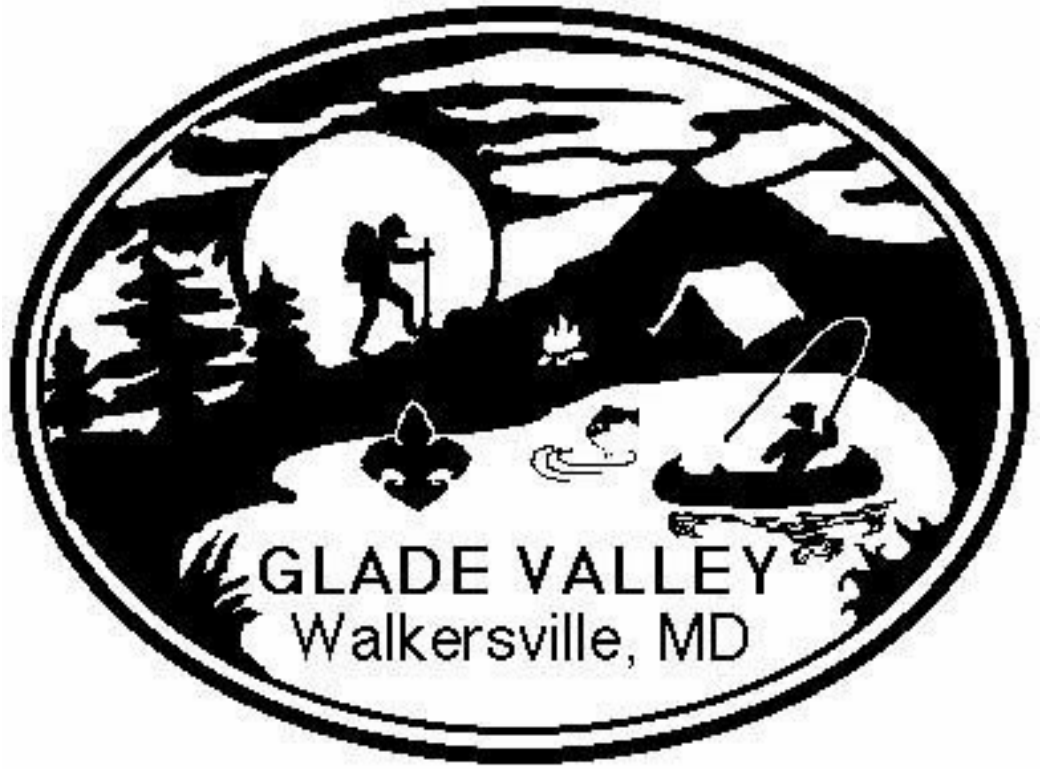
Boy Scout Troop 1011
Catoctin Mountain District
National Capital Area Council

Chartered by The Woodsboro American Legion Post 282



By-Laws

Ratified by Troop Committee:

_____
Troop Committee Chairman

Approved by Chartering Organization:

_____
Chartering Organization's Representative

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PREAMBLE

From 1998 to 2006, the Boy Scouts of America (BSA) granted the Walkersville Episcopal Church (The Gathering) a charter to operate a Boy Scout Troop for the purpose of “character development, citizenship training, and mental & physical fitness” of boys in the sixth through twelfth grades. In 2006 the charter was transferred to the Woodsboro American Legion Post 282. The troop is designated Troop 1011 of the Catoctin Mountain District of the National Capital Area Council, BSA.

The Troop is based on fundamental Scout skills and traditions, an active and challenging outdoor program, leadership development, and advancement. It operates on the philosophy that it is the outdoor activities that attract boys to Scouting and not the indoor Troop meetings. Regular outdoor activities provide attractive indoor programs as boys prepare to go outdoors. The troop operates within the current guidelines of the BSA and its handbooks, rules and procedures (e.g., *The Scoutmaster's Handbook*, *The Troop Committee Guide*, *The Boy Scout Handbook*, *The Senior Patrol Leader's Handbook*, *The Patrol Leader's Handbook*, and *The Safe Guide to Scouting*).

As a matter of policy the troop follows the Baden Powell model of a "Boy Run" troop. It is understood, however, that boys require guidance, training, and supervision in their leadership development. The Scoutmaster and Assistant Scoutmasters provide that guidance, training, and supervision to the extent required by the development of each specific boy. In some cases, that requires specific step-by-step guidance and close supervision. In others, it may only be necessary for the Scoutmaster and/or Assistant Scoutmasters to suggest a course of action or monitor an activity for safety. In any event, boys are given as much freedom to learn and develop their independence and leadership skills as possible, consistent with their safety, well being, and the overall best interest of the Troop.

ARTICLE I: NAME

Section 1 Name: This organization is officially known and designated as Troop 1011 of the Catoctin Mountain District, National Capital Area Council.

Section 2 Motto: The Motto of Troop 1011 is "Back to Basics," which reflects the desire of the chartered organization to emphasize the basics of Scouting to youth members.

ARTICLE II: TROOP GOALS

Section 1 Purpose: The purpose of the troop is to employ the methods of Scouting and the BSA program to develop boys who:

- Are physically, mentally, and emotionally fit;
- Have a high degree of self-reliance;
- Have personal and stable values firmly based on the Scout Oath and Law;

- Have the desire and skills to help others;
- Understand the principles of American social, economic, and governmental systems;
- Are knowledgeable about, and take pride in, American heritage;
- Have a keen respect for the basic rights of all people, and for the environment around them; and
- Are prepared to fulfill the varied responsibilities of participating in and giving leadership to American society, and in the forums of the world.

