

## Troop 722 Charter & By-Laws

### ARTICLE I

#### SECTION 1. GENERAL

St. Francis Catholic Church of Vista, California is the chartered organization for Troop 722. The Troop is in the San Diego County, San Diego Imperial Council, Santa Margarita District, Area 24 of the Boy Scouts of America (BSA) and is organized and operated in accordance with the guidelines established in the Troop 722 Charter and By-laws, and the rules and regulations of the Boy Scouts of America. Copies of these documents are available from the Troop Committee.

#### SECTION 2. PURPOSE OF THE BOY SCOUTS OF AMERICA

Its purpose is to promote, through cooperation with other agencies, the ability of youth to do things for themselves and others, and to teach them patriotism, courage, self-reliance, and kindred virtues. In achieving this purpose, emphasis is placed upon its educational programs and the oaths, promises, and codes for character development, citizenship training, and mental and physical fitness.

#### SECTION 3. DECLARATION OF RELIGIOUS PRINCIPLE

The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to this declaration of religious principle and to the Bylaws of the Boy Scouts of America shall be entitled to certificates of leadership.

### ARTICLE II

#### SECTION 1. YOUTH MEMBERSHIP

The following criteria must be satisfied in order to become a full member of Troop 722.

- 1.1 Satisfy any one of the following BSA criteria:
  - a. Attain the age of 11 years old or older, but less than 18 years.
  - b. Have completed the fifth (5) grade.
  - c. Earned the Arrow of Light.
  
- 1.2 Registration – Submit a completed official Boy Scout Application form to the Troop adult leadership. A completed application must include the Boy Scout Annual Health form and medical record, and the boy's parent/guardian signature.
  
- 1.3 Fees – Pay the initial joining fee of Troop 722 as set under the Troop finance article and the registration fee as set by the BSA.

- 1.4 Joining requirements – Complete the joining requirements as set out in the official Boy Scout Handbook of the Boy Scouts of America. The list of requirements is available from the Troop Committee.
- 1.5 Agree to abide by and uphold this constitution, bylaws and policies of Troop 722.

## SECTION 2. ADULT MEMBERSHIP

The following criteria must be satisfied in order to become a full adult member of Troop 722.

- 2.1 The Scoutmaster must be a citizen of the United States of America or satisfy one of the approved alternatives as set by the local council and attain the age of twenty-one (21) years old.
- 2.2 Assistant Scoutmasters must have attained the age of eighteen (18) years old and be approved by the Troop Committee.
- 2.3 Registration – Submit a completed current official adult application form to the Troop adult leadership and participate in a conference with the Committee Chairman and the Troop Scoutmaster.
- 2.4 The Troop Committee Chairman approves all adult personnel except the chartered organization representative and the Troop Committee Chairman. The chartered organization representative and the Committee Chairman shall be approved by the head of the chartered organization. All adult Scout members are also approved by the head of the chartered organization or chartered organization representative and the Scout executive or designee.
- 2.5 Fees – Pay the initial joining fee of Troop 722 as set under the Troop finances article and the registration fee as set by the BSA. Annual fees thereafter may be paid by Troop 722.
- 2.6 Adult leaders, known as “Scouters”, shall complete the BSA Youth Protection Guideline (YPG) training. Additionally, all Scouters should attend and complete other BSA training programs as time and circumstances permit.
- 2.7 All parents/guardians of Scouts in Troop 722 are strongly encouraged to become registered members of BSA and the Troop. All parents/guardians will be expected to participate in some manner with the Troop activities throughout the year such as: driving, phone calls, fundraising, camping, and other requirements of the Troop.
- 2.8 Agree to abide by and uphold this constitution, by-laws and policies of Troop 722.

SECTION 3. MEMBERSHIP RESTRICTIONS

- 3.1 The maximum number of youth membership in the Troop may be established at any time that the Troop Committee feels that the Troop's resources are strained to the point that the total youth program is unable to fulfill its goals as established under Article I.
- 3.2 If an application for youth membership is denied because the maximum Troop size has been reached, then the boy's name shall be placed on a waiting list in the order of submittal of a completed application. When an opening becomes available, the first name on the list will be given the opportunity and so on down the list.
- 3.3 The one exception will be when a parent/guardian volunteers and actively fills a needed adult Troop or Committee leadership position in order to maintain a quality Troop in which case the adult leader's boy will be given an opportunity to join Troop 722.

**ARTICLE III**

SECTION 1. DISBARMENT AS A MEMBER OF TROOP 722

- 1.1 Youth disbarment – When a youth's behavior becomes uncontrollable, is disruptive or dangerous to himself or others and cannot be corrected by verbal reprimand and/or counseling by the adult Troop leadership, then the youth in question will be advised that:
  - a. The youth's parents will be called and asked to remove him from the activity.
  - b. The youth's status will be reviewed by the Troop Committee at its earliest opportunity as to the fitness of the youth to continue as a member of Troop 722.
  - c. The Troop Committee will notify the youth and his parents of the date, time and place of the review. The youth and his parents will be given the opportunity to present any facts or mitigating circumstances at this time so the Troop Committee may take appropriate action. If the youth and his parents decline this opportunity then the Troop Committee will act with all the available facts presented.
  - d. A simple majority of the Troop Committee at the review is sufficient to remove youth from Troop 722. This action does not disqualify the boy from being a Boy Scout and joining any other Troop. Re-application to this Troop will be considered only if extraordinary circumstances are presented to the Troop Committee.
  - e. If the Troop Committee elects to remove a youth from membership, either temporarily or permanently, the youth and his parents shall be notified in writing within one (1) week from the review date. The Troop Committee Chairman will notify the local council that the youth was removed from Troop 722 and the Troop roster for cause.
- 1.2 Adult disbarment – When an adult member of the Troop becomes a detriment or liability to the Troop or BSA or endangers the members of the Troop because of their actions then the adult member in question will be advised:
  - a. The adult's status will be reviewed by the Troop Committee at its earliest opportunity as to the fitness of the adult to continue as a member of Troop 722.

- b. The Troop Committee will notify the adult of the date, time and place of the review. The adult will be given the opportunity to present any facts or mitigating circumstances at this time so the Troop Committee may take appropriate action. If the adult declines this opportunity then the Troop Committee will act with all the available facts presented.
- c. A simple majority of the Troop Committee at the review is sufficient to remove an adult from Troop 722. This action does not disqualify the adult from being an adult leader and joining any other Troop. Re-application to this Troop will be considered only if extraordinary circumstances are presented to the Troop Committee.
- d. If the Troop Committee elects to remove an adult from membership, either temporarily or permanently, the adult shall be notified in writing within one (1) week from the review date. The Troop Committee Chairman will notify the local council that the adult was removed from Troop 722 and the Troop roster for cause.
- e. Any adult related to a youth under consideration for disbarment or a Troop Committee member who is under consideration for disbarment shall not participate in the discussion or vote on said matter except for the opportunity to present their case at their Troop Committee review. All discussions shall be held without the members under consideration present and shall be open to all registered members of the Troop in good standing.

