them of their responsibility. Scouts must recognize this structure and be willing to participate and assist others as requested.

The Scoutmaster, an Adult Leader, or a disciplined Scout may request from the Troop Committee a Special Board of Review. The Special Board of Review will endeavor to learn all the facts related to a case through interviews with participants and witnesses. If the Board determines that the Scout is deserving of disciplinary action, a corrective action plan, suspension, or expulsion from the Troop may result.

All disciplinary action taken will be designed to assist the Scout in recognizing the wrongdoing and taking corrective action to address the deficiency. No disciplinary action will be taken which would ridicule, cause physical injury, or infringe upon the Scout's privacy in attempting to correct his behavior. Restrictions and limitations will be of limited duration, aimed at next major events, campouts, or other activities.

Only registered adult leaders are permitted to discipline any Scouts other than their own son. Discipline may not be administered without another adult present. No adult is permitted to strike a scout. Adults may use physical restraint only when a Scout's actions may harm himself or another person.

AGREEMENT OF UNDERSTANDING REGARDING BOY SCOUT TROOP 61 BYLAWS AND CONDUCT & DISCIPLINE POLICY

I have read and understand the Troop 61 Conduct and Discipline Policy and agree to abide by it. I further understand that failure to abide by the Conduct and Discipline Policy may result in suspension or expulsion from the troop.

Scout Name (signed)	Date
Scout Name (print)	

I have read and understand the Troop 61 Bylaws and the Troop 61 Conduct and Discipline Policy and agree to abide by them. I further understand that failure to abide by the Conduct and Discipline Policy may result in suspension or expulsion from the troop.

Parent or Guardian	Date
Additional Parent or Guardian (as applicable)	Date

Please return this signed document (this page only) to the Committee Chair, Outdoor Chair or Scoutmaster within one month or before the next outing of receipt. Failure to do so may result in suspension from troop activities until the signed document is received.

The Scout and Parents must complete this form annually, or after any revisions to the Bylaws and Conduct & Discipline Policy.

Appendix B: Troop Funds

As Troop 61's sponsoring organization, St. John's Lutheran Church is the legal entity which owns the troop and all of its assets, including troop funds. These funds are managed by the Troop Treasurer under the direction of the Troop Committee and in accordance with BSA and Troop 61 policies, by-laws, and guidelines.

Administratively, Troop 61 manages its funds using the following categories:

- Operational Funds are used by the Troop Committee to fund Troop 61 re-chartering, programming, and administration
- Scout Accounts are used by Scouts and their families to pay for expenses related to program participation

1.0 OPERATIONAL FUNDS

Operational Funds are budgeted prior to the start of the program year, using data from previous years and events planned for the coming year. These funds come directly from dues and troop-wide fundraising activities. Operational funds can be used to pay the full amount or a portion of all participation fees associated with specific Troop 61 events and expenses (i.e. troop trailer usage and maintenance, equipment replacement and maintenance, leader training, leader registrations). Operational funds ensure sustainability of both the troop and the assets it uses to support its members' Scouting experience.

Reimbursements for operational expenses require prior committee approval and submission of receipts within 45 days of incurring an expense.

2.0 SCOUT ACCOUNTS

Scout accounts are optional family "credits" for registered Scouts and Scout Leaders which are used to cover Scouting-related program expenses. Scout Accounts are not actual bank accounts, but instead are entries in the troop ledger used to credit Scouts for fundraising participation to offset specific types of Scouting expenses. These funds account for a portion of the total funds held in the troop bank account and belong to St. John's Lutheran Church.

Troop 61's Scout Accounts are used to administratively track credit Scouts earn for participating in approved fundraising activities to cover approved activities and expenses (see following list of approved expenses). Scout Accounts provide Scouts and their families with a convenient means for using credit earned from troop fundraiser participation to offset costs which are incurred as boys progress through the scouting program while they are active members of Troop 61.

Scout Accounts are organized by family. A single Scout Account will cover all members of the troop who are from a single family, including multiple Scouts and parents who are registered Scout Leaders. Additional Scouts and parents who later join the troop may be added to the

family Scout Account when they join Troop 61. Family members who either leave Troop 61 or are not currently on the troop charter are not permitted to use funds held in a Scout Account.

Scouts who participate in fundraising activities, but who do not have a Scout Account, will not receive individual credit for funds raised. To establish a Scout Account, a Reimbursement Account Agreement must be completed either by the Scout's parent(s) or guardian(s) listed on the Youth Scouting Application. Once completed, this form must be signed by the Troop Committee Chairperson and Treasurer. This form can be amended (e.g. to add a younger sibling, remove a Scout who has aged-out of the program) at any time by the parent(s) listed on the Youth Scouting Application.