ARTICLE III: MEMBERSHIP

Section 1 Membership: Membership in the troop is generally open to boys from age 11 through 17 (6th through12th grades) of all races, creeds, and religions, in accordance with BSA policies. Boys who have not yet reached their 11th birthday, but who have either completed the 5th grade or earned the Webelos Arrow of Light are also eligible for membership.

Section 2 Registration Requirements: All applications must be accompanied by the appropriate fees, which include registration, troop dues, and a subscription to *Boys Life* (optional). Scouts must be registered with BSA to participate in any troop activity (other than the first few troop meetings). Applications for new membership can be accepted at any time during the year; however, the troop typically re-charters by the end of January of each year and Webelos typically bridge into the troop on or about April 1 of each year.

Section 3 Initial Parent's Meeting: Parents or guardians of all Scout applicants shall meet with the Scoutmaster, an Assistant Scoutmaster or the Committee Chairman for a personal interview before a boy will be registered with the Troop. The purpose for this meeting is to explain how Troop 1011 functions, what the boy's and parent's responsibilities are, and allow the parents and boy to ask questions about the Troop. The Troop cannot function without the active involvement of parents. Accordingly, the Troop asks parents to volunteer for an adult leader position, participate in at least one outing or activity annually in a supervisory capacity or sit on monthly Boards of Review for the scouts on a rotating basis.

Section 4 Patrol Assignment: The Scoutmaster is responsible for assigning new Scouts to individual patrols. Scouts and parents are discouraged from moving from one patrol to another. Changing from one patrol to another may only be done after the parents and Scoutmaster have met and discussed the reason for the transfer. In no case will a Scout be allowed to transfer to a patrol that already has ten or more members.

Section 5 Religious Tolerance: Any religious observance or reference (e.g., prayer) shall be made with due regard and respect for different faiths and religions represented in the group. A scout or leader is not required to wear or display an emblem or sign of a religious body or faith. However, a scout or leader may choose to wear an emblem of faith (e.g., religious knot) on the uniform in accordance with BSA policies.

Section 6 Active Membership Status: A Scout must be active to reap the full benefits of the troop program. For purposes of rank advancement, a Scout is considered active if he attends a minimum of 50% of regular Troop meetings and a minimum of 33% of outdoor activities during the period considered for rank advancement. There are no excused absences since the 50% standard is intended to allow sufficient leeway for illness, school activities, family activities or sports.

ARTICLE IV: ORGANIZATION

Section 1 Chartered Organization: Troop 1011 is sponsored and "owned" by the Woodsboro American Legion Post 282, known in the By-laws as "The Legion." The Legion is chartered by the BSA to operate Troop 1011 for the purpose of "character development, citizenship training, and mental & physical fitness" of boys in the 6th through 12th grades. The chartered organization is responsible for securing and approving all troop adult leaders. The Legion appoints a Chartered Organization Representative (COR) to be the key liaison between the troop and the chartered organization. The Legion has the ultimate responsibility to ensure that the troop operates in full accord with all BSA policies.

Section 2 Troop Committee: The troop committee is the troop's executive committee and has the responsibility to handle troop administration and to support the Scoutmaster in delivering a quality troop program. Before a troop can be chartered, the troop committee must have a minimum of three adult members. Any parent of a Scout member of the troop, any adult member of the chartered organization, or any other Scouter registered within the Catoctin Mountain District is eligible to serve as a member of the troop committee. Troop committee members must be 21 years or older on the date of registration and must either be a US citizen or a legal resident alien in accordance with BSA policies. All troop committee members must be approved by the COR.

Section 3 Patrol Leader's Council: The Patrol Leader's Council (PLC) is responsible for planning and conducting the annual and monthly troop programs. The troop program usually consists of monthly outdoor events, troop meetings, fund raising projects, service projects, conservation projects, and special programs with "The Legion," recruiting events, Webelos bridging ceremonies, Court of Honor ceremonies, and community events. The PLC operates under the guidance of the scoutmaster; however, to the greatest extent possible, it is the youth leaders who plan and carry out the program. Voting members of the PLC include the senior patrol leader, the assistant senior patrol leader and each patrol leader. Troop staff members (e.g., scribe, quartermaster, historian, librarian, chaplain's aide, and Order of the Arrow Representative) are expected to attend PLC meetings as nonvoting members. The Scoutmaster or an Assistant Scoutmaster must be present at each PLC meeting. All Assistant Scoutmasters are invited to attend PLC meetings. The troop committee interacts with the PLC through the Scoutmaster. Minutes of the PLC meetings will be provided to the Troop Committee.

Section 4 Troop Organization: Troop 1011 is organized into one or more patrols as approved by the Scoutmaster. The patrol size will depend on the troop's total enrollment. However, each patrol will consist of no fewer than 3 Scouts and no more than 10 Scouts. The goal will be for each patrol to consist of 6-8 Scouts. Each patrol may determine its own name, decide on a patrol yell, and design its own flag.

Section 5 Service Patrol: One patrol will be selected to serve as the Service Patrol. The method of selection and the term of service will be determined by the Scoutmaster. The Service Patrol will be awarded the service shovel, which must be brought by the Service Patrol to all troop meetings, activities, and events. The Service Patrol will be responsible for conducting service activities as directed by the Senior Patrol Leader or Scoutmaster. These service activities include (but are not limited to) the general cleanliness of the meeting area, camp site, or activity area; preparation and extinguishing of the campfire; and flag raising ceremonies.

ARTICLE V: RESPONSIBILITIES

Section 1 The Legion: The responsibilities of The Legion are as follows:

- Conduct the Scouting program according to its own policies and guidelines as well as those of the BSA.
- Appoint a chartered organization representative who is a member of the organization, will represent it to Catoctin Mountain District, and will serve as a voting member of the National Capital Area Council.