#### **ARTICLE IV**

##### **SECTION 1. ORGANIZATION**

St. Francis Church is the chartered organization and the head of Troop 722. They shall appoint the Chartered Organization Representative who will convey the general policies and guidelines for establishing and maintaining the Troop. The Chartered Organization Representative is the liaison between the chartered organization and the Troop Committee. The Troop Committee is responsible for the organization, establishment, and maintenance of this constitution, by-laws and detailed policies and procedures in running the Troop.

##### **SECTION 2. CHARTERED ORGANIZATION**

- 2.1 St. Francis Church as the chartered organization is responsible for the following:
  - a. Signing and maintaining a charter with the Boy Scouts of America for Troop 722.
  - b. Providing an appointed Chartered Organization Representative to the Troop.
  - c. Providing a weekly meeting place and any special meeting places, as space will allow.
  - d. Providing general guidelines and direction to the Troop Committee.
  - e. Certifying all Troop membership applications.
  - f. Providing a location or resources for equipment storage.
- 2.2 St. Francis Church may provide some adult leadership and financial support for the maintenance of the Troop as it sees fit.

### SECTION 3. TROOP COMMITTEE

The adults, parents/guardians and Scouters who have come together to support Troop 722 hereby dedicate themselves to providing a viable, active, adventurous and morally uplifting program for the Troop. Those of the Troop Committee further dedicate themselves to act in the best interest of the Troop before their own interests and to ensure that they actively participate in the planning, assistance and coordination of all the Troop functions so as to provide all the necessary support for the Troop throughout the Scouting year.

- 3.1 Function of the Troop Committee – Provide for the organization, establishment and maintenance of this constitution, by-laws and detailed policies and procedures in running the Troop. Provide general guidelines for the Scoutmaster and the youth to follow in the Scouting program. The Troop Committee shall be the arbitrator for any disputes that cannot be resolved at the Troop level. The Troop Committee's decisions on all disputes are final.
- 3.2 Responsibilities of the Troop Committee are as follows:
  - a. Recruit, interview and select the Scoutmaster who will fulfill all the requirements as described in this constitution and who will make every attempt to attend council training and who will serve the Scouts of Troop 722 faithfully and regularly.
  - b. Approve the Scoutmaster's assistant leaders who will fulfill all the requirements as described in this constitution and who will attend training and serve the Troop regularly.
  - c. Provide adequate guidance and support to encourage an active outdoors program in keeping with the principles of Scouting.
  - d. Provide advancements and recognition opportunities for the Troop.
- 3.3 The Troop Executive Committee shall consist of the following standing officers:
  - a. Chartered Organization Representative
  - b. Committee Chairman
  - c. Assistant Committee Chairman
  - d. Finance Chairman
  - e. Secretary Chairman
  - f. Outdoors/Activities Chairman
  - g. Advancement Chairman
  - h. Troop Chaplain

The Troop Committee meetings shall be chaired by the Committee Chairman and in his absence shall be chaired by the Assistant Committee Chairman and next by the Finance Chairman and so on down the list of standing officers as shown above.

- 3.4 The Troop Committee may create and fill as many additional leadership positions as necessary to ensure the Troop operates efficiently. These positions exist at the discretion of the Troop Committee and may be changed or eliminated, as the Troop Committee deems necessary.
- 3.5 Chartered Organization Representative's responsibilities are as follows:
  - a. Assist in recruiting of qualified, responsible adult leadership.

- b. Serve as the liaison between the Troop Committee and the chartered organization.
- c. Coordinate requests for Troop support of chartered organization's needs.
- d. Promote and cultivate continuing support of new adult leaders.
- e. Assist the Committee Chairman with re-chartering and maintain the records.
- f. Emphasize the maintenance of Scouting principles as set forth by BSA.
- g. Cultivate related resources for additional support of the Troop.
- h. Represent the Troop at the council and district levels as a voting member.
- i. Seeing that the Troop sets membership goals and adopts and carries out Troop recruiting plan.
- j. Planning for a charter presentation program.

3.6 Committee Chairman's responsibilities are as follows:

- a. Calling, chairing and promoting attendance of regular monthly Troop Committee meetings and any other special committee meetings as may be deemed necessary.
- b. Organizing the Troop Committee so all functions are delegated, coordinated and completed.
- c. Working with the Chartered Organization Representative in fulfilling his duties and in recruiting qualified adult leaders.
- d. Working closely with the Scoutmaster in the planning, assistance and coordination of all the Troop functions so as to provide all the necessary support for the Troop throughout the Scouting year and in the preparation of the order of business for Troop Committee meetings.
- e. Promoting training opportunities for all the members of the Troop Committee.
- f. Ensuring Troop representation at local monthly roundtables.
- g. Promoting active involvement in council and district programs.
- h. Interpreting national and local council policies through the Troop Committee to the Troop.
- i. Arranging for a charter review with the unit commissioner and assisting in the re-chartering of the Troop annually.
- j. Arranging for and conducting an annual planning session for the next Scouting year by September of each year.
- k. Ensuring that adult leadership is assigned in the case of the Scoutmaster's absence or inability to serve.
- l. Conducting a conference with all potential adult leaders prior to submitting their application for membership.
- m. Conducting parent orientation for new families. Maintaining and distributing new Scout information packets which contain all necessary information on becoming a member of Troop 722.

3.7 Assistant Committee Chairman's responsibilities are as follows:

- a. Acting as Committee Chairman in the absence of the Committee Chairman.
- b. Assisting the Committee Chairman in his assigned duties as directed by the Committee Chairman.
- c. Any other duties as may be assigned by the Committee Chairman.

- 3.8 Finance Chairman's responsibilities are as follows:
- a. Maintaining accurate checking and saving accounts.
  - b. Handling all Troop funds and paying bills on recommendation of the Scoutmaster and authorization of the Troop Committee.
  - c. Training and supervision of the Troop Scribe in developing and maintaining dues record keeping and receiving Troop income each week from the Scribe.
  - d. Preparing a written monthly income and expense report for the previous month for distribution at the monthly Troop Committee meeting.
  - e. Keeping adequate records in the Troop financial record book.
  - f. Supervising the camp savings plan.
  - g. Reporting to the Troop Committee at each meeting.
  - h. Assisting in the preparation of the annual Troop budget and supervising the implementation of the budget.
  - i. Arranging for a simple annual audit of the Troop finances.
  - j. Maintaining a minimum balance in the Troop account at the San Diego Council Boy Scout office as dictated in the Troop finance articles.
  - k. Administering the Troop's accident insurance program.
  - l. Submitting completed applications of new Scouts and Scouters to council.
- 3.9 Secretary Chairman's responsibilities are as follows:
- a. Keeping, publishing and distributing minutes of Troop Committee meetings and sending out communications to the Troop.
  - b. Preparing and distributing a family communication of Troop 722 events and activities in conjunction with the Troop Scribe.
  - c. Working with Troop Historian and Scribe in keeping accurate records.
  - d. Assisting in annual membership inventory, charter review and re-chartering.
  - e. Keeping and publishing an updated roster of all the Troop positions, Scouters, Scouts and any other pertinent names with phone numbers, addresses, etc.
  - f. Maintaining an original copy of all Troop forms and documents.
  - g. Maintaining current records of Scouter training and/or certification for use by the Troop Committee, Scoutmaster and trek leaders.
- 3.10 Outdoors/Activities Chairman's responsibilities are as follows:
- a. Encouraging and organizing monthly outdoors activities or other special activities in keeping with the goal established in the Troop annual plan.
  - b. Working with the Scoutmaster, Quartermaster and Troop Committee to determining needs and requirements for the camping program.
  - c. Completing the required tour permit and submitting to council at least two weeks prior to the outing and ensuring that the trip leader has the stamped form from council on the outing.
  - d. Maintaining a list of all drivers, including necessary information such as: driver's licenses, insurance and vehicle information.
  - e. Ensuring that all drivers are made aware of Troop policies regarding the transportation of Scouts.
- 3.11 Advancement Chairman's responsibilities are as follows:
- a. Encourage all Scouts to advance in rank.

