

TROOP 31 GENERAL BY-LAWS

GENERAL POLICIES OF BOY SCOUTS OF AMERICA TROOP 31

Established 1991, Revisions: 11/99, 7/00, 9/03, 1/05, 12/09

Policies: In order to amend or revoke these by-laws, a majority vote of the committee must be reached.

- [1] There shall be no alcoholic beverages at any Scout function or on the grounds of our sponsor or Tall Pine Council, BSA. Smoking is discouraged, but ***always*** must be done out of sight of the youth.
- [2] Troop meetings will be held each Monday. Special meetings will be held the second Monday each month from September through May. Summer meetings to be decided by the Patrol Leaders' Council and Scoutmaster with committee approval.
- [3] The troop will furnish all awards and badges of office while the Scout is a member of the troop.
- [4] The troop requires each Scout to have a complete Scout uniform consisting of the following: Scout shirt, Scout pants or shorts, Scout socks, Scout belt, troop bolo tie, Troop circle patch, properly positioned patches including rank, patrol, and office patches. This uniform is to be worn at all troop meetings and during all travel. This uniform represents the quality of our team and should be taken seriously and worn proudly.
- [5] All Scouts are expected to participate in fund raisers. This the major source of troop income.
- [6] Each Scout is required to have an up to date medical form on file with the troop. Scouts not having a medical form on file with the troop cannot participate in any troop function.
- [7] Parents and leaders in Troop 31 will receive a Troop Program Guide from the troop on an annual basis.
- [8] All parents bringing a Scout to leave on a trip are to remain with the Scout until the troop departs in case any problems develop prior to leaving.
- [9] If a behavior problem occurs with any Scout during a meeting or activity, the parents or guardians of the Scout will be called to come and pick-up their Scout. If the parents are unavailable the Scout will be placed away from the rest of the group.
- [10] Troop committee meetings shall be held monthly as called by the Committee Chairman. Summer meetings will be decided by the Troop Committee.
- [11] When a Scoutmaster is appointed and approved by the chartering organization, he must within one year receive the equivalent of basic leader training. This is a requirement for Quality Unit. Within one year, the Scoutmaster must complete Woodbadge Training. Assistant Scoutmasters, committee members, and parents attending camping trips are strongly encouraged to participate in training on the troop and district level so they fully understand the Aims and Methods of Scouting.
- [12] All leaders of the troop must participate in youth protection training. *Anyone* spending the night on any troop activity or working directly with youth at meetings must hold a current youth protection training card from the Tall Pine Council. Leaders coming from other units must present evidence of this training or get recertified in this training prior to spending the night on any activity. All leaders who have taken youth protection training outside of the unit training must have a copy of their card on file with the troop.

TROOP 31 GENERAL BY-LAWS CONTINUED

GENERAL POLICIES OF BOY SCOUTS OF AMERICA TROOP 31

Established 1991, Revisions: 11/99, 7/00, 9/03, 1/05, 12/09

Policies: In order to amend or revoke these by-laws, a majority vote of the committee must be reached.

- [13] All Scouts must arrive no earlier than 15 minutes before the meeting and be picked up no later than **8:35PM** from troop meetings unless special arrangements have been made with the Scoutmaster. Scouts must be picked up on time from all events. **Failure to do so may jeopardize the Scout's attendance on the next event.** Any leaders making arrangements with Scouts to arrive early to troop meetings need to clear this with the Scoutmaster and follow all youth protection guidelines.
- [14] The treasurer of the troop must include a monthly report of finances including expenses and income.
- [15] Camping and Events Policy—See pages to follow
- [16] ABC Fund By-Law—See pages to follow
- [17] Savings Account Policy—See pages to follow
- [18] Gear Use Policy—See pages to follow
- [19] Registration and Fees Policy—See pages to follow
- [20] Finance Policy—See pages to follow



TROOP 31 CAMPING AND EVENTS POLICY

A POLICY REGARDING TROOP MEETING ATTENDANCE AND UNIFORMING IMPORTANCE AND ITS RELATION TO PARTICIPATING IN TROOP ACTIVITIES.