Section 2 Chartered Organization Representative: The chartered organization representative (COR) is appointed by The Legion. To be eligible for the position of COR the candidate must: be a U.S. citizen; be at least 21 years of age upon selection; be an active member of The Legion; and, must register as an adult leader of the BSA. The responsibilities of the COR are as follows:

- Help recruit the right leadership for the troop.
- Approve all adult leaders.
- Support unit leadership and encourage their training.
- Promote well-planned annual programs.
- Serve as liaison between the troop and The Legion.
- Promote recruitment of new members.
- Assist with unit re-chartering.
- Suggest service projects that benefit The Legion.
- Represent the troop, and The Legion as a voting delegate at the annual council meeting.
- Encourage recognition of unit leaders.
- Cultivate resources to support the troop.
- Attend troop committee meetings when possible.

Section 3 Troop Committee: Troop committee positions may include, but are not limited to, committee chair, secretary, treasurer, outdoor activities coordinator, advancement coordinator, training coordinator, equipment coordinator, Membership Coordinator, and Chaplain. Each member of the troop committee is recommended by the troop committee and must be approved by the COR. The general responsibilities of the troop committee are as follows:

- Recruit adult volunteers to fill all troop leadership positions (except for the COR). The committee recommends recruited volunteers to the COR for his/her final approval. The BSA requires the signature of the COR and the troop committee chairman on all adult registration forms.
- Provide adequate and safe facilities for troop meetings. In addition the committee will provide the necessary support to ensure that troop meetings, special events, and activities are successful.
- Support the Scoutmaster in carrying out the annual troop program.
- Ensure that the troop has an adequate outdoor program (minimum 10 days and nights per year).
- Maintain records of troop finances and advancement.
- Obtain, maintain, and properly care for troop property.
- Arrange transportation for outings.
- Submit tour permits to the council for outdoor events
- Complete and submit the annual troop charter renewal on time.
- Assist in fund raising.
- Conduct boards of review for rank advancement.

Section 4 Committee Chair: The responsibilities of the committee chair include but are not limited to the following:

- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Prepare troop committee agendas.
- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the COR and Scoutmaster.
- Ensure troop representation at monthly roundtables.
- Arrange for charter reviews and recharter annually.
- Plan the charter presentation to The Legion.
- Secure top-notch, trained individuals for camp leadership
- Interpret national and local policies to the troop

Section 5 Secretary: The responsibilities of the committee secretary include but are not limited to the following:

- Prepare and keep minutes of meetings and send out committee notices.
- At each committee meeting, report the minutes of the previous meeting.
- Prepare a family newsletter of troop events and activities.

- Handle publicity.
- Conduct the troop resource survey for incoming parents and maintain troop resource survey records.

Section 6 Treasure: The responsibilities of the committee treasure include those responsibilities listed in Article VII of these bylaws as well as the following:

- Manage all troop funds. Pay bills authorized by the troop committee.
- Maintain troop checking and savings accounts.
- Lead the preparation of an annual budget based on the Annual Program Plan developed by the PLC.
- Supervise money-earning projects planned by the PLC.
- Supervise the troop's Scout camper fund program.
- Lead the Friends of Scouting Campaign.
- Report to the troop committee at each meeting.

Section 7 Outdoor Activities Coordinator: The responsibilities of the outdoor activities coordinator include but are not limited to the following:

- Secure local or national tour permits, as applicable, for all troop activities that occur more than 50 miles from Woodsboro.
- Coordinate transportation for all troop activities other than troop meetings.
- Secure permission to use camping facilities for all troop camping trips.
- Ensure the PLC plans a monthly outdoor program as part of its Annual Program Plan.
- Promote the National Camping Award and keep records to support the troop's application for the award.
- Report to the troop committee at each meeting.

Section 8 Advancement Coordinator: The responsibilities of the advancement coordinator include those responsibilities listed in Article XII of these bylaws as well as the following:

- Encourage Scouts to advance in rank.
- Maintain Scout advancement records.
- Arrange quarterly troop boards of review. Send in advancement reports to the council after each board of review.
- Develop and maintain merit badge counselor list. Forward merit badge counselor applications to the District Merit Badge Dean at least yearly.
- Coordinate with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
- Report to the troop committee at each meeting.

Section 9 Training Coordinator: The responsibilities of the training coordinator include but are not limited to the following:

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with each new adult leader to ensure that he/she complete Fast Start training as soon as practical after starting his/her new position.
- Be responsible for the BSA Youth Protection training within the troop.
- Assist the Scoutmaster in promoting junior leader training.
- Report to the troop committee at each meeting.

Section 10 Equipment Coordinator: The responsibilities of the equipment coordinator include those responsibilities listed in Article XI of these bylaws as well as the following:

- Supervise and help the troop procure camping and outdoor equipment.
- Mentor the quartermaster in inventory, proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage the safe use of all outdoor equipment.
- Report to the troop committee at each meeting.

Section 11 Membership Coordinator: The responsibilities of the membership coordinator include but are not limited to the following:

- Promote events to recruit boys into the troop.
- Complete and submit the annual troop charter renewal on time (usually during the month of February).
- Ensure that parents of each Scout complete the Troop Resources Survey Form. Maintain these forms for the Troop's records.
- Ensure that each Scout and Scouter complete a Personal Health and Medical Record Form annually. Maintain these forms for the Troop's records.
- Maintain and publish a troop roster with appropriate contact information for each Scout and Scouter associated with in the troop.

Section 12 Chaplain: The responsibilities of the advancement coordinator include but are not limited to the following:

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide.
- Encourage Scouts to earn their appropriate religious emblems.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in times of sickness or need.
- Give spiritual counseling service when needed or requested.
- Report to the troop committee at each meeting.

