

# **TROOP 219**

## **By-Laws**

**First Presbyterian Church of Fenton  
Tall Pine Council, BSA  
Fenton, Michigan**

## Mission Statement

It is the mission of Troop 219 to operate a Boy Scout Troop under the authority of a Charter issued to its Chartered Organization on their behalf in accordance with the guidelines and standards of the Boy Scouts of America; and to provide the program of the Boy Scouts of America to the youth members of the troop.

## Terms and Construction

1. Gender – all terms presented herein in the masculine, feminine or neuter gender shall be interpreted without regard to such gender unless the context of usage within the guidelines of the Boy Scouts of America requires such gender specific interpretation.
2. Charter Year – the period covered by the charter issued by the BSA authorizing the operation of Troop 219. This period can cover a period that may be longer or shorter than a full year.
3. Scout Year – the twelve-month period beginning on the first Monday following Labor Day in September of each calendar year and ending on Sunday immediately following Labor Day in the next calendar year.

## Chartered Organization

1. Troop 219 exists by authority of a charter issued by the Boy Scouts of America to the First Presbyterian Church of Fenton. The Chartered Organization provides the basis for the troop, which has no legal existence separate from the Chartered Organization.
2. It shall never become a requirement for any youth or adult member of the Troop to subscribe to the specific beliefs of the Chartered Organization nor shall any youth or adult member of the Troop be required to become a member of the Chartered Organization as a condition of becoming or remaining a member of the Troop. Such subscription or cross membership shall be neither prohibited nor discouraged of Troop members.
3. The Chartered Organization shall name a “Chartered Organization Representative.” The Chartered Organization Representative shall be the principal representative of the chartered organization in its interaction with the troop and with officials of the Boy Scouts of America and the local Boy Scout Council. He shall have the duties, responsibilities and authority designated to that position by the Boy Scouts of America.

## Troop Leadership

### **Adult Leaders**

1. The adult leaders of Troop 219 shall consist of a Troop Committee (Chairman and Members), a Scoutmaster, and one or more Assistant Scoutmasters. Adults

- serving in one or more of these capacities shall be referred to as “registered adults.”
2. Every registered adult leader of Troop 219 shall meet all of the membership requirements of the Boy Scouts of America as published and amended by that organization from time to time, and shall maintain a current membership with that organization at all times while serving Troop 219.
  3. Troop 219 shall present no additional restrictions on adult leaders beyond those required by the Boy Scouts of America for selection; however, specific training requirements may be placed on any adult leader as a condition of remaining in their specific leadership position.
  4. An adult leader whose membership in the BSA is terminated for any reason shall be immediately removed from all positions held within Troop 219.
  5. When permitted by the BSA, parents of youth Scout members of Troop 219 may participate on Troop activities and events without being registered members of the BSA and in such capacity shall act and have all of the authority and responsibilities of an Assistant Scoutmaster, as defined below. Parents serving in this capacity shall be referred to as “unregistered adults.”
  6. Participation by any adult leader (registered or unregistered) in a troop activity or event may be denied or terminated for any adult if the Troop Committee or the Adult Leader in charge of that activity believe that the participation of that adult poses a danger to the health or safety of the Scouts, or that such participation would be contrary to the objectives of the activity.

## **Troop Committee**

### **Committee Membership**

1. The Troop Committee shall consist of no less than five members, each of whom shall maintain a current Adult registration with the Boy Scouts of America (either primary or multiple) as a member of the Troop 219 Committee during their entire time of service as a Troop Committee member.
2. The Troop 219 Committee shall include the following special positions:
  - a. *Committee Chair* – *The committee chair shall be appointed by the Chartered Organization. Such appointment may be the result of the selection and recommendation of the Troop Committee or by any other method the Chartered Organization shall choose, in its sole and exclusive discretion. Apart from the requirement of current BSA registration, neither Troop 219 nor these bylaws may impose any restriction on the rights of the Chartered Organization in its selection of the Troop Committee Chair. The Committee Chair shall be responsible for the creation and maintenance of the minutes of all Troop Committee meetings and may designate another adult to perform this function.*
  - b. *Troop Committee Treasurer* – *The treasurer shall be responsible for the safekeeping and accurate accounting for all troop monies, funds, and*