- b. Arranging for Troop boards of review at least twice a quarter or as often as necessary.
- c. Conducting Tenderfoot through Life Scout boards of review with at least 2 other adults.
- d. Coordinates courts of honor at least quarterly and ensuring proper presentation for all Scouts who have earned awards.
- e. Maintaining current merit badge counselor list.
- f. Making prompt report on the correct form to the council service center of advancements.
- g. Working with the Scoutmaster (or Assistant) and Troop Scribe in maintenance of all Scouting advancement records.
- h. Working with the Troop Librarian in building and maintaining a Troop library of merit badge pamphlets.
- i. Insuring adequate supplies for Scout advancement are on hand, such as; badges, certificates, insignia, merit badge applications and all required forms.
- j. Advising the Scoutmaster and Eagle Scout applicant on his Eagle Scout's service project and assisting the applicant through the Eagle project approval process. Consulting with the applicant prior to his beginning the project.
- k. Serving as the liaison to the district and council advancement committees.
- l. Maintaining a Troop camping log tracking locations, dates, participants and pertinent data about all the outings.

3.12 Quartermaster's responsibilities are as follows:

- a. Inventory, storage, repair and proper maintenance of the Troop equipment.
- b. Working with the Scoutmaster, Assistants and Outdoors/Activities Chairman in determining what the Troop equipment needs are.
- c. Reporting to the Troop Committee any requests for funds to purchase equipment.
- d. Supervising the Troop Quartermaster in maintaining and controlling Troop equipment and supplies.
- e. Cultivating resources for procurement of needed equipment.

3.13 Religious Emblem Awards Chairman's responsibilities are as follows:

- a. Promoting the Scouts to participate in their own religious emblem award program.
- b. Taking the training required to be a qualified counselor.
- c. Assisting the Scouts in fulfilling the requirements to complete their awards.
- d. Motivating Scouters and adults to become qualified counselors of their faith.

3.14 Fundraising Chairman's responsibilities are as follows:

- a. Coordinating all fundraising activities with the Troop Committee and Scoutmaster while working with the Finance Chairman.
- b. Conducting organizational meetings for council sponsored and local fundraisers, providing necessary information, rules and goals to the Troop.
- c. Providing for supervision of the Scouts at all fundraising activities.
- d. Collecting all funds raised and forwarding to the Troop Finance Chairman with pertinent accounting of Scout fund distribution as authorized by the Troop Committee.



- e. Making recommendations to the Troop Committee of appropriate fundraising opportunities and provide after action reports on past fundraising activities.
  - f. Overseeing and coordinating with the adults assigned to specific fundraising activities.
- 3.15 Troop Chaplain's responsibilities are as follows:
- a. Providing a spiritual tone at Troop meetings and activities.
  - b. Providing guidance to the chaplain's aide.
  - c. Giving spiritual advice or counseling when needed or requested.
  - d. Encouraging and assisting Scouts in earning their religious emblems.
  - e. Providing Scouts with opportunities for spiritual and moral growth.
  - f. Liaison with the Catholic Committee on Scouting.
- 3.16 Meetings of the Executive Troop ommittee.
- a. The meetings shall be held once a month at a place designated by the Committee Chairman.
  - b. Special meetings of the Troop Committee may be called by the Committee Chairman. The Committee Chairman will notify all concerned of the date, time and place of the meeting at least one (1) week in advance of the meeting.
- 3.17 Quorum – In order to conduct official Troop business, there must be a quorum. A quorum is established when the Troop Committee Chairman, or in his/her absence, the next available officer presides with at least one-half (1/2) of the Executive Troop Committee present and ready to conduct Troop business.
- 3.18 Voting rights are established as follows:
- a. Voting members are those adults who are currently registered members of Troop 722 and in good standing with the Troop.
  - b. Non-voting members are the Charter Organization Representative, the Scoutmaster, any non-registered adult/guardian of a Scout in the Troop or any other non-registered adult.
- 3.19 Attendance at the Troop Committee meeting is open to all adults/guardians of Scouts in the Troop, registered Scouters of the Troop or guests of the Troop Committee. They may participate in all discussions and are encouraged to make suggestions or recommendations. The only exception would be when the adult/guardian is part of an action which may affect their standing with the Troop in which case limited participation will be provided as dictated by the Troop Committee.

#### SECTION 4. TROOP 722 SCOUT ORGANIZATION

Boy Scouts is an organization led by young men with adult guidance. The Troop meets on a weekly basis as established by the Scoutmaster and the Troop Committee. The Troop is led by the Senior Patrol Leader (SPL), who is elected by the entire Troop, and his staff leadership corps (Assistant Senior Patrol Leader, Scribe, etc.). The SPL selects his own Assistant Senior Patrol Leader (ASPL). The Troop is composed of smaller units known as patrols. The number of Scouts in a patrol may vary from four (4) to eight (8) Scouts or as assigned by the Scoutmaster. Each patrol elects its own Patrol Leader who in turn selects his own assistant. The patrols may meet on a weekly basis as determined by the patrol and the

Patrol Advisor. The Troop nominates the other staff leadership corps, with the assistance of the Scoutmaster, to the Troop Committee for confirmation.