Section 13 Fundraising Coordinator: The responsibilities of the fundraising coordinator included but not limited to the following:

- Aid the Scouts to raise funds to meet the financial needs of the Troop by means of appropriate activities, services, and sale of appropriate items.
- Collect all proceeds from the Troop's fund raising efforts.
- Keep records of the amount of funds each Scout's fundraising efforts.
- Aid the Popcorn Colonel.

Section 14 Scoutmaster: The Scoutmaster is selected and recruited by the troop committee and approved by the COR. The Scoutmaster must be at least 21 years old. The Scoutmaster is the adult leader responsible for working directly with the Scouts. The responsibilities of the Scoutmaster include but are not limited to the following:

- Train and guide boy leaders.
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.
- Meet regularly with the Patrol Leader's Council for training and coordination in planning troop activities.
- Attend all troop meetings, or when necessary, arrange for a qualified adult substitute.
- Report to the troop committee at each committee meeting.
- Conduct periodic parent's sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventories, uniform inspections, charter reviews, and charter presentations to The Legion.
- Conduct Scoutmaster conferences for all rank advancements.
- Provide a systematic recruiting plan for new members and see that they are properly registered with the BSA.
- Delegate responsibilities to other adults (assistant scoutmasters and troop committee) so that they have a real part in troop operations.
- Supervise troop elections for the Order of the Arrow.
- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in district and council events.
- Build a strong program by using proven methods presented in Scouting literature.
- Conduct all activities under qualified leadership, safe conditions, and the policies of The Legion and the BSA.
- Complete and submit the troop's annual application for the Centennial Quality Unit Award.

Section 14 Assistant Scoutmaster: Assistant scoutmasters help the scoutmaster with operating the troop. The troop goal is to have at least three trained assistant scoutmasters. Assistant scoutmasters are recruited by the scoutmaster and the troop committee and are approved by the COR. Assistant scoutmasters must be at least 18

years old. The responsibilities of each assistant scoutmaster will be determined by the scoutmaster.

ARTICLE VI: MEETINGS

Section 1 Annual Program Planning Sessions: Annual Program Planning Sessions are planned jointly by the Senior Patrol Leader and the Scoutmaster and are run by the Senior Patrol Leader. These sessions are conducted yearly to plan the troop program for the upcoming year. The dates, times, and location for annual program planning sessions will be announced by the Scoutmaster. The end result of these sessions is a written Annual Program Plan, which is typically published each year during the late summer and describes the troop program from September to August. The annual program plan is developed by the Patrol Leader's Council and approved by the Scoutmaster and troop committee.

Section 2 Patrol Leader's Council Meetings: Patrol Leader's Council (PLC) meetings are planned and run by the Senior Patrol Leader. The dates and times for PLC meetings will be published in the Annual Program Plan. The purpose of PLC meetings is to develop detailed written plans for troop meetings, outings and activities. Junior leaders are expected to wear the activity uniform to PLC meetings.

Section 3 Troop Meetings: Troop meetings are planned by the PLC and run by the Senior Patrol Leader. The dates and times for troop meetings will be published in the Annual Program Plan. Troop meetings are generally not held on days the Frederick public schools are closed. Troop meetings will generally be held in a place designated by the troop committee. The primary purpose of troop meetings is to develop scout skills. Scouts are expected to wear their field uniforms and bring their Scout Handbooks to all troop meetings.

Section 4 Courts of Honor: Courts of Honor (except for Eagle Courts of Honor) are planned by the PLC and run by the Senior Patrol Leader. The dates and times for Courts of Honor will be published in the Annual Program Plan; but are generally held three times a year. The purpose of conducting Courts of Honors is to recognize the advancement and accomplishments of troop members. Scouts are expected to wear their field uniforms with merit badge sashes and medals to all Courts of Honor.

Section 5 Patrol Meetings: A 20 minute period may be set aside during each troop meeting for patrols to conduct their business, are held as needed Patrol meetings outside of troop meetings may be held as required by each patrol leader and coordinated with the Scoutmaster.

Section 6 Troop Committee Meetings: Troop committee meetings are planned and run by the committee chair. The dates and times for troop committee meetings will be inserted by the committee chair into the Annual Program Plan developed by the PLC. Generally the troop committee will meet once a month on the second Wednesday of the month, or as needed, as determined by the committee chair. The primary purpose of troop committee meetings is to ensure that all support elements are in place

for upcoming troop meetings, outings and activities. Troop committee business is guided by the BSA publication, *Troop Committee Guidebook for Successful Troop Operations*. All committee members as well as the scoutmaster are expected to attend committee meetings. Committee members are not expected to wear uniforms to committee meetings. The troop committee will decide matters by a simple majority vote of those members present at a properly convened meeting. A quorum of the committee is defined as 50% or more of the filled committee positions as described in Article V Section 3 of these bylaws. Even though the Scoutmaster and Assist Scoutmasters may attend committee meetings, they are not voting members of the committee (except for Assist Scoutmasters who also hold committee positions described in Article V Section 3 of these by-laws).

ARTICLE VII: FINANCES

Section 1 Balanced Budget: The troop operates on a balanced budget, without reliance on The Legion for funds.

Section 2 Fiscal Year: The troop operates on a fiscal year that corresponds with the annual program plan (e.g., September 1 - August 31).

Section 3 Expenditure Approval: All expenditures, except as provide by these by-laws, are approved on a case by case basis by vote of the troop committee. In general a receipt will be required for reimbursement of all expenses (including pre-approved expenses). The following expenses are pre-approved and do not need to be approved on a case by case basis; however, a receipt will be required for reimbursement:

- Badges, patches pins and supplies required for Court of Honor ceremonies
- Handbooks for new scoutmasters, assistant scoutmasters, and committee members
- Junior Leader Training Certificates, *Senior Patrol Leader Handbooks*, *Patrol Leader Handbooks*, *Troop Program Features*, *Troop Program Resources* and handouts required for the annual Junior Leader's Training Course.
- Registration fees for adult Scouter training for the following courses: New Leader's Essentials, Troop Committee Challenge, Boy Scout Leader's Specific training, and Introduction to Outdoor Leader Skills.