*other property not under the authority of the Troop Committee Quartermaster. The treasurer shall also be responsible for all official correspondence of the troop. The treasurer shall be a primary advisor to one or more youth Scribe(s).*

- c. Troop Committee Quartermaster – The quartermaster shall be responsible for all physical property owned or controlled by the troop including but not limited to vehicles, trailers, camping equipment, flags, tents & shelters, etc. The quartermaster shall be a primary advisor to one or more youth quartermaster(s).*
  - d. Advancement Chair – The troop advancement chair shall be responsible for maintaining records of the Boy Scout advancement of all Youth Scout members of the troop, and the submission of accurate advancement reports to the Tall Pine Council. The advancement chair shall report to the Troop Committee on the status of advancement by youth Scout members, identify, and recommend methodologies for improvements.*
  - e. Fund Raising Chair – The troop fund raising chair shall be responsible for coordinating all of the fund raising activities of the troop other than those activities that have a separate temporary coordinator named.*
3. In the absence of the Troop Committee Chair, the function of that position shall be filled by the persons holding the above listed positions, in the order listed.
  4. All persons holding positions specified above shall be appointed by the Troop Committee Chair and shall serve in such capacity until their resignation or removal from office. All persons holding the positions listed above shall regularly report to the entire Troop Committee on the functions and activities of their positions and the activities they oversee.
  5. Temporary Positions – The Troop Committee Chair may, from time to time determine and appoint such other temporary positions as he deems necessary to accomplish the goals of the Troop. Such temporary positions may include, by example, a Popcorn Chair, an FOS chair, a webmaster, etc.
  6. A single adult may serve simultaneously in more than one of the positions listed above; however, an adult may not simultaneously serve in the position of Scoutmaster or Assistant Scoutmaster of Troop 219 and as a member of the Troop Committee of Troop 219.

## **Committee Operations**

### **Meetings**

1. The Troop Committee shall meet at such times and places as it deems necessary to accomplish its responsibilities.
2. A regular or special troop committee meeting may be called by the Committee Chair at any time with at least one-week's advance notice.
3. A special committee meeting may be called over the names of any three currently serving committee members. Special meetings so called shall specify one or

- more specific purpose(s) of that special meeting and the agenda of such meeting shall be limited to the issues specified in the meeting notice.
4. Notice of regular or special troop committee meetings posted on the troop web site and sent to the troop email account of all troop committee members shall be deemed adequate notice of such meetings. If a notice of regular or special meeting is sent by US Mail to all committee members, that shall be deemed adequate notice regardless of whether or not posted on the troop web site and sent by email.
  5. A quorum of committee members present in person or by proxy may waive notice of any special meeting when the issues present a time frame for decision that would cause normal notice to be impractical. Actions taken at such special meeting must be reported to the entire committee by written minutes no later than the next regular troop committee meeting at which a quorum is present.
  6. All regular committee meetings shall be open to the attendance of any interested individual. Attendance at special committee meetings may be restricted to Troop Committee members if deemed necessary to conduct the specific business of that special meeting. Such restricted meeting shall be referred to as a “closed special meeting”
  7. At any regular committee meeting issues may arise that are best addressed in closed session. By motion, supported and passed by majority vote, a closed session may be called as part of any regular troop meeting. The issue involved as well as the qualifications to remain in attendance during such closed session shall be specified in the motion.

### **Quorum, Voting and Majority**

1. A quorum shall be determined when the meeting is called to order and shall be required at every regular or special meeting where official business of the Troop Committee is to take place. A meeting called to order in the presence of a quorum may continue to conduct official business of the troop until adjourned, even when subsequent events result in a lack of quorum.
2. The presence in person or by proxy of the lesser of four committee members (including the Committee Chair), or more than one-half of the then currently registered committee members (including the Committee Chair) shall constitute a quorum.
3. Registered and currently serving members of the troop committee may appoint by written proxy another registered and currently serving member of the troop committee to represent them and vote on their behalf at any regular or special troop committee meeting. When a written proxy is to be used it shall be presented to the Committee Chair at the beginning of the meeting and the member whose proxy is granted shall be counted “present by proxy” for all purposes of quorum and majority.
4. No committee member may hold, vote or represent the proxy of more than one (1) other committee member.