- 4.1 Adult leadership – Shall be comprised of registered Scouters who have qualified as dictated under Article II, Section 2; Adult Membership.
- 4.2 The adult leadership corps shall be comprised of the following positions:
  - a. Scoutmaster
  - b. Assistant Scoutmasters
- 4.3 Scoutmaster’s responsibilities are as follows:
  - a. Responsible for the training and guidance of the Scout leaders to run their Troop.
  - b. Working with and through responsible adults to give Scouting to boys.
  - c. Helping Scouts to grow by encouraging them to learn for themselves.
  - d. Using the methods of Scouting to achieve the aims of Scouting.
  - e. Meeting regularly with the Patrol Leaders council (PLC) for training, coordination and planning of Troop activities.
  - f. Attending all Troop meetings or having a qualified adult substitute.
  - g. Assisting the Troop Committee Chairman in planning the Troop Committee meeting agenda.
  - h. Attending Troop Committee meetings.
  - i. Attending training courses and roundtables and participating in council and district events.
  - j. Conducting quarterly family sessions to share the program and encouraging family participation and cooperation.
  - k. Taking part in annual membership inventory, charter review meetings, and charter presentations.
  - l. Conducting or delegating Scoutmaster conferences for all rank advancements.
  - m. Actively participating in recruiting programs for new Scouts.
  - n. Delegating responsibility to other adults and groups as necessary.
  - o. Supervising Troop elections for the Order of the Arrow.
  - p. Working with the Outdoors/Activities Chairman to provide opportunities to experience at least ten (10) days and nights of camping each year.
  - q. Conducting all activities under qualified leadership, safe conditions and policies of the Troop, chartered organization, and the Boy Scouts of America.
  - r. Participating in Webelos crossovers for boys graduating from Cub Scouts to our Troop.
- 4.4 Assistant Scoutmaster’s responsibilities may involve the following:
  - a. Serving the Troop in the absence of the Scoutmaster.
  - b. Being responsible to the Scoutmaster for implementing the program and activities of the Troop.
  - c. Working with the Senior Patrol Leader and his staff leadership corps in administering Troop operations.
  - d. Working with Webelos den leaders related to the Troop.
  - e. Coordinating joint Webelos den-Troop activities.
  - f. Assisting in securing instructors for Webelos activity badges and Boy Scout skills.

- g. Being responsible for the Troop's participation in district and council activities.
- h. Attending training courses and roundtables and participating in council and district activities.
- i. Attending Troop/Patrol meetings and Troop Committee meetings.
- j. Working with Troop Quartermaster and Outdoors/Activities Chairman.
- k. Arranging for use of the Troop equipment by Webelos dens.
- l. Being responsible for the health and safety in all Troop affairs.
- m. Participation in training.
- n. Serving as an advisor to the patrol and leadership corps.
- o. Serving as a resource for the patrols.
- p. Attending patrol meetings and Patrol Leaders Council meetings regularly.
- q. Recruiting others to assist the patrols.
- r. Involving the resources of the Scout families.
- s. Supporting the Patrol Leaders with advice and counseling.
- t. Aiding the Patrol Leaders in planning activities.
- u. Reporting to the Scoutmaster on Patrol needs.
- v. Monitor and encourage patrol advancement.

4.5 Activities Coordinator's responsibilities are as follows:

- a. Review campout planning agenda.
- b. Arranging for, inquiring about the facilities, making reservations and securing camping sites.
- c. Serving as transportation coordinator and arranging for transportation to and from scheduled Troop activity, except weekly meetings, patrol meetings, or activities at St. Francis. Scouts are responsible for arriving at departure points and for transportation back home from arrival points as designated for the outing/activity.
- d. Preparing a trip sheet which describes the upcoming outing requirements and distributing with parent permission/emergency medical form. Collecting signed forms and any fees required and ensuring that the completed forms are with the trip leader on the outing.
- e. Assisting Troop leadership in preparation for long-term summer camp, including promotional plans such as parent's meetings, campsite reservations procedures, payment of fees, transportation, and health and safety planning for events.
- f. Cultivating resources related to the various aspects of camping and outing.
- g. Prepare an activity budget using the Activity Expense Form including camping fees, transportation, food and any other associated fees.
- h. Assign patrol food buying responsibilities and discuss activity planning process with Scout(s).
- i. Complete the Activity Accounting Forms and turn in all receipts to the Finance Chairman.
- j. Turn in list of participants to the Advancement Chairman.

4.6 Youth Staff Leadership Corps – The Troop needs Scouts who are willing to learn his duties for the position he wishes to hold. He must be willing to perform the duties of his office for the whole term. He needs to read and understand the pertinent parts of this constitution and by-laws, the Scout handbook, patrol leader handbook, etc. He will step down if he no

longer wants or desires to fulfill the duties of his office and will not receive credit for the leadership position.

- 4.7 The youth leadership corps shall be comprised of the following standing officers:
- a. Junior Assistant Scoutmaster
  - b. Senior Patrol Leader
  - c. Assistant Senior Patrol Leader
  - d. Scribe
  - e. Quartermaster
  - f. Troop Guides
  - g. Patrol Leaders
  - h. Assistant Patrol Leaders
  - i. Librarian
  - j. Historian
  - k. Chaplain's Aide
  - l. Leave No Trace Trainer
  - m. Web Master
  - n. Instructor
  - o. Order of the Arrow Representative
  - p. Medic
- 4.8 Junior Assistant Scoutmaster – must be at least sixteen (16) years old, but less than twenty-one (21) years old and have attained the rank of Star. Must be approved by the Scoutmaster and the Troop Committee and must be proficient in Scouting skills and demonstrate a marked ability as a leader. His responsibilities are as follows:
- a. Assist staff instructors in teaching untrained Scouts in skills they need for advancement.
  - b. Assist the Scoutmaster and Assistant Scoutmasters in running the Troop.
  - c. Provide assistance as requested by the SPL to help maintain orderly Troop activities.
  - d. Act as a judge for inter-patrol competition.
  - e. Help train the staff leadership corps to perform their respective duties.
- 4.9 Senior Patrol Leader – will be elected every six (6) months and may serve up to two terms in this office. Must be at least First Class or above, demonstrate a marked ability as a leader and be confirmed by the Scoutmaster and the Troop Committee. His responsibilities are as follows:
- a. Serve as the chairman of the Patrol Leader Council meetings.
  - b. Conduct Troop meetings with the assistance of the ASPL and Junior Assistant Scoutmasters.
  - c. Lead campout activities.
  - d. Account for Troop conduct and discipline on outings and activities to the Scoutmaster or adult leader in charge.
  - e. Attend Junior Leader Training and any other council or district training when possible.
  - f. Perform periodic uniform inspections at least twice a year.
  - g. Assist the Quartermaster in the inspection of the patrol cooking utensil boxes at the conclusion of campouts prior to loading them for the return home.

- 4.10 Assistant Senior Patrol Leader – will serve a six (6) month term and be nominated by the SPL. Must be at least First Class or above, demonstrate a marked ability as a leader and be confirmed by the Scoutmaster and the Troop Committee. His responsibilities are as follows:
- a. Carry out instructions and assignments given to him by the SPL.
  - b. Act as the SPL in the absence of the SPL.
  - c. Act as the Sergeant-at-arms for Troop meetings and activities and assist the SPL in keeping order.
  - d. Assist Scouts in advancing to the next rank.
  - e. Attend the Patrol Leader Council meetings.
- 4.11 Scribe’s responsibilities are as follows:
- a. Keep Troop attendance records.
  - b. Collect and record payment of weekly dues. Work with the Committee Finance Chairman.
  - c. Keep a record of all Troop activities in the Troop logbook.
  - d. Take minutes at the Patrol Leader Council meetings and have them available for the next meeting.
- 4.12 Quartermaster’s responsibilities are as follows:
- a. Keep a detailed inventory list of all the Troop’s equipment.
  - b. Work with the Committee Quartermaster and Scoutmaster to determine equipment needs.
  - c. Inspect Troop equipment at least once a quarter and produce a status report on items which will require attention.
  - d. Supervise the distribution and collection of Troop equipment at the outings/activities where Troop equipment is needed.
  - e. Attend Patrol Leader Council meetings.
  - f. At the conclusion of campouts inspect each patrols cooking utensil box to make sure the utensils are clean and boxes are in an orderly manner prior to having it loaded for the return home.
- 4.13 Troop Guides are appointed by the Scoutmaster and should be the most experienced Scouts of the Troop and should be proficient in advancement skills. His responsibilities are as follows:
- a. Advisor and guide to the new Scout patrol.
  - b. Teach new Scouts the skills necessary to advance to the next rank.
- 4.14 Patrol Leaders – shall be elected by their patrol and shall serve a term of six (6) months. His responsibilities are as follows:
- a. Plan and lead regular patrol meetings.
  - b. Make sure every Scout in his patrol has a job to perform.
  - c. Report to the SPL for patrol conduct and discipline.
  - d. Attend Patrol Leader Council meetings.
  - e. Supervise rank advancement for each Scout in his patrol.
  - f. Ensure all pertinent communications are directed to and from the patrol to the staff leadership, SPL, Scoutmaster and the Troop Committee.