Section 4 Debt: The troop does not borrow money nor go into debt.

Section 5 Checking Account: Operating funds of the troop are deposited in a federally insured, interest bearing checking account in the name of "Boy Scout Troop 1011". The signature of the treasurer, scoutmaster, or committee chairman shall be required on all checks.

Section 6 Savings Account: Reserve funds of the troop are deposited in a federally insured savings account in the name of "Boy Scout Troop 1011". The signature of both the committee chairman and the treasurer are required for withdrawal.

Section 7 Discretionary Funds: Discretionary funds are funds set aside for a specific purpose and provided to an individual prior to the purchase of an item or items. Often the exact amount of the anticipated purchase may not be known at the time the discretionary fund is established. Discretionary funds may be established by vote of the committee for the advancement chairman, Scoutmaster and/or any other adult leader. At the time a discretionary fund is established, a reasonable limit will be established by the committee. A receipt and any remaining funds will be returned to the treasurer after the purchase.

Section 8 Budget: An annual budget plan that is based on and supports the annual program (developed by the PLC) is developed by the treasurer and approved by the committee. As a guideline, the annual budget plan provides for payment of routine operating expenses from troop registration fees, and should indicate how much fund raising activities are required to provide funds for equipment, special events, etc.

Section 9 Troop Registration Fees: Troop registration fees are set annually by the troop committee. Troop registration fees will be collected annually during re-charter, with advance payment permitted. Troop registration fees are also collected upon registration of new boys into the troop. Troop registration fees are kept as low as possible consistent with sound fiscal policy. Troop registration fees are pro-rated for boys joining the troop at any time during the fiscal year after the first troop meeting in September.

Section 10 Audit: The troop committee ensures that an audit of the financial accounting of the troop is conducted annually and with every change of the treasurer.

Section 11 Fund Raising Policy: The troop committee and the scoutmaster ensure that all fund raising activities are governed by current council and BSA policies. The troop committee determines whether and how much fund raising activities are required to support the annual troop program submitted by the PLC. In addition, the PLC decides whether to hold additional fund raising activities to supplement the Scouts' costs of summer camp. In both cases, the PLC determines the type, dates, and locations of fund raising activities.

Section 12 Temporary Accounts: From time to time, fees are collected for specific purposes and events such as outdoor activities. All outdoor activities are planned, as a goal, to be self-sufficient in funding. The activity leader collects these fees from Scouts and/or their parents and presents these fees to the treasurer. In turn, the treasurer makes payments to the activity leader, in amounts not to exceed the collections, without further approval by the committee. The activity leader makes an accounting to the troop committee of all receipts and expenses for each outing.

Section 13 Scout Camper Funds: The troop committee, at its discretion, establishes a camper fund for each Scout who participates in troop fundraising activities. Even though the committee sets aside certain funds as camper funds, these funds remain the property of the troop. Prior to a fund raising event, the troop committee determines the percentage of funds collected by each scout that go into the

Scout's camper fund. In general, after sufficient funds have been obtained by the troop to meet the annual troop program budget, 100% of all subsequent funds raised by a Scout will be added to the Scout's camper fund. The troop treasurer will maintain a record of camper funds for each Scout. Camper funds may be used by the Scout to pay for any troop or BSA event. When a Scout elects to transfer from the troop, the Scout may request in writing that his camper fund be transferred to his new unit. If the Scout fails to request the funds within six months of leaving the troop, the funds shall default to general fund of the troop. In no case will a camper fund be given directly to a Scout.

ARTICLE VIII: TROOP OUTDOOR ACTIVITIES

Section 1 Monthly Activities: The PLC generally plans one short term activity (campout, canoe trip, hike, etc) each month outside of the troop meetings. This event will generally occur on a weekend.

Section 2 Long Term Camping: The PLC will plan one or more long term camping activities each year. One of these long term camping activities will be at one of the BSA sponsored summer camps. A second long term camping activity may be planned as a high adventure activity. These events, as a goal, are to be self-sufficient in funding.

Section 4 Local and National Tour Permits: The troop committee activity coordinator will file a local tour permit with the National Capital Area Council a minimum of two weeks prior to the event for any event more than 50 miles but less than 500 miles from Woodsboro. (Note the Washington DC area is more than 50 miles from Woodsboro.) The activity coordinator will file a National Tour Permit with the National Capital Area Council a minimum of two weeks prior to the event for any event more than 500 miles from Woodsboro. These permits are required to meet insurance requirements, youth protection, and various planning requirements of the National Capital Area Council.

Section 5 Permission Forms: Scout participation in troop outings requires written parental permission in a format acceptable to the Scoutmaster. Parental permission forms must be completed and turned in to the Scoutmaster (or the event coordinator in the Scoutmaster's absence) prior to the event, unless the parent or guardian is attending the event as well. (See also Article IX, Section 3.)

Section 6 Transportation: Troop 1011 follows BSA policies for transportation of youth to troop events. Drivers must be 21 years of age or older and have a valid driver's license in their possession. All vehicles must have at least the Maryland minimum liability insurance coverage. Proof of insurance must be provided to the committee activities coordinator for inclusion in the committee records. Reimbursement shall be offered, from fees collected for each outing, for drivers who provide transportation to outings, according to a formula to be set by the committee. Scouts will obey the rules established by the drivers. Seat belts are required to be worn whenever the vehicle is moving. Scouts are not permitted to ride in open truck beds, hang out of vehicle windows, throw anything from a vehicle, or yell at pedestrians or drivers of other

vehicles. **Scouts and Scouters are required to wear the field uniform while being transported to a troop event. Scouts not wearing the field uniform will not be allowed to travel to the event.**

Section 7 Adult Leadership: No meeting, outing, or activity will be conducted by Troop 1011 unless a minimum of two adults are in attendance. Normally one of these adults is the Scoutmaster; however, there are times when the Scoutmaster can not attend an event. In that case one of the two adults must be a Scouter who is registered with the BSA as a member of Troop 1011 and who is fully trained for his/her position. At least two adults attending the event must have completed Youth Protection Training.