Debits to a Scout Account may only be made by the adult(s) who have signed the Account agreement. Examples of acceptable expenses which may be deducted from a Scout Account include:

- Troop dues
- Camping trips
- Summer camp
- Jamboree or BSA National Camps (e.g. Sea Base, Philmont)
- Training course registration fees

Balances in Scout Accounts at the end of the program year (September – July) will be rolled over to the next program year.

The Troop Treasurer will issue Scout Account statements quarterly. These will be emailed to families using the email account(s) on file.

A Scout Account is closed out when **all members** of a family to whom the Scout Account is allocated (i.e. all Scouts and Registered Leaders) leave the troop or become inactive. A Scout is considered to have left the troop when he transfers to a different unit (e.g. another Boy Scout troop or Venture crew), drops out of Scouts, or turns 18 years old. A Scout is considered inactive when he fails to pay dues prior to the date Troop 61 re-charters with Seneca-Waterways Council in December. Closed-out Scout Account balances are folded into the Troop 61 Operational Fund.

Exceptions to these policies may be requested on a case-by-case basis and will either be approved or denied by the Troop Committee.

Scout Account Agreement

In order for a Scout Account to be established, the following steps must be followed:

1. A Scout's parent or guardian must complete and sign the Scout Account Agreement and submit it to the Committee Chairperson.
2. The Committee Chairperson must sign the form and submit it to the Troop Treasurer.

The Troop Treasurer must sign the form and submit it to the Troop Secretary for filing.

3.

Troop 61 Scout Account Agreement Form

1. We understand all scout Account funds are owned by Troop 61’s sponsoring organization, St. John’s Lutheran Church.
2. We understand our family’s Scout Account is credited for active participation in approved fundraising activities and that it can only be debited for Troop dues, scouting activities, fees related to camping trips, summer camp, training courses, Jamboree, and BSA National Camps (e.g. Sea Base, Philmont).
3. We understand Scouting activities not listed in the Troop 61 bylaws may only be reimbursed with prior Troop Committee approval.
4. We understand receipts for reimbursement of funds are required for reimbursement.
5. We understand Troop 61 is unable to reimburse sales tax and that a copy of the tax exemption form can be obtained by contacting the Troop Treasurer.
6. We agree and understand that reimbursement to a Scout family requires dues for the current scout year are paid in full.
7. We understand the funds in our Scout Account will be forfeited if all of the Scouts and/or Adult Leaders listed on this form are inactive in Troop 61.
8. We understand and agree that if the scout transfers to another troop, the funds allocated to the family in the Scout Account will not be transferred to the parents, Scout, or to the new troop. However, these funds can be sent to the Seneca-Waterways Council when a valid application for camping at a BSA facility is submitted and applied to the camping registration fee. This request must be made in writing during the same scout fiscal year the transfer occurs and sent to the Troop Committee Chair and Troop Treasurer. If the scout does not attend camp, the refund for the amount paid from the Scout Account will be issued to Troop 61 at the end of the fiscal year the transfer occurred.

Allocated Scouts and Scout Leader Names: _____

<i>Parent Name (Print)</i>	<i>Parent Signature</i>	<i>Date</i>
<i>Parent Name (Print)</i>	<i>Parent Signature</i>	<i>Date</i>
	<i>Committee Chair Signature</i>	<i>Date</i>

Appendix C: Deduction For BSA Volunteer Expenses

Volunteering your time for Scouting is both rewarding and greatly appreciated. It also entitles you to some charitable tax deduction from the IRS, to help you cover many of your out-of-pocket expenses. Here's some basic information and, of course, these guidelines apply to all volunteer service whether to Scouting, your church, schools, etc.

The General Rule: Volunteers may take a charitable income tax deduction for non-reimbursed, out-of-pocket car expenses directly connected with the performance of services on behalf of Scouting. Thus, not all contributions or expenses are tax deductible.

1.0 TRAVEL EXPENSES

Examples of deductible travel expenses include: air, rail and bus transportation; out-of-pocket car expenses; taxi and shuttle fares between hotel and airport or station; lodging costs; reasonable meal costs. But these are only deductible if: a) they are reasonable under the circumstances, and b) there is "no significant element of personal pleasure, recreation, or vacation" in the travel. You also cannot deduct travel, meals, lodging, or other expenses for others who accompany you.

If you serve on staff at a Jamboree or camp, lead some Scouts out on a camping trip, or take them to Philmont or other Scouting events, most of your expenses will probably qualify for a charitable tax deduction. It's OK to have a great time; you're always allowed to enjoy your service to Scouting without losing your deduction!

If you attend a national, regional, area or council meeting as a board member, officer or volunteer with a significant responsibility or official purpose for being there, the same is true – most of your expenses will likely be tax deductible. But if your "official" responsibilities at the meeting or event are nominal, or you spend large blocks of time for recreation or sightseeing, the IRS may deny most of your tax deductions for the trip.

