

Wood Dale Troop 65, Boy Scouts of America

Operating By Laws

Revised 2010

****Definitions**

- **BSA** – Boy Scouts of America

- **Troop Committee** – All parents/legal guardians are members of Troop 65 Committee. All members are encouraged to participate and attend Committee Meetings. Description of Committee positions can be found in the Troop Committee hand book provided by the BSA.

- **Troop Leaders Council (referred to as the TLC)**- Composed of the youth leaders of the Troop. They are responsible for planning and implementing the Troop program. The Troop Senior Patrol Leader is the head of the TLC. Members of the TLC consist of the Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, and Troop Guide. The Senior Patrol Leader, at his discretion, may include other Junior Leaders as part of the TLC.

- **Adult Leaders** – Defined as Scoutmaster and Assistant Scoutmaster. There will be times when the Scoutmaster and/or Assistant Scoutmasters are not available and a designated registered Committee Member will serve as the Adult Leader.

- **Two-Deep Leadership** – Two registered adult leaders, or one registered leader and a parent of a participating Scout or other adult, one of whom must be at least 21 years of age or older, are required for all trips or outings. There are a few instances, such as patrol activities, when no adult leadership is required. Coed overnight activities, even those including parent and child, require male and female adult leaders, both of whom must be 21 years of age or older, and one of whom must be a registered member of the BSA.

ARTICLE I – New Members and Transfers

- A. Cost of joining the Troop is determined by Troop 65's Troop Committee. The cost is determined by current Boy Scouts of America (BSA) fees and any additional fees imposed by the Troop Committee per Scout.**
- B. Adult registration cost is the current BSA cost per year, paid by the adult and any additional fees imposed by the Troop Committee per adult.**
- C. Cost of Webelos and Scout transfers into Troop 65 are paid by Troop 65. If a Scout transfers out of the Troop, transfer fees are paid by the Scout.**
- D. Scout/Adult membership includes:**
- **BSA Registration**
 - **Boy Scouts receive Boys' Life Magazine. The cost of the magazine is part of the registration fee. (If there are multiple Scouts from the Troop in the same household, they can choose to receive only one copy of Boys' Life Magazine through the Troop. The current Boys' Life fee can then be deducted from the registration of the others.) Each Scout is encouraged to receive Boys' Life to promote good reading.**
 - **Registered Adults receive Scouting Magazine. The cost of the magazine is included with the registration fee.**
 - **BSA Insurance (youth and adults must be registered with the BSA to receive the insurance benefit). Check the Three Fires Council Web site for up to date information on the insurance policy:
http://threefirescouncil.org/index.php?option=com_content&view=article&id=176&Itemid=230.**

- E. It is understood that membership in the Troop Committee includes all parents/legal guardians of registered Scouts in Troop 65. Parents/legal guardians are encouraged to register with the Boy Scouts of America, but BSA registration of a parent or legal guardian is not required to be a member of the Troop Committee.**

ARTICLE II – Dues and Troop Funds

Troop dues are determined by the Troop Leaders Council (hereafter stated as TLC) and are paid weekly. Troop Scribe is to record and deliver money collected to the Troop treasurer in a timely manner.

- A. Major money-earning projects will be held throughout the Scout year. All Scouts, parents/legal guardians are encouraged to participate in the money-earning projects. Volunteers for chairing the events will come from the Troop Committee.**
- B. All money earned from the money-earning projects will be placed in the designated Troop accounts:**
- Savings**
 - Checking**
 - Scout Account**
- C. Troop Treasurer or their designate as approved by Troop Committee is to collect and deposit all funds for outings, long term trips and money earning projects. Financial reports are to be made current and distributed to the Troop Committee on a monthly basis.**
- D. Troop Treasurer is to set up a payment plan once cost of any Long-term trip is determined. Final Payment must be turned in to the Troop Treasurer a minimum of 30 days before any Long-term trip.**
- E. Scout must participate in ALL money earning projects to receive full Troop subsidies.**

- F. The goal of the Troop Committee is to procure funds of up to 50% of the basic cost of major trips. The basic cost of the trip will be determined by the Troop Committee.