- g. Track and report attendance per Article VIII, Section 3.3
  - h. At the conclusion of campouts ensure that their patrols cooking utensils and box is clean and in a orderly manner prior to asking for inspection from the Quartermaster and Senior Patrol Leader.
- 4.15 Assistant Patrol Leaders – are nominated by the Patrol Leader and shall serve a term of six (6) months, which shall run concurrently with the Patrol Leader who nominated him. His responsibilities are as follows:
- a. Carry out instruction and assignments given to him by the Patrol Leader.
  - b. Fulfill the duties and assignments of the Patrol Leader in his absence.
- 4.16 Librarian’s responsibilities are as follows:
- a. Keep records of the Troop books, pamphlets, etc. and track the lending of these items.
  - b. Work with the Scoutmaster, Assistant Scoutmasters and the Troop Committee to build and develop a comprehensive library.
  - c. Maintain all current Troop literature.
- 4.17 Historian’s responsibilities are as follows:
- a. Collect, categorize and care for the Troop’s photos, news stories, trophies, ribbons, flags, scrapbooks and awards.
  - b. Compile information of the Troops past and former Scouts and leaders.
  - c. Prepares a summary of each major Troop activity or event.
- 4.18 Chaplain’s aide responsibilities are as follows:
- a. Lead the opening prayer at meetings and other activities.
  - b. Assist the chaplain in planning and carrying out nondenominational religious services at Troop meetings and activities.
  - c. Help other Scouts work on their respective religious emblems.
  - d. Help to see that religious holidays and religious observances are considered in the annual Troop planning.
- 4.19 Leave No Trace Trainer’s responsibilities are as follows:
- a. Teach Leave No Trace principles and ensuring that the Troop follows these principles on outings.
  - b. Help Scouts earn the Leave No Trace award.
  - c. Should have completed Leave No Trace training and earned the Camping and Environmental Science merit badges.
- 4.20 Webmaster’s responsibilities are as follows:
- a. Maintaining the Troop’s website.
  - b. Make sure that information posted on the website is correct and up to date and that members’ and leaders’ privacy is protected.
  - c. A member of the Troop Committee may assist him with his work.
- 4.21 Instructor Responsibilities are as follows:
- a. Specialize in at least three (3) areas not taught by another instructor such as camping, first aid, etc.

- b. Work with merit badge counselors and the Scouts on the completion of merit badge requirements.
- 4.22 Order of the Arrow Representative's responsibilities are as follows:  
Keeps the Troop informed on all Order of the Arrow activities.
- 4.23 Medic's responsibilities are as follows:
- a. Must have first aid merit badge.
  - b. Must be at least second class Scout.
  - c. Maintains the Troop's first aid kit and reports outdated supplies to the Quartermaster and Scoutmaster.
- 4.24 Elections will be held semi-annually, one in August and the other one in February. The elections shall be held on or about the last Troop meeting of the month and the elected officers shall begin their terms the following month after confirmation by the Scoutmaster and the Troop Committee. The Scoutmaster may reorganize the staff leadership corps or call for new elections at his own discretion.
- 4.25 Patrol Leader's Council (PLC) – shall be held on the next Troop meeting following the monthly activity, or as called by the SPL. Time and location shall be designated by the Scoutmaster and the SPL.
- 4.26 The PLC shall be responsible for the following:
- a. Plan Troop meetings, outings and activities
  - b. Assign responsibilities for carrying out Troop plans to the Troop and patrols.
  - c. Create and maintain emergency plans for all Troop activities.
  - d. Create and maintain a training program for Patrol Leaders.
  - e. Review the advancement of all Scouts.
  - f. Review and comment on the behavior and attitude of the Scouts.
- 4.27 The PLC is comprised of the following standing officers:
- a. Scoutmaster or his designated representative
  - b. Assistant Scoutmasters and Junior Assistant Scoutmasters
  - c. Senior Patrol Leader who will serve as chairman
  - d. Assistant Senior Patrol Leader
  - e. Scribe
  - f. Quartermaster
  - g. Guide(s)
  - h. Patrol Leader(s)
  - i. Assistant Patrol Leader(s)

The PLC meetings shall be chaired by the SPL and in his absence shall be chaired by the Assistant SPL and next by the Scribe and so on down the list of standing officers as shown above.

- 4.28 Voting – the SPL or his designated representative has one vote and each patrol has one vote, which will be cast by the Patrol Leader or in his absence, the Assistant Patrol Leader. The Scoutmaster votes only in the case of a tie and maintains veto power over

all the decisions reached by the PLC. If the PLC feels that the Scoutmaster's decision is questionable, they may bring the question before the Troop Committee for reconsideration.

- 4.29 Leadership disqualification – A Scout leader may be removed from his position for the following:
- a. Failure to fulfill the duties of his office after being counseled by the Scoutmaster.
  - b. Failure to uphold the policies and by-laws of the BSA and the Troop.
  - c. The Scoutmaster will be responsible for removing the Scout and replacing him with a Scout who will perform the duties of the office. The disqualified Scout leader will not get credit for his leadership position for this time period. He may run for any office again at future elections.
- 4.30 The Scoutmaster will set the standards for the leadership positions and will make the final determination on whether the Scout leader has fulfilled all the leadership requirements and has shown Scout spirit in the carrying out of his duties.

## **ARTICLE V**

### **SECTION 1. TROOP FINANCES**

Troop 722 is a self supporting nonprofit youth organization that must meet its expenses by collecting dues, Troop fundraisers, activities fees and donations by individuals and/or other organizations.

### **SECTION 2. FEES AND DUES**

The Troop Committee shall be responsible for establishing the fees and dues for the Troop and shall also be responsible for the use of any money raised for the Troop.

- 2.1 Joining fee – There is a one time joining fee (per the prorated current registration table) per Scout payable at the time the Scout's application is received by the Troop. In the event there is no room for the Scout in the Troop at the time the application is submitted, the money will be returned and the application held until an opening occurs.
- a. The joining fee is non-refundable after the application has been processed through the Troop Committee to the local council.
  - b. National and local registration fees are paid out of the joining fee.
  - c. A Boy's Life subscription is also paid for out of the joining fee.
  - d. The joining fee may be subject to change at any time.
  - e. The second Scout of a family will only be required to pay national and local registration fees. A Boy's Life subscription will not be ordered for the other Scout.
  - f. The Troop shall pay for neckerchiefs, epaulets, and a Troop binder for those Scouts participating in a crossover ceremony.
- 2.2 Re-registration for the next year is paid for out of the Scouts' weekly dues.