Section 8 Aquatic Activities: No aquatic activities will be conducted by Troop 1011 unless a minimum of two adults are in attendance. Normally one of these adults is the Scoutmaster; however, there are times when the Scoutmaster can not attend an event. In that case one of the two adults must be a Scouter who is registered with the BSA as a member of Troop 1011 and who is fully trained for his/her position. At least one adult present must have current certifications in BSA Safe Swim and Safety Afloat and at least one adult must have been trained in Cardiopulmonary Resuscitation (CPR).

Section 9 Pets: No one may bring a pet to any troop meeting, outing or activity unless specifically approved in advance by the Scoutmaster.

Section 10 Prohibited Items: Fireworks, large knives (blades over 4 inches), sheath knives (defined as knives with blades that can not be closed or folded back into the handle), pornography, illegal substances, and alcohol are strictly forbidden at troop 1011 meetings, outings, or activities. Firearms, bows and arrows are generally forbidden except when the activity centers around their use and when properly supervised by a NRA range coordinator. Electronic items such as radios, tape or CD players, and Gameboys are inappropriate for most scout outings. The Scoutmaster (or other adult in charge in the absence of the Scoutmaster) has the authority to confiscate these and any other items that are deemed to pose a hazard, are inappropriate, or are causing a nuisance to other Scouts or campers. Scouts should not bring private stashes of food, snacks, candy, and soft drinks unless specifically told to do so. Scouts with special dietary needs must discuss them with the Scoutmaster or other adult in charge in the absence of the Scoutmaster. Scouts are also prohibited from wearing camouflage (military style) clothing at all BSA meetings, events and activities.

ARTICLE IX: SAFETY, YOUTH PROTECTION, HEALTH, AND DISCIPLINE

Section 1 Safety: The scoutmaster (or in his absence the adult in charge of the event) is responsible for the health, safety and welfare of all Scouts and Scouters attending a meeting, outing, or activity. He will treat safety as the primary factor in planning and carrying out any meeting, outing or activity. He (and he alone) may cancel any activity or event which, in his unchallenged opinion, can not safely be continued. On the other hand, every adult (Scouter or otherwise) and every Scout has a responsibility and duty to stop an unsafe act (no matter who is performing the act).

Section 2 Youth Protection: Protection of youth and adult leadership is of the utmost importance in Scouting. The BSA has adopted specific policies and procedures aimed at eliminating opportunities for abuse in the Scouting program. BSA has developed a Youth Protection Training course to train adult Scouters regarding these policies and procedures. The Scoutmaster, all assistant Scoutmasters and any adult in charge of an activity in the absence of the Scoutmaster, will complete Youth Protection training. A minimum of two adults (who have completed Youth Protection training) will be in attendance at any troop meeting, outing or activity.

Section 3 Health Forms: Scouts and Scouters are required to keep an up-to-date health form on file with the membership coordinator. Scouts or Scouters without an up-to-date heath form are not allowed to participate in outings or activities other than meetings.

Section 4 Medications: The Scoutmaster, or his designated assistant, will retain all Scout medicines and drugs at all troop activities. This applies to prescription and over-the-counter medications. Medicines and drugs must remain in original containers. Parents must provide written directions for administration to the Scoutmaster. Exceptions may be made for medicine inhalers, dependent on the severity of the Scout's condition.

Section 5 Wood Cutting Tools: The BSA strongly discourages the use of sheath knives (knives with blades that can not be closed or folded back into the handle) for camping and other outdoor activities with a few exceptions such as cleaning and filleting fish, SCUBA diving, and white water activities. Therefore Troop 1011 prohibits the use of sheath knives by scouts on most scouting activities. Exceptions to this policy for specific activities can be made by the Scoutmaster. Small pocket knives, hand axes, three quarter axes, and hand saws will not be handled or used by Scouts who have not completed "Toten Chip" use and safety training.

Section 6 Alcoholic Beverages: The BSA prohibits the use of alcoholic beverages and controlled substances on BSA property or during any BSA activity.

Section 7 Tobacco: Young adults are better off without tobacco. Therefore in keeping with the Scout oath and law, the use of tobacco products at any BSA activity is not permitted by youth members. All troop meetings, outings or activities will be conducted in a smoke free environment. Adults who insist on smoking will do so in an area away from youth participants.

Section 8 Minor Misbehavior: Scouts, Scouters and their guests are expected to conduct themselves at all time according to the principles of the Scout oath and law. Therefore, the use of foul language, sexual innuendo, ethic jokes, harassment, or name calling is out of place at troop meetings, outings, or activities. Pressure by a Scout's peers is usually effective at containing such behavior and the troop has minimal discipline problems. Therefore Patrol Leaders and the Senior Patrol Leader are allowed to (and are expected to) deal with such behavior. If necessary, such matters may be referred by the Patrol Leader or Senior Leader to the Scoutmaster for resolution.