ARTICLE III – Uniforms

- A. Official BSA Scout uniforms will be worn at all Scout activities as designated by the Scoutmaster.
- B. A used uniform bank is maintained by the Committee to offset uniform expenses. Scouts are encouraged to turn in outgrown uniforms. Used uniforms are provided at no cost to Scouts.

ARTICLE IV – Troop Meetings

- A. Troop meetings are normally held once a week, or as designated by the TLC calendar.
- B. Two-Deep Leadership will be observed at all times during Troop meetings.
- C. Parents/legal guardians will see that the Scout arrives promptly and has a ride home, before leaving. Parents are to verify that Two-Deep Leadership is in attendance before leaving.
- D. The adult leaders are to be in charge and are responsible for maintaining order and safety among Troop members.
- E. Disciplinary action will be taken only when necessary. If a Scout misbehaves, the Scout may be asked to leave and his parents phoned to pick him up immediately. If a Scout is asked to leave two (2) meetings in succession or is unmanageable, his parent/legal guardian will be called in for a conference with the Scoutmaster. Further discipline would be determined by TLC.

- F. If a Scout wants to leave before a meeting is ended, he must have the permission of the Scoutmaster or other leader and parent/legal guardian. Parent/legal guardian must physically come into the meeting and advise a Scout Leader, unless previous arrangements have been made with the Scoutmaster.**
- G. Parents/legal guardians must pick up their Scout at the designated time unless other arrangements are made. If someone other than parent/legal guardian is picking up their Scout, the parent/legal guardian must provide a signed note to the Scoutmaster, prior to the event, stating who is picking up the Scout.**
- H. Scouts are encouraged to bring a friend to meetings if they are interested in joining the Troop.**
- I. No cell phones or electronics are allowed at any Scout function (unless designated by the Scoutmaster). If a Scout needs to call home, the Scout should ask a Leader if he may use the Leader's cell phone. Access to a Leader's cell phone is for emergency use only.**
- J. Siblings and visitors under the age of 18 attending Troop meetings/outings must be accompanied by a parent/legal guardian at all times during the meeting/outing. The parent/legal guardian has sole responsibility for the visitor. The exception is when the child is visiting with the purpose of possibly joining Troop 65 and must be of proper age to do this.**

ARTICLE V – Advancement

- A. As defined by BSA policy**

ARTICLE VI– Outdoor Programs

- A. As defined by the TLC and approved by the Scoutmaster. This program will contain weekend outings, short trips and long-term trips.**

- B. The Goal and tradition of Troop 65 is to provide the opportunity for all Scouts to experience High Adventure.**
- C. Registered Committee Members are encouraged to attend outings so that the Scout program can be evaluated first hand.**
- D. Permission Slips are required for all activities so designated. Any fees must accompany the signed permission slip by the designated due date.**
- E. If a Scout turns in a permission slip and money due for an outing and is not able to attend he must request a refund from the Troop Treasurer at least one week prior to the outing. The money the Scout paid to the Troop will be refunded to the Scout, but that refund will be reduced by any non-refundable deposit the Troop has paid on the Scout's behalf and/or any non-recoverable expenses the Troop has paid on the Scout's behalf for the outing.**
- F. Confidential Troop 65 Medical forms and required BSA medical forms must be filled out by parent/legal guardian and returned to the Scoutmaster no later than 30 days after joining Troop 65 or before the first campout or outing, whichever comes first. This precaution will inform the leaders of any medical requirements that may be needed in case of emergency. Updated medical forms will be required per BSA policy and Troop 65 needs (i.e. High Adventure trips, or outings designated that would not fit the parameters of long term camps).**

Article VII– High Adventure Trip

- A. High Adventure is defined as:**
 - **Physically challenging**
 - **Mentally challenging**
 - **Activities that go beyond a typical weekend campout**
 - **Has a historical and/or educational value**
 - **The opportunity to implement Scouting skills learned in the Scout program.**
 - **Increased leadership opportunities**

B. Long Term Camp is defined as an outing consisting of a minimum of 6 days and nights or longer of camping.

C. Scout must participate in ALL money earning projects to receive full Troop subsidies.

D. If a High Adventure trip can only accommodate a limited number of participants, leaders and/or registered committee members may participate in the following order of eligibility:

- **Scoutmaster**
- **Assistant Scoutmasters**
- **Executive Committee Members**
- **Registered Committee Members**

E. Scout Eligibility

- 1. Must be active in Troop for 12 months or as determined by the TLC**
- 2. Must participate in functions as determined by the TLC**
- 3. Certain trips will require minimum rank, Merit Badges, and Scout Skills as determined by TLC. Scoutmaster should review and approve requirements**
- 4. Must participate in all training set up by the TLC as required per trip and approved by Scoutmaster.**

F. Scoutmaster and Assistant Scoutmaster's Eligibility

- 1. Two-Deep Leadership will be maintained at all times during High Adventure trips.**

- 2. Leaders must be registered with BSA and Troop 65, and must be fully trained in Current Leader Specific Training as specified by BSA. Leaders must have current certification from an approved agency in First Aid, CPR, and BSA Severe Weather training. If required for a specific type of trip, leader must complete BSA Safety Afloat, Safe Swim Defense, or Climb on Safely training programs.**
- 3. Adult Leaders must have completed the current BSA Youth Protection Training Program per BSA policy and the current Diocese of Joliet Safe Environment Youth Protection Program, “Protecting God’s Children”. (Required of all adults working with youth due to The Church of the Holy Ghost being Troop 65’s sponsor.)**
- 4. Youth Protection training to be renewed per the policies of the BSA and the Diocese of Joliet.**
- 5. Training to be renewed per BSA policy.**
- 6. Must participate in 75% of all Troop functions within 12 months prior to the trip.**
- 7. Must participate in all training set up by the TLC as required per trip.**
- 8. Adult Leaders are required to have a completed BSA medical form per BSA policy.**
- 9. A leader will not be able to “bump” a Scout on a trip as long as there are sufficient leaders to cover emergency situations and Two-Deep Leadership according to the rules of BSA.**
- 10. If eligibility of the Scoutmaster and Assistant Scoutmasters are met, they will qualify for discounted rate to their cost as determined by Troop Committee.**

G. Registered Committee Members Eligibility:

- 1. If a minimum number of Adults (to meet the Two-Deep Leadership requirement or other needs of the Troop) are required for a High Adventure Trip and there are available openings after all Scouts, Scoutmaster, and Assistant Scoutmaster's have committed to a trip, it will be open to Registered Committee Members to participate in order to assure that the proper amount of adult leadership is provided.**
- 2. Committee Members must be registered with BSA and Troop 65, and must be fully trained in Current Leader Specific Training. Committee Members must have current certification from an approved agency in First Aid, CPR, and BSA Severe Weather training. If required for a specific type of trip, Committee Members must complete BSA Safety Afloat, Safe Swim Defense, or Climb on Safely training programs.**
- 3. Committee Members must have completed the current BSA Youth Protection Training Program per BSA policy and the current Diocese of Joliet Safe Environment Youth Protection Program, "Protecting God's Children". (Required of all adults working with youth due to The Church of the Holy Ghost being Troop 65's sponsor.)**
- 4. Youth Protection training to be renewed per the policies of the BSA and the Diocese of Joliet.**
- 5. Training to be renewed per BSA policy.**
- 6. Must participate in 50% of all Troop functions within the 12 months prior to the trip.**
- 7. Must participate in all training set up by the TLC as required per trip.**

- 8. Committee Members are required to have a completed BSA medical form per BSA policy.**
- 9. A Committee Member will not be able to “bump” a Scout on a trip as long as there are sufficient leaders to cover emergency situations and Two-Deep Leadership according to the rules of BSA.**
- 10. If eligibility of the Committee Member is met, they will qualify for discounted rate to their cost as determined by the Troop Committee.**

H. Family Eligibility

- 1. If any families are interested in traveling to the same area as the Troop, it will be their responsibility to organize a committee to plan and make all arrangements for their traveling and accommodations. The Troop will help with phone numbers and any information they have, but arrangements will be the family’s responsibility. All funds will be collected by a member of the Family Committee and will not be connected with Troop funds in any way.**
- 2. If at any time it becomes beneficial to the Troop to extend group rates to family members, it will be so offered.**
- 3. Families who participate in Troop outings must follow the Troop program and schedule.**