- 2.3 Dues – The dues collected through the year go towards our re-chartering (which occurs in December of each year), campouts, badges, awards and the good of the Troop as directed and approved by the Troop Committee.
- a. The amount of the dues shall be set at \$1.00 per week for a total of \$52.00 annually and is due and payable at every meeting. The Scout is responsible for paying his dues whether he attends the meetings or not. The Scout should bring his dues current upon his return or as soon as possible to remain active per the by-laws.
  - b. It is the responsibility of the Scout to earn his dues by making arrangements with his parents to work around the house instead of just asking for the money.
  - c. If a Scout is unable to pay his dues because of a hardship situation, all he needs to do is discuss the situation with the Scoutmaster. The Scoutmaster will determine what action needs to be taken and will notify the Troop Committee of his decision.

### SECTION 3. FUNDRAISING PROJECTS

- 3.1 Fundraising projects – Only projects which have been approved by our local council shall be conducted by the Troop. At no time is any member of the Troop to engage the Troop or any other member of the Troop in any fundraising activity without first submitting the necessary forms and getting the approval of the local council and the Troop Committee prior to committing to any project.
- 3.2 Fundraising shall be conducted with the main purpose being to get as many of the Scouts from our Troop to an annual summer camp conducted by the Boy Scouts of America and to cover the Troop's operating expenses. To that end, the Scouts will earn money from certain events which will go directly to the Scout's account. The Scouts who work an event will divide half of the profits among themselves prorated by hours of attendance. The Troop Committee may decide to provide the money a Scout has earned for needed Scout equipment if the Scout submits a request describing his need to the Finance Chairman.
- 3.3 Only active Scouts may work and benefit from fundraising projects. Money in the Scouts' account may be used for dues upon Troop Committee approval.
- 3.4 Popcorn sales, the sale of Scout fair tickets and certain other fundraising may be set by the Troop Committee that will not be split with the Scouts for their Scout Account. All profits realized from these events goes into the general Troop fund.
- 3.5 The Troop Finance Chairman will be responsible for maintaining the records of any money earned by the Scouts. The Scouts are responsible for making sure they record their participation in any activities where they will receive a share of the money raised.
- 3.6 The Troop Finance Chairman shall receive all money raised and shall deposit the money in the Troop account. Any money which needs to be disbursed because of the fundraiser shall be paid for out of the Troop account.
- 3.7 If a Scout leaves the Troop or becomes inactive for six (6) months, any money earned by that Scout will revert to the general Troop fund.

**SECTION 4. INDIVIDUAL SCOUT ACCOUNTS**

- 4.1 The Troop Committee shall establish an account within the Troop account for the purpose of providing an individual Scout account, earned through fundraising projects.
- 4.2 The Troop Committee will be responsible for establishing the parameters by which the Scout funds may be redeemed. Suggested items for which the Scout redeem his funds are as follows:
  - a. Dues, personal summer camp account, camping fees.
  - b. Any purchase from the official Scout catalog or from the council Scout shop.
  - c. Any purchase the Troop Committee deems is needed for Scout activities.
  - d. Cost of Eagle Project

**SECTION 5. TROOP CHECKING ACCOUNT**

- 5.1 The Troop Finance Chairperson shall keep custody of the checking account records and the checkbook. The authorizing signatures on the checking account are as follows:
  - a. Committee Chairman
  - b. Finance Chairman
  - c. One other Committee Executive Officer
  - d. A minimum of two signatures are required on all checks.
- 5.2 All expenditures require prior Troop Committee approval before a check may be issued. Any checks issued without Troop Committee approval become the personal responsibility of the signing parties until Troop Committee approval is obtained.

**SECTION 6. TROOP ACCOUNT AT COUNCIL HEADQUARTERS**

- 6.1 The Troop account at the Council Headquarters shall be accessible to only the following:
  - a. Committee Chairman
  - b. Finance Chairman
  - c. Advancement Chairman
  - d. ScoutmasterThe Troop Committee may designate additional adults as necessary.
- 6.2 The Finance Chairman shall maintain the Troop account at a minimum of fifty dollars (\$50.00).

**SECTION 7. SCOUTMASTER PETTY CASH**

- 7.1 The Scoutmaster will be given discretionary funds in the amount of one hundred dollars (\$100.00) per quarter.
- 7.2 The Scoutmaster is responsible for annotating what the funds were used for by submitting receipts or other records to the Finance Chairman in order to replenish his petty cash.

**SECTION 8. FIXED TROOP EXPENSES**

- The Troop shall furnish the following to all active Scouts of the Troop:
- a. Required insignia for highest office held at the time and patrol insignia.
  - b. All earned rank and badges with corresponding parent's pin.

- c. Re-registration of the active Scout.
- d. All merit badges earned by the Scout.
- e. All earned award patches.
- f. Webelos crossing over shall receive neckerchief, epaulets, and Troop binder.
- g. Any other expense approved by the Troop Committee.

## ARTICLE VI

### SECTION 1. TROOP ANNUAL PROGRAM

1.1 The goals of Troop 722 are to help our Scouts become good, well informed, productive members of our community, to provide a well balanced outdoor program and to have each Scout realize his own full potential in order to prepare him for his active participation in the world around him.

- a. In building good citizenship, the Troop will constantly guide the Scouts through citizenship skills by planning lessons in citizenship, using the resources available through BSA, adult and youth leader's living example and activities such as service projects, community involvement, etc.
- b. In developing the Scout to be in tune with nature and self-sufficient in the outdoors, a challenging, meaningful outdoor program will be developed each year. This will be accomplished by planning many activities for all levels of Scouting skills, such as; car camping, day hikes, fun outings to more strenuous activities such as: backpacking, rock climbing, high adventure treks and other outings to fit the skills of the Scouts.
- c. All planning will be done with the individual Scouts well-being in mind. Scouts will be encouraged at all times to attain as high a level of skill as is possible for each Scout. At no time will an adult or youth leader push or coerce a Scout beyond his abilities or skill level.
- d. The Troop planning will be carefully structured to enhance the learning and advancement of every Scout in the Troop. Scouts will be expected to follow all the procedures and requirements for advancement without taking any shortcuts or trying to "hurry up" the process. Scouts will be expected to teach their skills to other Scouts who have not yet acquired those skills.
- e. All parents/guardians are strongly encouraged to participate in the planning process and in the support, guidance and motivation of their son in this adventure.

### SECTION 2. ANNUAL PROGRAM PLANNING

2.1 The annual planning session will be held in August of each year for implementation of the program in September.

2.2 The Troop activity calendar will be developed and administered as follows:

- a. The patrol members will get together and review the past year's activities and decide what activities they wish to keep, get rid of or add. The Patrol Leader will conduct a vote on the proposed activities and pare the list down to a reasonable and realistic list and bring the list to the next Patrol Leaders Council.