5. Only registered and currently serving members of the troop committee may vote on issues before the Committee. The Committee Chair shall withhold his vote except to break a tie.
6. For routine troop operational decisions including all issues not otherwise specified in these by-laws, a simple majority of those committee members present in person or by proxy at the meeting shall be sufficient for approval.
7. When not in opposition to a provision of these by-laws, Troop Committee meetings shall be conducted in accordance with standard parliamentary procedures as defined in "Roberts Rules of Order."
8. Issues requiring the amendment of these by-laws shall require the affirmative vote of more than half of all of the registered and currently serving committee members. Such affirmative vote may be secured at a regular or special meeting or may be secured by independent ballot via regular or electronic mail.

### **Removal of Registered Adult Leaders**

1. All adult leader registrations expire automatically at the end of the Charter Year (as defined previously) unless renewed. Renewal of registration is the responsibility of each registered adult. A registered adult who fails to renew their registration shall be automatically removed from any positions within the troop.
2. Registered Adult Leaders may be removed from their position(s) in the Troop for cause, which shall consist of specific and verified violations of any published rules of the Boy Scouts of America, or these by-laws. Cause for removal shall be determined by the Troop Committee at any regular meeting or special meeting called for that purpose and, if it appears that cause exists, a written proposal to remove the Adult Leader and providing him with the opportunity to defend against such removal at a closed special meeting will be delivered to him by US Mail, (certified delivery, return receipt).
3. Prior to removal, an adult leader shall have the opportunity to be presented with the specific allegations raised against him and be presented with the evidence supporting such allegations, and to be personally heard and to present a defense which may include the introduction of documents and other evidence and the written or oral testimony of witnesses. A closed special meeting convened for this purpose shall be conducted within a reasonable time after serving notice of that the Committee believes that cause exists to remove the Adult. The affirmative vote of more than 60% of the registered and currently serving committee members physically present at this closed special meeting shall be required to remove an adult leader.
4. Attendance and vote by proxy shall not be permitted at a closed special meeting conducted for removing a registered adult. If the Adult Leader that is the subject of the removal proceedings is a currently serving member of the troop committee they shall be neither counted in determining quorum nor permitted to vote at such meeting.

5. A registered adult removed from the Troop under these provisions is not removed from membership in the Boy Scouts of America and may transfer their BSA membership to another registered unit.
6. Registered Adult Leaders may be removed from membership in the Boy Scouts of America for cause according to rules described and published by the Boy Scouts of America from time to time, and any Adult so removed from BSA membership shall be automatically removed from all Troop 219 positions.

## **Scoutmaster**

### **Qualification & Selection**

1. The Scoutmaster shall be appointed by the Troop Committee and may be removed by the Troop Committee at any time with or without cause and without prior notice.
2. The Scoutmaster must meet BSA requirements for holding such position prior to appointment by the Troop Committee.
3. Any person appointed as Scoutmaster who has not previously completed the Adult Basic Leader Training course, including the outdoor skills module, or its equivalent, shall attend such training within 90 days of appointment, or as soon thereafter as such training is available.
4. If not previously completed, the Scoutmaster shall be encouraged to attend Woodbadge training as soon as practical after appointment.
5. The troop shall bear at least one-half of the cost of the first attendance at any basic training module or Woodbadge by the Scoutmaster. The Troop Committee may agree, upon the request of the Scoutmaster, to bear up to all of the costs and reasonable out of pocket expenses of such attendance.

### **Scoutmaster Duties & Authority**

1. The Scoutmaster shall be the primary adult leader of the Troop Program.
2. The Scoutmaster shall select and supervise the activities of one or more Assistant Scoutmasters.
3. The Scoutmaster shall select a registered adult leader to oversee the activities of the first-year scout program.
4. The Scoutmaster shall act as the adult advisor to the Senior Patrol Leader and the Patrol Leader's Council, and is responsible for assisting them in the successful accomplishment of their objectives.
5. The Scoutmaster is responsible to assure that the youth Scout members of the troop receive the program of the Boy Scouts of America as defined in these by-laws.
6. The Scoutmaster shall have the authority to remove any youth leader(s) from their position of leadership, whether elected or appointed, at any time.