I. Deviations

- 1. Any deviations to the above eligibilities will be brought before and voted on by the Troop Committee.**

ARTICLE VIII-- Parent Participation

- A. Troop Committee meetings are held once a month as determined by the Troop Committee.**
- B. All parents are encouraged to attend all Troop Committee meetings.**
- C. BSA Troop 65 Executive Committee is comprised of the following:**
 - Committee Chairperson**
 - Secretary**
 - Treasurer**
 - Charter Representative**
 - 1. Executive Committee members must be registered with the Boy Scouts of America.**
- D. Election for Troop 65 Executive Committee is held at the November Committee meeting.**
- E. Assistant Scoutmasters and all parents/legal guardians are voting members of the Troop Committee. The Scoutmaster and the Committee Chairperson are not eligible to vote.**

ARTICLE IX-- Call Plan

- A. Call Plan is a means by which the Troop will pass information to Scouts and their families.**
- B. Printed Call Plans with Scouts and Parents names, phone numbers and address will be distributed to all members of Troop 65.**
- C. All Call Plans are started by the Scoutmaster or individual so designated by the Scoutmaster.**

ARTICLE X - Implementation of Bylaws

- A. Parents shall read and review the Bylaws with their Scout, so that they will have a clear understanding of their responsibilities as members of Troop 65.**
- B. Parent/legal guardian will sign and return a receipt to acknowledge their understanding and acceptance of the Bylaws.**

ARTICLE XI – Scout Account

- A. Scouts will be able to earn funds for their individual Scout accounts from Troop money earning projects as designated by the Troop Committee.**
- B. All monies earned as a member of Troop 65 is property of Troop 65. If a Scout leaves Troop 65 for any reason the money left in his account will be transferred to Troop 65's operating fund. The only exceptions are:
 - 1. A Scout who has a sibling(s) who remains a member of Troop 65; those funds may be transferred to the sibling's account.**
 - 2. If the Scout transfers to another Boy Scout troop that uses individual Scout accounts; these funds may be transferred after three (3) months when the Scout has shown he will be an active member of the new Troop.****
- C. These funds will be recorded by the Troop Treasurer in the Scout's records as his funds to purchase uniforms, equipment for Scouting purposes, pay for Troop weekend campouts, summer camp and/or High Adventure trips. Reimbursement for outings or items purchased and transfer of funds from a Scout account will occur upon receipt of proof of purchase. Receipts to be turned in within 30 days of purchase.**

- D. Any Scout remaining inactive for six (6) consecutive months will have his Scout account reverted to Troop operating funds.**
- E. Once a Scout turns 18 years old he will no longer be eligible to earn money for his Scout account. Any funds left in Scout account after the age of 18 will become part of Troop Operating Funds or may be passed to a younger brother who is a member of Troop 65. No adult over the age of 18 may use funds from a Scout Account. (The exception being a Scout with disabilities who remains registered and active with Troop 65.)**

Article XII – Troop Web Site

- A. The Troop maintains a Web site for the use of the Troop, and for those seeking information regarding the Troop. The current address of this site is <http://www.bsaTroop65-wd.org>.**
- B. This site contains public information that may be viewed by anyone, and private information (such as the Troop Call Plan, Calendar, & etc.) that may only be viewed by members of the Troop using a user name and password.**
- C. Access to the private areas of the Web site is available to all registered members of the Troop. Scouts shall have access only to the Scout areas. Leaders shall have access to all areas. Other interested adults (parents, relatives, other Scouters) may be granted access to private areas of the Web site as determined by the Troop Committee.**
- D. Members of the Troop, and others wishing access, should contact the Troop's Committee Chairman for their user name and password.**

- E. The Troop's mailing list, 65Troop@bsaTroop65-wd.org, may be used by any members wishing to distribute information to the entire Troop. Only those on the Troop's mailing list may send to it, and only Troop related information, considered to be of interest to all, should be sent. Any abuse of this mailing list shall result in revocation of the abuser's access to this list.**

- F. Any abuse, in any way, of the private areas of the Web site, shall result in revocation of the abuser's access to those areas.**