The IRS doesn't expect you to work evenings and weekends. If this is when your "free time" occurs, it won't affect the deductibility of your travel expenses. But you can't deduct the cost of theater tickets, greens fees, fishing, baseball games, etc. during those times.

1.1 VEHICLE EXPENSES

If you use your car for "Scout business," you can either deduct actual expenses (such as gas, parking, tolls, etc.), or use a standard mileage rate of 14 cents/mile for reimbursement. Driving to and from meetings, transporting youth members to camp or an event, or a dedicated trip to a store for unit supplies are examples of deductibles uses. But you can't deduct the cost of a "regular" grocery trip just by buying things for your troop while you're there. You also can't deduct any portion of general repair, maintenance, depreciation, or insurance on your vehicle. Keep very good records for these expenses.

2.0 PERSONAL EXPENSES

Examples of “personal” expenses that are usually deductible as part of your volunteer work: camp fees; activity and participation fees; books, manuals and other teaching materials; awards; publicity (film, film development, printing, and posters); “consumables” (such as office supplies, medical supplies, tools, and refreshments for meetings); communications (faxes, postage, mailing supplies and phone charges).

The cost and upkeep of BSA field uniforms will be tax deductible; those uniforms are usually necessary and appropriate only for Scouting purposes. However, you probably can’t deduct the cost of cleaning of a BSA dress uniform. Blue blazers and gray slacks are usually considered “general utility” items for personal use, even if they are also the appropriate “uniform” for many BSA meetings and functions. The costs for childcare or babysitting while you volunteer are also not tax deductible.

3.0 PERSONAL TIME AND SERVICES

Regardless of how valuable your time is, the IRS will not allow a tax deduction for contributing personal time or services to the council. It’s too hard to document and very costly – a recent survey estimates that Americans donate about 15 billion hours a year to charity. So, for example, doctors who serve at a camp or jamboree, or attorneys who provide free legal services, cannot deduct the value of income lost or the normal hourly value of those services. Only actual, out-of-pocket expenses are deductible (e.g. bandages, medications, papers, copying costs, etc.).

4.0 USE OF PROPERTY

Also, if you let the council use your property, such as space in a building, a boat, a car, or vacation home, you cannot deduct the rental value of that property. Actual operating expenses (such as fuel, utilities, etc. for that period of time) may be deductible. However, council use of a vacation home is considered “personal use” time for rental properties – this may push the property owner over the personal use limits and prevent taking any rental losses that year.

5.0 REIMBURSEMENTS

If you are reimbursed for any expenses, you do not have to report that amount on your tax unless the reimbursements exceed your actual expenses. If they are less than your actual expenses, the difference could be claimed as a tax deduction.

6.0 DOCUMENTATION

It’s hard to document all costs and expenses, but it’s important to do the best you can. Receipts, cancelled checks, and credit card statements will help substantiate your expenses and deductions. Log books with chronological entries, amounts, purpose of expense, mileage, etc. will usually suffice for more “intangible” expenses. For council or National Council events or

meetings you attend, request a letter from them (if you don't already get one) that states the nature of the event, that you attended it, and describes your purpose there.

7.0 CLAIMING YOUR DEDUCTIONS

Charitable deductions must be itemized on your tax return. To take advantage of them, your itemized deductions should exceed the standard deduction that's available to all taxpayers. In fact, only about 27% of all taxpayers itemize their deductions. This is why some adult volunteers-and most youth volunteers-cannot deduct their expenses. However, tax laws change; check with your own advisor on this matter.

Troop 61 Gas Reimbursement Protocol

As approved by the Troop Committee on 8/11/2015:

- The driver pulling the trailer will be reimbursed for tolls based upon prevailing toll rates.
- The driver pulling the trailer will be reimbursed for actual costs of gas and tolls.
- The driver pulling the trailer will be compensated an additional 57.5 cents per mile for vehicle wear and tear.

The procedure for "Pulling the Trailer" reimbursement follows:

INSTRUCTIONS:

1. Top off your gas tank before the trip.
2. As you travel and refill your gas tank, retain all receipts after the initial top off.
3. Top off your gas tank upon completion of the trip and retain the receipt.
4. Complete the Troop 61 Mileage Reimbursement Form, attach your receipts from during your trip and the final top off, include the number and amount of tolls and forward to the Troop Treasurer for reimbursement.

Troop 61 Mileage Reimbursement Form (SAMPLE)					
Name:	[YOUR NAME]	Rate	\$0.57/mile		
Start Date:	[EVENT START DATE]	Miles			
End Date:	[EVENT END DATE]	Total Reimb.			
Date	Purpose of Trip	Odometer Start	Odometer End	Miles	Tolls