Section 9 Disruptive or Harmful Behavior: Acts of misbehavior which threaten the safety or well-being of another individual, or which are disruptive, are not tolerated by the troop. Any leader may take immediate action to maintain the health and safety of the troop. Any such matters will immediately be brought to the attention of the Scoutmaster and then to the Scout's parents at the first opportunity. The Scoutmaster may ask an unruly Scout to leave a meeting, outing or activity, if in his opinion the Scout is unwilling to follow instructions. If this occurs, the scoutmaster will contact the Scout's parents for immediate pick up and transportation home. Likewise the Scoutmaster may ask the troop committee to conduct a Special Board of Review with a Scout who continues to demonstrate an unwillingness to follow instructions. The committee chair will chair all Special Boards of Review to examine Scout misbehavior. At the Special Board of Review the troop committee is to decide whether or not that Scout will be suspended from attending troop meetings, outings, or activities. Should this action be taken, the Scoutmaster and the committee chair will work with the parents with the goal to integrate the youth back into the Scouting program.

ARTICLE X: UNIFORMS

Section 1 General: The BSA Uniform has long served as an expression of a scout's friendliness to all other Scouts regardless of who they are or where they are from. The uniform represents Scouting's spirit of equality, and identifies Scouts and Scouters as a brother to every other Scout. Wearing the uniform promotes comradeship, loyalty to one's patrol and troop, and public recognition in the BSA. Scouts and Scouters in Troop 1011 purchase field and activity uniforms for their own personal use.

Section 2 Field Uniform: The field uniform is the complete official BSA uniform and consists of a khaki shirt with appropriately placed insignia, troop neckerchief, neckerchief slide, any BSA belt and buckle, scout pants or shorts, scout socks, and footwear appropriate for the activity as determined by the Scoutmaster. The troop designates a red beret, with black trim as the headgear for Scouts and the campaign hat as the headgear for adults (and Junior Assistant Scout Masters) for wear with the field uniform. Insignia may be placed on the khaki shirt in accordance with the *Boy Scout Handbook* and the current version of the *BSA Uniform and Insignia Guide*. A merit badge sash and up to 5 medals may be added to the field uniform for ceremonial occasions. The field uniform is mandatory for all Scouts, Scoutmaster, and Assistant Scoutmasters. The field uniform is not mandatory for troop committee members; but they may choose to wear the field uniform if desired.

Section 3 Activity Uniform: The activity uniform is typically a tee shirt with a troop logo approved by the Scoutmaster and a "baseball" cap with the troop logo. The cap and tee shirt is worn with blue jeans or shorts and foot wear appropriate for the activity as determined by the Scoutmaster. The activity uniform is mandatory for all Scouts, and Scouters. Family members who are not Scouts or Scouters may choose to wear the activity uniform if desired.

Section 4 Wearing of Uniforms: The field uniform is generally worn to all troop meetings, scoutmaster conferences, and when traveling to and from troop outdoor activities. On occasion, the scoutmaster may designate the wearing of the activity uniform at certain troop meetings when he deems appropriate. The field uniform with merit badge sash and medals is worn at Courts of Honor and at Boards of Review. A Scout may not sit for a Board of Review unless he is wearing a complete field uniform. The field uniform with an Order of the Arrow (OA) sash may be worn during OA-related events such as the annual election of new OA members. The OA sash will not be worn when wearing the merit badge sash. The activity uniform is generally worn during troop outdoor activities and during fund raising events. The field uniform will not be worn during fund raising events.

Section 5 Uniform Inspections: Scouts should be prepared, without prior notice, to undergo a uniform inspection at any troop meeting or activity as called by the Scoutmaster or Senior Patrol Leader.

ARTICLE XI: TROOP EQUIPMENT

Section 1 Purchase of Equipment: The troop committee approves the purchase of equipment to be used on troop outings such as tents, cook ware, hand axes, canoes, etc. The troop committee authorizes the purchase of equipment intended for group use only. The troop committee does not authorize the purchase of equipment intended for personal use such as backpacks and sleeping bags.

Section 2 Storage of Troop Equipment: The troop committee provides an area for storage of troop equipment. Entry to the troop equipment storage area is restricted to the committee equipment coordinator, troop quartermaster, scoutmaster, and assistant scoutmasters. An exception to this policy is those individuals temporarily authorized by the quartermaster or equipment coordinator who are assisting in the issue, return, or maintenance of troop equipment. The troop equipment storage area will not be used to store personal equipment.

Section 3 Use of Troop Equipment: Troop equipment may be made available for use by troop members or accompanying adults during troop, patrol or other BSA activities. Personal use of troop equipment outside of BSA activities is not permitted. As it is the intention of the troop to teach personal responsibility, organization, attention to detail and care for others; personal equipment such as tents, stoves and cooking equipment will not be used by scouts during troop activities. Exceptions to this policy must have the prior approval of the Scoutmaster.

Section 4 Check out of Troop Equipment: The quartermaster, under the supervision of the equipment coordinator, maintains a system for checking out and returning borrowed troop equipment. Anyone checking out troop equipment will follow all procedures as set up by the quartermaster and equipment coordinator. The quartermaster or equipment coordinator has the right to refuse requests for borrowing troop equipment if they deem it in the best interest of the troop to deny such requests. The troop quartermaster shall be given a signed receipt for any equipment checked out.

The receipt will contain at a minimum a list of the equipment borrowed, the condition of the equipment, the name of the borrower, and the check out date.

Section 5 Return of Troop Equipment: Except under extraordinary circumstances, the person who checked out the troop equipment will be the same person to turn in the equipment. The turned in equipment will be compared to the receipt to verify that all equipment is being returned and to verify any change in condition of the equipment. The quartermaster or equipment coordinator may refuse to accept the return of equipment that is dirty, damaged or otherwise unacceptable for reissue in his/her opinion.