- b. The patrol leaders council will evaluate each suggested activity on its merits and general interest to the Troop and then vote to place the activities on the calendar.
- c. The PLC will present the proposed activities to the Troop Committee for their review and determination of suitability, logistics, adult supervision required, equipment requirements, etc.
- d. The Troop Committee will review the proposed program at the annual planning meeting. The Troop Committee will indicate which activities were approved and which need to be modified, scheduled or replaced.
- e. The Committee Chairman will ensure the program is implemented and communicated to all Troop Committee members, Scouts and parents/guardians.
- f. Incoming Webelos are invited to the annual planning meeting.

## **ARTICLE VII**

### **SECTION 1. ORIENTATION MEETING FOR CROSS-OVER WEBELOS PARENTS**

- 1.1 The orientation meeting shall take place at the first Troop meeting after the crossover. The incoming Webelo parents shall be notified of this meeting at the crossover ceremony.
- 1.2 This meeting will be attended by the Scoutmaster, Committee Chairman and incoming Webelo parents shall discuss the following:
  - a. Adult Advisors for the new patrol
  - b. Advancement policies
  - c. Campout planning
  - d. Reimbursement policy
  - e. By-law introduction
  - f. Joining fees

## **ARTICLE VIII**

### **SECTION 1. ADVANCEMENT PROGRAM**

- 1.1 Advancement – A Scout may advance at his own pace according to his age level and capabilities. One of the purposes of the Scoutmaster conference is to allow the Scoutmaster to make a determination as to the suitability of the Scout to advance. The official Boy Scout Handbook or the list of requirements available from the Troop Committee for the specific rank, must be used and signed by an adult leader of Troop 722 to count towards advancement. Experiences prior to joining Scouts will be considered for advancement on a case by case basis.
- 1.2 Work may be done on any rank up to First Class, in any order, however ranks will be awarded in the proper order. Work on higher ranks must be done in the proper order.
- 1.3 When a Scout completes his requirements for advancement, he will inform his Scoutmaster. He will request a Scoutmaster conference. The Scoutmaster will conduct the Scoutmaster conference and upon being satisfied that the Scout is ready for advancement, will notify the Advancement Chairman that the Scout is ready for a board of review.

- 1.4 Board of Review – A board of review will be scheduled at least twice a quarter or as often as the Advancement Chairman deems necessary. The purpose of the board of review is to determine that the Scout has completed all the requirements for advancement and that the Scout understands what the advancement means. It is not the responsibility of the Board to retest or have the Scout perform any work as proof of having completed the requirements. The Board may decide to send the Scout back to the Scoutmaster for retesting if the Board determines there may be something the Scout needs further work on. The decision of the Board is final.
- 1.5 Members of the Board of Review – The members shall consist of any adult members of the Troop Committee or any other adult the Troop Committee deems suitable. The Scoutmaster may not sit on this Board. There shall be at least three (3) members and not more than six (6) members sitting on this Board. The Advancement Chairman will select the members of the Board from among those eligible and able to sit on the Board and will chair the proceedings.
- 1.6 Merit Badges – The following procedures will be followed to obtain a merit badge:
- a. The Scout selects a merit badge he is interested in and obtains the booklet from the Troop library. If unavailable then he must purchase his own book. He will read over the merit badge book and familiarize himself with the requirements for the merit badge.
  - b. When the Scout is ready to begin work on the badge, he will contact the unit leader for the application and the merit badge counselor list. The most current merit badge counselor list must be used to select and contact a counselor for a specific merit badge prior to any work being counted towards the badge.
  - c. Once the Scout has completed the requirements and has had the counselor sign off the application, he will submit the completed application to the Advancement Chairman.
  - d. The Advancement Chairman signs, records, and retains the Troop's and council's copies of the merit badge application. He will then return the Scout's copy which the Scout should safeguard in the event his records are lost.
  - e. The Advancement Chairman completes the advancement report and submits it to the BSA council.
  - f. The merit badge will be awarded at the next Court of Honor.
  - g. A parent may not be a counselor for an Eagle required merit badge for their son.
  - h. A Troop merit badge counselor may not be counselor for more than three (3) Eagle required badges for the same Scout.
  - i. Parents should be discouraged from being a merit badge counselor for their son.
- 1.7 Court of Honor – Shall be scheduled at least once per quarter and should be given the utmost priority with the thought being in giving the Scouts recognition for their achievements. Parents should be given invitations to the Court of Honor.

## **ARTICLE IX**

### **SECTION 1. TROOP BY-LAWS**

These by-laws are intended to provide guidelines for the daily operation and organization of the Troop. All members of the Troop agree to follow and abide with these by-laws to the best of their ability.

## SECTION 2. MEETINGS

The regularly scheduled meetings for Troop 722 shall be held every Tuesday at 7:00 P.M., at St. Francis Church, in Vista, California. If it becomes necessary to relocate a meeting temporarily, the Scoutmaster and/or the Troop Committee shall make the necessary arrangements and notify the members.

## SECTION 3. MEMBERSHIP

To maintain active membership in the Troop, a Scout must abide by the following requirements:

- 3.1 Attend all regularly scheduled meetings, activities and functions in the specified uniform. The only excused absences are those pertaining to sickness, vacations, family requirements, school or religious commitments or other reasons accepted by the Scoutmaster.
- 3.2 Attendance will be recorded at all Troop meetings and outings, by the Scribe or his designated alternate. It is the individual Scout's responsibility to ensure his attendance is recorded.
- 3.3 Nonattendance – If a Scout is absent for three consecutive meetings, then:
  - a. His patrol leader shall contact the Scout to find out why he is not attending the meetings.
  - b. The patrol leader shall notify the SPL after the Scout has missed four consecutive meetings.
  - c. The SPL shall attempt to call the Scout and find out if there is a problem.
  - d. After the Scout has missed his fifth consecutive meeting, then the Scoutmaster shall contact the Scout and determine what the next course of action shall be. The Scoutmaster's action will be determined on a case by case basis.
- 3.4 Any Scout who has missed more than fifty percent (50%) of the meetings between campouts will not be eligible to attend the next campout.
- 3.5 Inactive Status – After the parents of a Scout have been notified of a potential problem, that Scout may be placed on inactive status as described under Article III, Section 1.1 for the following reasons:
  - a. Lack of attendance and/or participation at regularly scheduled events.
  - b. Disrespect to any adult, fellow Scout, the uniform or the Boy Scout program in general.
  - c. Refusal to follow or obey the direct order of any adult or Scout leader.
  - d. Conduct unbecoming of a Scout.
  - e. Failure to comply with the constitution and by-laws of Troop 722.
  - f. Failure to maintain dues.

Inactive membership – A Scout who has not fulfilled the minimum requirements, and has not presented any reason for not complying, shall be deemed inactive and unable to participate in any official activity or function of the Troop and is not eligible for any rights or privileges of an active Scout.