7. The Scoutmaster shall be the main leader on all troop program activities unless an alternate leader is designated.
8. The Scoutmaster is expected to be in attendance at all meetings and activities of the troop; or shall designate an Assistant Scoutmaster or other registered adult to represent him in his absence. Such designation shall be made sufficiently in advance as is reasonable and necessary to protect the success of the activity or event.
9. The Scoutmaster shall report to the Troop Committee regularly on all matters of Troop Program and status toward program goals.

### **Assistant Scoutmasters**

1. Assistant Scoutmasters shall meet the requirements for such position as established by the Boy Scouts of America.
2. Assistant Scoutmasters shall receive instructions from and report to the Scoutmaster in all meetings, events and activities. They shall perform such duties as the Scoutmaster assigns.

### ***Youth Leadership***

#### **Senior Patrol Leader**

1. The Senior Patrol Leader shall be elected by the youth Scout members of the troop.
2. Elections for the position of Senior Patrol Leader shall be held not less often than annually and such election shall be scheduled, widely announced and published well in advance to assure the maximum involvement of the youth Scout members of the troop.
3. The Senior Patrol Leader shall appoint one or more Assistant Senior Patrol Leaders to assist him, with the advice and consent of the Scoutmaster. If more than one Assistant Senior Patrol Leader is appointed, the Senior Patrol Leader shall specify the order in which such assistants shall act for him in his absence.
4. In the event of an early vacancy in the position of Senior Patrol Leader, the Patrol Leaders Council shall select a temporary Senior Patrol Leader and also fix a date as soon as is reasonable and practical to hold a new election.
5. Unless the Troop should find itself with no current youth Scout members of at least First Class Scout rank, no youth Scout member shall stand for election to the position of Senior Patrol Leader without having first attained the rank of First Class Scout.

#### **Patrol Leader's Council (PLC)**

1. The Patrol Leaders Council shall consist of the Senior Patrol Leader, all current Assistant Senior Patrol Leader(s), and all currently serving Patrol Leaders. Appointed troop junior leaders in positions qualifying for advancement shall be ex-officio, non-voting members of the PLC. When acting in their capacity on

- behalf of a Patrol Leader, an Assistant Patrol Leader shall be considered a Patrol Leader for these purposes.
2. The PLC shall meet from time to time as it or the Scoutmaster deems necessary. The Scoutmaster or the Senior Patrol Leader may call a meeting of the PLC at any time.
  3. The PLC is responsible for the planning, development and operation of all troop program activities including regular troop meetings, special activities, events, and regular courts of honor.
  4. Once each year, prior to the first meeting of the Scout Year in September, the PLC shall have developed the program calendar for the upcoming Scout Year. Such annual program calendar shall be submitted to the Troop Committee for final approval upon completion.
  5. The Patrol Leader's Council shall not require a quorum to act. Final determination of all matters considered by the Patrol Leader's Council rests with the Senior Patrol Leader who may use any voting or decision-making methodology he deems appropriate for issues coming before the PLC.
  6. The Patrol Leader's Council may not determine matters of Troop Finance, or the allocation of the proceeds of fund raising activities; such matters being the exclusive concern of the Troop Committee.
  7. The Scoutmaster may veto any decisions of the Patrol Leader's Council.

## **Troop Finance**

### ***Troop Assets***

### **Financial Accounts**

#### **Bank Accounts**

1. The Troop shall maintain one or more bank accounts for the holding and maintenance of troop monies. These accounts may be in the nature of checking accounts, savings accounts, certificates of deposit, money market accounts or any similar deposit accounts. All such accounts shall be held in institutions providing appropriate deposit Insurance through FDIC, FSLIC, or NCUA.
2. Surplus troop funds shall be held in or transferred to accounts that earn interest for the Troop. Interest so earned shall be considered part of the general revenues of the troop.
3. The Troop Committee Chair and the Troop Committee treasurer shall be signatories on all troop accounts. The Troop Committee may authorize additional signatories on any one account or group of accounts as it sees fit to meet the operational needs of the troop; and shall review the authority to sign on bank accounts on a regular basis.

### **Council Account**

1. The Troop shall maintain an account with the local Boy Scout Council for the purpose of paying for membership, awards, camping and activities.
2. The Troop Committee Chair and the Troop Committee Treasurer shall be signatories on this account. The Troop Committee Chair may authorize additional signatories on this account as he sees fit to meet the operational needs of the troop; and shall review the authorities granted on a regular basis.