Section 6 Replacement of Damaged or Lost Equipment: An individual checking out troop equipment is responsible for the proper care and prompt return of the equipment, as well as the replacement cost of any equipment that is lost, or cost to repair Troop equipment damaged due to negligence. The scoutmaster or other adult in charge of the activity if not the scoutmaster, is responsible for deciding whether the loss or damage was due to negligence. The troop (as approved by the troop committee) is responsible for the cost of repair or replacement of equipment no longer usable due to normal wear and tear.

ARTICLE XII TROOP LITERATURE

Section 1 Purchase of BSA Literature: The troop committee approves the purchase of BSA literature to be used by troop members and adults for purposes of advancement or for leading troop activities or meetings. Such literature includes, but is not limited to merit badge pamphlets, *Scoutmaster's Handbook*, *Troop Committee Guidebook*, *Senior Patrol Leader's Handbook*, *Patrol Leader's Handbook, Troop Program Resources*, *Troop Program Features*, etc. All literature purchased by the troop will be checked into the troop library for future check out.

Section 2 Storage of Troop Library: The troop committee provides an area or container for storage of troop literature or library. Entry to the troop library area or container is restricted to the committee advancement coordinator, committee training coordinator, troop librarian, scoutmaster, and assistant scoutmasters. The troop library storage area or container will not be used to store personal literature.

Section 3 Use of Troop Library: Troop owned literature may be made available for use by Scouts or adult Scouters. Check out of position-related handbooks and literature is made for the duration of the tenure of that position. Check out of merit badge pamphlets may be for any period up to six months.

Section 4 Check out of Troop Literature: The librarian, under the supervision of the advancement coordinator, maintains a system for checking out and returning borrowed troop literature. Anyone checking out troop literature will follow all procedures as set up by the librarian and advancement coordinator. The librarian or advancement coordinator has the right to refuse requests for borrowing troop literature if they deem it in the best interest of the troop to deny such request. The troop librarian shall be given

a signed receipt for any literature checked out. The receipt will contain at a minimum the name of the literature borrowed, the condition of the literature, the name of the borrower, and the check out date.

Section 5 Return of Troop Literature: Except under extraordinary circumstances, the person who checked out the troop literature is the same person to turn in the literature. The turned in literature will be compared to the receipt to verify any change in condition of the literature. The librarian or advancement coordinator may refuse to accept the return of literature that is dirty, damaged or otherwise unacceptable for reissue in his/her opinion.

Section 6 Replacement of Damaged or Lost Literature: An individual checking out troop literature is responsible for the proper care and prompt return of the literature as well as the replacement cost of any literature that is lost, or damaged due to negligence. The advancement coordinator is responsible for deciding whether the loss or damage was due to negligence. The troop (as approved by the troop committee) will be responsible for the cost of repair or replacement of literature no longer usable due to normal wear and tear.

ARTICLE XIII: DISPOSITION OF FUNDS, EQUIPMENT, AND LITERATURE

Section 1 Disposition of Funds: In the event the troop is disestablished, all funds will be held in trust by The Legion pending plans for their use for later reorganization of the troop, or other youth programs with similar goals.

Section 2 Disposition of Equipment and Literature: In the event the troop is disestablished, all troop property will be held in trust by The Legion pending plans for their use for later reorganization of the troop, or other youth programs with similar goals.

ARTICLE XIV: BY-LAWS

Section 1 Governing Rules: The operation of the troop is governed by these by-laws. In the case where these by-laws conflict with the By-Laws or policies of the BSA and/or of The Legion, the latter prevail.

Section 2 Ratification: These by-laws become effective upon ratification by the troop committee and approval of the Chartered Organization Representative. Procedures and voting rules for ratification are in accordance with Section 4 below.

Section 3 Cancellation: These by-laws supersede and cancel any by-laws in effect at time of ratification.

Section 4 Amendments: Changes or amendments to these By-Laws are effected by the following procedure: The proposed wording is submitted in writing to the committee chairman. Within 15 days of receipt of a proposed amendment, the committee chairman publishes, by either U.S. mail, email, or facsimile, notice to all members of the committee and to all troop parents. This notice contains the proposed change as well as the date, time and location of a special committee meeting (which

may be in conjunction with a regular meeting) at which discussion and a vote will be held. Approximately 30 to 45 days after the required notice is mailed, a special committee meeting is convened, at the time and place announced in the notice. A two-thirds majority vote of those committee members present at the special meeting is required for passage of a by-laws amendment.

Section 5 Troop Committee Guidelines: The committee chairman may, at his/her discretion, publish a Troop Committee Operating Guidelines which will complement and supplement these by-laws by setting forth the specific operating details of the troop committee. Changes to the operating guidelines are made by simple majority vote of the committee. All committee members are notified promptly of any changes to the operating guidelines. In case of conflict, these by-laws will govern.

Section 6 Scoutmaster's Operating Guidelines: The Scoutmaster may publish a Scoutmasters' Operating Guidelines, which will complement and supplement these by-laws by setting forth the specific operating details of Troop and PLC meetings and activities. Changes to the operating guidelines are made by the Scoutmaster. The troop committee shall be notified promptly of any changes to the Scoutmaster's Operating Guidelines. In case of conflict, these by-laws will govern.

Section 7 Copies of By-Laws: The committee chairman provides a copy of these by-laws, a copy of the Troop Committee's Operating Guidelines and a copy of the Scoutmasters' Operating Guidelines to each family and adult leader within 30 days of ratification. In addition the troop committee chairman provides these same documents to each new family and adult leader within 30 days of his/her/their joining of the troop.

ARTICLE XV

By signing below, the appropriate representatives of Troop 1011 Committee and the Chartering Organization, Woodsboro American Legion Post 282, accept these Bylaws as the foundation for operation of Boy Scout Troop 1011. The effective date of these Bylaws will be the signature date below.

_____ _____ _____
Troop Committee Chairman Date

_____ _____
Chartering Organization's Representative Date