Established 11/99, Revisions: 7/00, Reinstated 12/09

BY-LAW 15

Purpose: The Camping and Events Policy was created for several reasons. First of all meeting attendance is vital to the success of our camping program. The skills taught go hand in hand with the outdoor program. The troop will not allow Scouts to participate in the outdoor program only. This policy also stresses the importance of uniforms and addresses financial policies regarding camping trips and events.

Policies:

- [1] Any Scout attending a camping trip or event must have had an average of 70% or higher on uniform inspections the four weeks prior to the event. The uniform inspection sheet is located in the Troop 31 Program Guide. ***Scouts needing assistance with uniforming should speak with the Scoutmaster.***
- [2] Any Scout attending a camping trip or weekend event must have attended three out of the five meetings prior to any given activity.
- [3] Any Scout who has had behavior problems at the troop meetings or on previous camping outings will not be allowed to attend the camping trip.
- [4] Camp fees must be paid by the newsletter posted deadline. If the Scout cannot afford to pay the entire fee the Scoutmaster should be notified by this time so financial assistance can be given if necessary.



TROOP 31 ABC FUND

A FUND PROVIDING ASSISTANCE FOR CAMPING AND UNIFORMS

Established 8/90, Revisions: 9/95, 11/99, 7/00, 10/02, 12/09

BY-LAW 16

Official Fund Name: The Asselstine/Bigler/Coates Fund

Purpose: To help in funding camping trips and uniform parts for Scouts in need.

Procedures:

- [1] A fund drive will be held as needed to raise money for the fund. All money collected will be placed in the troop bank account and reported on a line item called, "ABC Fund."
- [2] A Scout who is unable to pay for camping or uniforms may request assistance from the ABC Fund through the Scoutmaster. The Scoutmaster will make a recommendation based upon the needs of the family and their ability to pay. The names of all Scouts who request assistance will be kept confidential.
- [3] No decision will be based on race, religion, or creed.
- [4] The following may be considered for eligibility:
 - a. Active participation in previous troop programming.
 - b. Scouting Spirit (Scout Oath and Law)
 - c. Participation in troop fund raising efforts.
- [5] Upon receipt of a scholarship:
 - a. Camping money will be placed directly into the Scout's account for the trip.
 - b. Uniform parts will be purchased by the Scoutmaster or his designee.
- [6] The core part of the fund shall not be spent for any reason. The core part of this fund shall be set at \$10,000.
- [7] The ABC Fund Balance will be reported by the troop treasurer on a monthly basis.
- [8] No more than 50% of any activity cost may be funded through the ABC Fund unless there are extreme circumstances involved.



TROOP 31 SAVINGS ACCOUNT POLICY

A POLICY REGARDING INDIVIDUAL SCOUT SAVINGS ACCOUNTS

Established 6/91, Revisions: 4/97, 11/99, 10/02, 12/09

BY-LAW 17

Purpose: To ensure that money raised for the purpose of BSA Troop 31 stays within the troop.

Policies:

- [1] Savings accounts cannot run negative balances.
- [2] Cash will not be given out for any events or purchases.
- [3] Scouts leaving Troop 31 are not entitled to any account money raised in Troop 31. Because we raise money to benefit Troop 31 and any related Scouts we will not transfer money to other troops.
- [4] Money from savings accounts folding will be directed to the ABC Camping Fund unless otherwise approved by the Scoutmaster, treasurer, and Troop Committee Chairman.
- [5] Upon a Scouts 18th birthday, money will be directed to the Troop 31 ABC Fund unless the Scout suggests another use for the money. All requests should be given to the Scoutmaster in writing prior to the Scout's 18th birthday.
- [6] Savings account money can only be used for troop camping trips and activities.