### **Equipment**

1. It shall be the function of the Troop Committee Quartermaster to arrange for the storage, inventory, maintenance, repair and safekeeping of all troop equipment not currently assigned to a Troop Member for use.
2. Troop equipment is intended to be used specifically for the furtherance of the official program of the troop.
3. Requests to use troop equipment for purposes not included in paragraph (2) above may be made to the troop committee, in writing by any youth or adult member of the troop. Such requests shall detail the equipment requested, the intended location and use of the equipment and the expected date of return. While in the possession of any youth or adult member of the troop, that member is responsible for the proper care, maintenance and safekeeping of all items of Troop property in their possession, and for the timely return of all such property to the Troop Committee Quartermaster. The troop committee may act on such requests as it deems appropriate and may impose any restrictions and/or deposits, usage or cleaning fees it deems appropriate upon approved requests.
4. As the ultimate owner of all Troop property and equipment, the Chartered Organization may use any Troop property and equipment whenever requested without the imposition of any fees or costs.
5. Acquisition of new or additional troop equipment shall be a part of the annual Troop budget, which shall also provide appropriations of funds for repair, maintenance, insurance and safe storage of all troop equipment.
6. At any time, the Scoutmaster, or Adult Leader in charge of any activity in the absence of the Scoutmaster, may authorize the expenditure of up to \$100 for the repair or acquisition of Troop Equipment deemed necessary for that particular activity.
7. Expenditure of funds greater than \$100 must be approved by the Troop Committee either before or after the actual expenditure. Any Troop funds expended that are ultimately not authorized shall be promptly repaid to the troop by the Adult Leader who authorized the expenditure.

## Individual Scout Accounts

### Guidelines & Standards

1. Individual accounts are created within the general accounting structure of Troop general funds, and represent only a restriction on the use of otherwise undivided monies. Individual Scout Accounts do not represent separately held or titled funds.
2. Individual Scout Accounts serve the program goals of the Troop by providing a means for Scouts to learn to earn their own way and to learn to plan and manage finances.
3. An individual account will be created and operated for every active Scout during the entire time that they are active members of the Troop. Any balance that has not been withdrawn from an individual account that remains when a Scout's membership in the troop expires shall be released back into the troop general fund.
4. Individual accounts exist for the purpose of furthering the program goals of the Troop and must be used only with that purpose in mind.

### Deposits & Withdrawals

1. Deposits into individual Scout accounts may be made as follows:
  - a. Checks and cash delivered to the troop treasurer and designated for the Scout's account
  - b. That portion of the net income from fundraising activity allocated to the Scout
  - c. Refunds of overpayments of activity fees paid and authorized by the Troop Committee or these by-laws.
2. Withdrawals from individual Scout accounts may be made as follows:
  - a. By application of all or a portion of the balance toward one or more activity fees covering participation by the Scout and/or member(s) of that Scout's immediate family in a program activity operated, conducted or coordinated by this Troop, any other Scout Troop, District, Council, Region or the National Council of the BSA.
  - b. As reimbursement against the purchase of uniform parts, camping gear and supplies appropriate to and for use in the regular program activity of the Troop or any activity described above.
  - c. By transfer directly to the Treasurer or Troop Committee of another Boy Scout Troop upon receiving their certification that the Scout has transferred their registration in the BSA to that Troop, for deposit to the individual Scout account maintained for the Scout in that new Troop.

3. Any withdrawal from a Scout account must be requested in writing and supported by documentation establishing one of the three allowable purposes outlined above, and signed by the Scout's parent or guardian.

### **Ownership**

1. All funds held in individual Scout accounts are the sole and exclusive property of Troop 219 (and its sponsoring organization) and Scouts and Scout Families have no vested ownership interest in any of the funds internally designated by the troop as being part of any individual Scout account.
2. Under no circumstances may funds be withdrawn in cash from an individual Scout account other than as set forth above.

### **Budget**

1. A budget for the upcoming year must be accepted and approved by the Troop Committee prior to the end of each Charter Year, in sufficient time to establish and collect renewal dues prior to the charter renewal date.
2. Once each year in sufficient time for it to be reviewed, discussed, amended or approved as required above, the Troop Committee Treasurer shall present to the Troop Committee a proposed budget for the upcoming year. As part of the development and approval of the budget, the Treasurer shall report the comparison between the prior year's budget and actual results to the committee.