SECTION 4. OUTINGS, ACTIVITIES AND FIELD TRIPS

- 4.1 Eligibility – Only Scouts who are currently active may participate in any of the Troop events. All requirements which have been set for the particular event must also be met. The Scout's dues must be current or arrangements made with the Scoutmaster by the meeting just prior to the event.
- 4.2 An emergency/permission form must be signed by the parent or guardian and turned in to the Event Coordinator by the meeting just prior to the event.
- 4.3 An official tour permit, properly completed, shall be submitted to the local council at least two weeks in advance of the event by the Event Coordinator.
- 4.4 Adult drivers shall comply with all the requirements of the Boy Scouts of America. No Scouts may ride in the back of a pickup truck.
- 4.5 No refunds will be given if a Scout or Scouter withdraws from a trip unless a replacement is found who will pay for the costs of the trip.

SECTION 5. UNIFORMS AND INSIGNIA

- 5.1 Uniforms – The official Boy Scout uniform of the Boy Scouts of America shall be worn at all official events, meetings and when going to or returning from an event. The uniform will be worn correctly and in a well maintained manner consistent with accepted practices of the Troop. If a Scout is not wearing his uniform correctly, he will be asked to change or correct the deficiency before participating in any event. No alteration to the standards of the uniform may be made without prior request of the Troop Committee.
- 5.2 The Class "A" uniform of Troop 722 shall be as described below:
  - a. Hat – Official BSA baseball type cap or official Troop hat (optional) with the Scout uniform.
  - b. Shirt – Official BSA short or long sleeve shirt. Undershirt shall be white, gray, tan or green. Shirts must be tucked in at all times
  - c. Neckerchief – Official BSA red with black trim with official slide or approved alternate.
  - d. Pants – Official BSA green long pants or shorts
  - e. Belt – Official BSA green web with brass buckle. Brass clips allowed for pocket knife only or other Troop approved accessory or belt.
  - f. Shoes and socks – Tennis, hiking, or black hard shoes with white, grey, tan or green socks.
- 5.3 The class "B" or the activities uniform shall be as described below:
  - a. Hat – Official BSA baseball type cap with the Scout emblem (optional)
  - b. Shirt – Official BSA green Troop T-shirt with Scout emblem or approved alternate
  - c. Pants – Official BSA green long pants or shorts
  - d. Belt – Official BSA green web with brass buckle. Brass clips allowed for pocket knife only or other Troop approved accessory or belt.

- e. Shoes and socks – Tennis, hiking or black hard shoes with white, grey, tan or green socks.
- 5.4 The adult uniform shall be as stated for the Scouts with the exception of the neckerchief and shall also be worn correctly to all official events. The adult leaders may wear a bolo tie in place of the neckerchief and a leather belt in place of the web belt.
- 5.5 The uniform shall never be worn to any unofficial or unsanctioned event.
- 5.6 Insignia – All insignia shall be worn as described in the official Boy Scout Handbook and Insignia guides issued through the Boy Scouts of America. No unofficial or unauthorized insignia shall be worn on the uniform.
- 5.7 Informal uniform inspections will be held at least once a month with a formal inspection held every six (6) months.

## SECTION 6. SCOUT RESPONSIBILITIES

- 6.1 Scout responsibilities include, but are not limited to, the following:
- a. Show a desire and willingness to be a part of the Boy Scouts of America.
  - b. To be well behaved and conduct themselves with the utmost respect for their adult and youth leaders.
  - c. Attend weekly Troop/patrol meetings.
  - d. Make every attempt to attend all outings/events.
  - e. Prepare for and accept Troop leadership opportunities.
  - f. Try his best to be a model Scout living up to the principles of the Scout Oath, Scout Law, Scout Motto, Scout Slogan and the Outdoor Code.
- 6.2 Scout equipment – Each Scout is responsible for providing his own personal equipment. This equipment includes such items as:
- a. BSA handbook, pencil, notepaper, etc to all Troop meetings/activities.
  - b. Camping gear such as: mess kit, sleeping bag, backpack, tent, etc. The Scoutmaster shall make a determination of the suitability of the Scout's gear and will advise him of unfit or unsuitable equipment. It is still the responsibility of the Scout to provide suitable gear for the planned outing.
  - c. Troop binder (calendar, contact list, by-laws)

## SECTION 7. HIGH ADVENTURE PATROL

The Troop shall organize and maintain a High Adventure Patrol for the more experienced Scouts of the Troop. This team shall be open to all active members of the Troop, their parents, guardians, or siblings. The purpose of this team is to provide more challenges and adventures for the Scouts who have shown outstanding participation, leadership and interest in the Scouting movement.

- 7.1 In order to be considered for membership, the Scout requirements are as follows;
- a. Be at least First Class and 14 years old.
  - b. Have shown a consistent level of self-responsibility and common sense.
  - c. Have displayed a willingness to follow directions and give directions when called upon.
  - d. Be active in most of the activities of the Troop.



- 7.2 In order to be considered for membership, the adult and non-Scout membership requirements are as follows:
- a. Have shown a consistent level of self-responsibility and common sense.
  - b. Have displayed a willingness to follow directions and give directions when called upon.
  - c. Provide proof of health insurance or be registered with the Troop.
  - d. Provide the current BSA Annual Health and medical record.
  - e. Submit to the same requirements as may be imposed on the Scouts.
  - f. Participate in several base camp outings before being considered for the team.
- 7.3 The High Adventure Patrol Advisor shall be trained and certified by a recognized council program. The Advisor shall assume the responsibility for the training and safety of all members of the team:
- a. The Advisor will have absolute authority to determine the means and methods regarding the High Adventure program.
  - b. The Advisor will maintain the minimum required first-aid and CPR experience as indicated by the local council.
  - c. The Advisor shall establish a training program for the patrol to prepare them for the planned activities.
  - d. The Advisor will make the final decision on the patrol members for the current year.

## **ARTICLE X**

### **SECTION 1. AMENDMENTS**

These articles represent the Troop Committee's desire to provide clear, precise guidelines for the successful operation of the Troop. Amendments may be proposed at any time by any registered member of the Troop.

- 1.1 The procedure for amending these articles is as follows:
- a. A copy of the proposed amendment shall be submitted to the Committee Chairman.
  - b. The Committee Chairman will review the amendment with the proposer and make sure there are no conflicts with the existing articles and that the intent of the amendment is expressed correctly.
  - c. The Committee Chairman will submit the proposed amendment for consideration of the Troop Committee at its next scheduled meeting. The Troop Committee will determine if further information is required and shall act accordingly.
  - d. The Troop Committee will vote according to the rules established herein.
  - e. A quorum must be present and the amendment may be adopted by a simple majority of the Troop Committee members present.
- 1.2 The Committee Chairman and Secretary are responsible for keeping the latest version of the by-laws in current , electronic, editable master. Electronic distribution of the by-laws will be in a non-editable format, i.e. pdf.

## ARTICLE XI

### REVISION HISTORY

Release

August 19, 2012: These Troop 722 By-Laws were entirely updated and approved by the Troop Committee on May 16, 2012.

January 13, 2103: Added 4.9 g. to ARTICLE IV, SECTION 4, Added 4.12 f. to Article IV, SECTION 4, added 4.14 h. to Article IV, SECTION 4 and added ARTICLE XI, REVISION HISTORY which were approved by the Troop Committee on December 19, 2012