TROOP 31 GEAR USE POLICY

A POLICY REGARDING TROOP EQUIPMENT USE

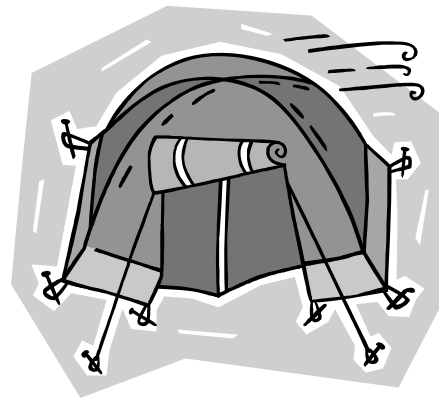
Established 7/00, Revised 10/02, 12/09

BY-LAW 18

Purpose: To protect troop gear from being damaged, destroyed, or returned dirty.

Policies:

- [1] All gear borrowed from the troop must be approved by the Scoutmaster or his designee in advance.
- [2] When gear is borrowed from the troop a donation to the troop is encouraged.
- [3] Any gear borrowed from the troop is expected to be returned clean and free from damage. If the gear is not returned clean and free from damage, a fine will be issued. Any group or person borrowing gear and returning it in less than satisfactory condition will not be allowed to borrow equipment in the future.



TROOP 31 REGISTRATION AND FEES POLICY

A POLICY REGARDING REGISTRATION AND CAMPING FEES

Established 1995, Revisions: 4/97, 11/99, 7/00, 10/02, 9/03, 12/09

BY-LAW 19

Purpose: To protect give parents a guide on expenses in Scouting and make clear the cost for yearly registration.

Policies:

- [1] Registration fee is defined as the money collected in the fall of each year from all Scouts and adults.
- [2] The yearly registration fee for adults shall include the national re-charter fee, Scouting Magazine, and the Troop 31 newsletter.
- [3] The yearly registration fee for youth shall include the national re-charter fee, advancement awards, and the Troop 31 newsletter.
- [4] The yearly registration fee shall be \$25.00 for youth and \$16.00 for adults. There is a maximum charge of \$35.00 for the youth of one family. The yearly registration fee shall be prorated as follows:

<i>For Scouts Join In</i>	<i>Cost</i>	<i>Scouts Join In</i>	<i>Cost</i>
September	\$11.00	March	\$23.00
October	\$9.00	April	\$21.00
November	\$7.00	May	\$19.00
December	\$5.00	June	\$17.00
January	\$3.00	July	\$15.00
February	\$25.00	August	\$13.00

- [5] The yearly registration fee will be due by **February 1** of each Scout season.
- [6] Event fee is defined as the money collected to participate in special activities including camping trips and field trips.
- [7] Camping and event fees are due by the deadline posted in the troop newsletter and/or announced deadline. Scouts may not be able to attend the event if they do not meet the deadline. Scouts needing financial assistance should contact the Scoutmaster by the sign-up deadline. Camping trips run from \$10.00 to \$25.00 for weekend events.



TROOP 31 FINANCE POLICY

A POLICY REGARDING THE HANDLING OF TROOP FUNDS

Established 9/03

BY-LAW 20

Purpose: To ensure that money in Troop 31 is handled properly and safely.

Policies:

Money will be collected and passed **ONLY** in the following manner:

- [1] Payer will turn money into the Treasurer or his/her designated collector.
- [2] A receipt will be written for the total amount of money collected. One copy will be given to the person paying, one to the treasurer, and one will be left in the master receipt book that is left in the Scout Room.
- [3] The money will be collected by the treasurer or his/her designated collector at the end of the meeting or function. Money will then be deposited into the troop savings or checking account as soon as possible.
- [4] In the event of off site collection of money, a person designated by the treasurer will be in charge of collecting money and the treasurer or his designee will write a final receipt for the total amount of money collected at the event. [i.e. Popcorn Sale]
- [5] Checks will not be written by individuals to replace cash turned into the troop.
This is an irregular accounting practice.
- [6] All reimbursements require a receipt of purchase.