### **Fundraising Guidelines**

1. Troop fundraising activities shall be considered an essential part of the Troop program, irrespective of the financial condition of the Troop.
2. Proceeds of every Troop fundraising activity shall be distributed as determined by the Troop Committee. In the absence of a specific designation for the distribution of the net income from fundraising activities, 25% of such net proceeds shall be added to the unrestricted troop general fund and 75% of such net proceeds shall be distributed among the restricted individual Scout accounts of the Scouts who participated in the activity, pro-rata in proportion to their participation, as calculated by the Troop Committee Treasurer.
3. Every fundraising activity of the Troop shall be administered in compliance with all rules or restrictions imposed by the Boy Scouts of America and/or the Tall Pine Council.

### ***Program Activity Financing***

#### **Guidelines & Standards**

1. Regular troop program activity is expected to be self-supporting. Activity fees shall be set at such levels as to cover the expected costs of each activity.
2. It is anticipated that it will not be possible to establish program fees that will cause each activity to exactly break even between revenues and expenses, and that

- some events shall produce an excess of revenues and others an excess of expenses.
3. Because individual events cannot expect to exactly breakeven, excess program fees shall not be refunded to participants on a per-activity basis. Rather, on a regular basis but no more often than quarterly nor less often than annually, the Troop Committee Treasurer shall compute and report to the troop committee of the aggregate of the results of all troop activities since the last reconciliation.
  4. In the event that the troop has, taken together, failed to collect sufficient revenues to cover all of the activity expenses, the troop shall absorb the excess expenses from its general funds.
  5. In the event that the troop has collected excess fees taken together, the Treasurer shall recommend an appropriate disposition of the excess fees among Scout accounts and the troop general fund to the troop committee who shall determine the final disposition.

### **Adult Leader Participation and Fees**

1. While it is not expected that the cost of attending troop activities shall be excessive, the troop must recognize the substantial effort expected from and responsibility placed upon the adult leader(s) in charge.
2. For each program activity except summer camp, a minimum number of required adult leaders shall be established by the Scoutmaster. Every troop activity shall require at least two adult leaders; at least one being over age 21; and at least one being a registered adult.
3. Program fees for youth Scout and additional adult leader participants shall be established so that the participation fees for all required adult leaders are covered by the participation fees charged to the other youth and adults attending. Any required adult may waive any or all of the troop payment for their participation fees. All Scouts attending and all adult leaders exceeding the required minimum number, attending each event shall be responsible for the full payment of the activity fee in advance of attendance.
4. Required adult leaders shall be determined first as the two leaders listed on the tour permit. Additional required leaders shall be determined first from registered Assistant Scoutmasters attending, then registered Troop Committee members attending, then unregistered adults in ascending order by age of their son attending, beginning with the youngest Scout until all required adults have been individually identified.
5. Summer Camp program fees for the Scoutmaster or his designated weeklong alternate shall be paid from troop general funds or from Council incentives as available. All other adults attending summer camp shall pay their own fees in full.

## **Camperships**

1. The Troop Committee may authorize the payment of some part of all camping or activity fees on behalf of any youth Scout members who have demonstrated financial hardship, within the financial means of the troop.
2. Financial Assistance must be requested by the parent or guardian of the Scout, but may be suggested to any Scout, parent or guardian by any registered or unregistered adult leader of the troop who comes on information that would make such suggestion appropriate.
3. Financial assistance shall be requested at such time and in such manner as the Troop Committee Treasurer shall determine. Requests for camperships shall be considered and approved by a temporary committee established for this purpose by the Committee Chair. All information submitted or requested in support of a campership shall be kept confidential within the temporary committee.
4. The Troop Committee as part of the annual budget process shall appropriate total funds available for financial assistance. Requests for financial assistance within the amounts so budgeted shall not require review of the Troop Committee.
5. In the event that requests for financial assistance exceed the amount budgeted, the Troop Committee shall at a regular or special meeting, review the requests and determine if additional funding will be provided, or if requests will be only partially met.

## **Troop Program**

### **Objectives**

The Troop Program shall be designed to meet the published Mission and Purpose of the Boy Scouts of America, using the methods and standards of that organization.

### **Participation**

1. Participation in scheduled troop activities, events and meetings shall be generally open to all Scouts in the troop. However, the Scoutmaster or other adult leader in charge of a specific activity or event, or the Patrol Leaders Council is authorized to limit the participation in any activity to those Scouts who meet specific minimum requirements.
2. Such minimum requirements may be based upon age, experience, advancement, participation or behavior or any other standard that is appropriate to that event or activity, or which is required by BSA rules or any outside vendor, advisor or guide as part of the activity or event.

### **Boy Scout Advancement**

1. The primary responsibility for Boy Scout rank advancement rests with each individual youth Scout member of the troop.

2. The Scoutmaster shall ensure that the troop program provides adequate opportunities for participating Scouts to advance within the program.

## **Boards of Review**

1. Boards of Review shall consist of not less than three, nor more than five registered adults who are currently serving members of the Troop Committee (including the Committee Chair) of any troop chartered by the BSA. In addition to these members, Boards of Review for the rank of Eagle Scout shall include the District Advancement Chair and all such additional members as he shall choose and recruit.
2. The Scoutmaster and Assistant Scoutmasters may not serve on any Board of Review while they hold such position, neither in their own capacity nor as a representative of another adult.
3. A Board of Review for awarding the rank of Life Scout and below, and for the awarding of Eagle Palms may be convened at any time upon the request of the Scoutmaster, who shall notify the Troop Committee Chair or his designate of the need for such action.
4. A youth Scout member of the troop presenting himself to a Board of Review for advancement shall be in full Scout uniform. The members of the Board of Review shall be the sole determinant of whether the Scout is in acceptable uniform and may refuse to hold the Board of Review for a Scout who does not properly present himself.
5. Decisions of a Board of Review for any rank advancement must be unanimous. If a Scout does not pass a Board of Review, he must be advised of the reasons he did not pass and of the actions that he must take in order to improve his performance.
6. Any adult involved with the Troop may call for a Board of Review for a youth Scout member who has stalled in the advancement process, to determine the reason and attempt to assist that Scout, and/or identify problems with the delivery of the program objectives of the Troop.
7. Boards of Review for the rank of Eagle Scout shall be scheduled in consultation with the District Advancement Chair, and the Eagle Scout candidate. The District Advancement Chair shall preside over the operation of the Board of Review for the rank of Eagle Scout.
8. Every Board of Review shall, among other things, attempt to secure important information about the operation of the troop program from Scouts who present themselves to such Board, and members of Boards of Review shall report to the Troop Committee of any significant issues or trends observed from such inquiry.

## **Courts of Honor**

### ***Regular***

1. As part of the annual program planning activities of the Patrol Leader's Council, Courts of Honor shall be provided for and scheduled.

2. The number and timing of these regular Courts of Honor should be designed to provide adequate and timely public recognition to Scouts for their advancement and other program achievements since the last regular Court of Honor.
3. It should be considered an objective of the Troop to provide refreshments at the conclusion of each regular Court of Honor. Subject to the normal constraints of sound fiscal management, the Troop shall make every attempt to make funds available for the provision of refreshments at regular Courts of Honor in its annual budgetary process.

### ***Eagle Scout***

1. The primary responsibility for hosting an Eagle Scout Court of Honor lies with the Eagle Scout and his family.
2. For each Scout reaching the rank of Eagle, the Troop will ensure that the following are provided without charge to the Eagle Scout or his family:
  - a. Eagle Award Certificate & Frame
  - b. Eagle Scout Neckerchief & Slide
  - c. Eagle Scout Medal and Pocket Card
  - d. Father's Tie Tack and Mother's Pin
  - e. Labels with troop member names and addresses for invitations

## ***Program Guidelines & Standards***

### **BSA & State Requirements**

#### **Tour Permits and Permission Slips**

1. It shall be the responsibility of the Scoutmaster or such other adult leader specifically placed in charge of each activity to ensure that a proper Tour Permit has been requested and approval received in a timely fashion.
2. As specified in the Tour Permit form, a copy of the publication "Rules for Safe Scouting" shall be present at all activities and shall be followed at all times.
3. Permission Slips that include appropriate health information and parental authorizations shall be secured from every youth Scout member attending any activity held outside of regular troop meetings, and for any regular troop meeting held in a location other than the normal troop meeting place.
4. It shall be the responsibility of the Scoutmaster or such other adult leader in charge of each activity to ensure that adequate permission has been received in a timely fashion.

## **Health & Personal Information**

1. Health and Personal information about every Scout shall be collected and maintained on forms designed for such purpose. Confidential health and personal information will not be shared with anyone not having a need to know.
2. Scouts may be denied the opportunity to participate in meetings or any other program activities if necessary health and personal information is not provided in a timely and accurate fashion.

## **Youth Protection**

1. Every registered adult shall become trained and certified in Youth Protection and shall maintain such certification at all times.
2. The Troop Committee shall oversee and ensure that all Troop Program Activities comply with Youth Protection guidelines established by the Boy Scouts of America.

## **Uniform**

1. There shall be two specifically defined uniform standards used by Troop 219, as follows:
  - a. Official Scout Uniform. Commonly referred to as “Class A Uniform” this standard consists of ALL of the following components:
    - i. Official BSA Shirt (long or short sleeve) with all patches and insignia properly affixed
    - ii. Official BSA Shorts or Trousers (substitute olive green pants are not acceptable)
    - iii. Official BSA Socks
    - iv. Official BSA belt
    - v. Official BSA or Troop designated neckwear
    - vi. Official BSA hat
    - vii. Closed-toe shoes
  - b. Field Activity Uniform. Commonly referred to as “Class B Uniform” this standard consists of ALL of the following components:
    - i. Scout related t-shirt or polo shirt
    - ii. Official BSA Shorts or Trousers (substitute olive green pants are not acceptable)
    - iii. Official BSA Socks
    - iv. Official BSA belt
2. It shall be the responsibility of the Patrol Leader’s Council and the Scoutmaster to establish which of the above uniform standards shall be required for each Troop activity, event, or part thereof.


## ***Troop Website & Email***

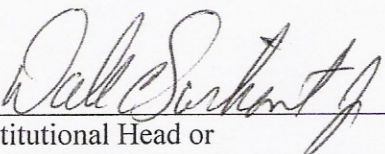
### **Official Use and Privacy Policy**

1. Except for the ability of users to initiate email contact with troop adults, and the Pinewood Derby Car Stand order form, the Troop 219 website shall not collect information about visitors or users.
2. Statistical data that may be captured by the site hosting system shall not be retrieved, reviewed, evaluated, saved or archived, or use it in any way.
3. The website shall reference the separate privacy policy of our host ISP.
4. Any personal information secured by us because of the use of our email links or order form shall be used individually by the recipient in their official troop capacity and may not be shared for any purpose other than to be able to respond in an appropriate manner to the inquiry at hand.
5. At no time will Troop 219 or any official acting on it's behalf ever sell or distribute any information contained in its records for any purpose other than the official purpose that the information was secured to accomplish; on the proper order of a court of law, other *authorized* law enforcement agency; or in accordance with the published "Rules of Safe Scouting" or other official publication of the Boy Scouts of America.
6. Troop 219 shall not solicit and will destroy personal information secured from the website if it is known, or becomes known to have been provided by anyone under the age of 18. Troop 219 shall not solicit information from minors on our site and shall expressly discourage minors from providing personal information over the internet.
7. The Troop shall provide an email address for every youth Scout and registered Adult Leader to facilitate communication of events and other official Troop business.
8. The webmaster may suspend the use of troop email or any other portion of the troop website when necessary to protect the safety of the Scouts or to ensure usage of the web site and email conforms to the standards of the Scout Oath and Scout Law.
9. It shall be the responsibility of every user of the troop website and email system to apply a reasonable and appropriate level of security on their own computer and within the use of their email account to protect themselves from email SPAM and viruses that are an inherent risk from the use of electronic communications.

On motion made and supported on the 10<sup>th</sup> day of May 2006, these bylaws were submitted to a paper ballot vote of the entire committee, with ballots required to be returned before June 26, 2006

By the affirmative paper ballot vote of 10 members of the troop committee which constituted both a quorum and majority of all registered committee members, these bylaws were approved and enacted on June 26, 2006

x   
Troop Committee Chair

x   
Institutional Head or  
Chartered Organization Representative