



BOY SCOUT TROOP 232
RAMSTEIN AB, GERMANY

BY-LAWS

APRIL 2010

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1. Mission Statement:

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Scout Oath

On my honor I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
mentally awake, and morally straight.

Scout Law

A Scout is:
Trustworthy Obedient
Loyal Cheerful
Helpful Thrifty
Friendly Brave
Courteous Clean
Kind Reverent

2. Vision Statement:

The Boy Scouts of America is the nation's foremost youth program of character development and values-based leadership training. In the future Scouting will continue to offer young people responsible fun and adventure; instill in young people lifetime values and develop in them ethical character as expressed in the Scout Oath and Law; train young people in citizenship, service, and leadership; and serve America's communities and families with its quality, values-based program.

3. Introduction:

The Boy Scouts of America (BSA) has been providing boys with the opportunity to learn values and develop skills for nearly a century, and Troop 232 Ramstein has been a proud part of that Scout movement for over 35 years.

Troop 232 is a boy-run organization with adult supervision and mentorship. Scouts are expected to grow, develop and challenge themselves to achieve reasonable and attainable goals. When they are ready, scouts are expected to take on the responsibility of leading and directing other scouts. Unlike other youth activities, success in Scouting is not based upon winning and losing, attaining a certain rank or mastering specific skills. Success may only become apparent many years later when the scout is an adult and those values he learned as a scout, with his faith, serve to guide his conduct as a man.

Since its start, the emphasis in scouting has been on the outdoors. The troop has an active outdoor program and the scouts are strongly encouraged to participate in every outdoor activity. Each year the boy leadership of the troop proposes a schedule of events. Camping, hiking, historical trails, participating in international scouting events, winter sports and summer camping in Switzerland are just a few of the events the boy leadership has proposed and the troop has done in the past. The annual calendar can be reviewed by referencing the Troop website <http://www.troop232ramstein.com/>. This will provide an excellent picture of the upcoming events for the troop. A successful troop requires the abilities and efforts of all. Scouting is not a child-care service. Though the level of

involvement is left to a parent(s)' (or legal guardians') discretion, parents of all scouts are expected to take an active role in the operation of the troop, and when practical, to participate in troop activities. This will be covered in more detail later in these by-laws under the Adult Support for the Troop section.

The procedures and practices of Troop 232 are defined in these by-laws. The by-laws provide a framework for the troop to operate. They are not written in stone, nor are they intended to be all encompassing. However, the by-laws will be followed unless a committee vote is taken and the majority of voting members elect to make a change. In the event a new topic needs to be added, the committee will vote and the committee chair will amend the by-laws per the majority. This document is intended to define important policies, procedures, and processes that are to be used by the scouts and adults when conducting troop operations. These by-laws do not supersede BSA policy; they define how Troop 232 will implement those policies. It is a living document and is designed to grow and change as the troop grows and changes.

NOTE: Nothing in these by-laws shall preclude the Scoutmaster or Senior Patrol Leader from taking appropriate actions for the better operation of the troop as they deem necessary. This is pending oversight of the troop committee and charter organization representative.

It is strongly recommended that all boys, parents, and adults joining Troop 232 thoroughly read these by laws, BSA policies, and request clarification from the Committee Chair, Scoutmaster, or Chartered Organizational Representative on any points that are unclear prior to applying for membership.

4. Membership and Registration:

All boys and adults, who meet BSA joining requirements, agree to comply with BSA policies and the provisions of these by-laws. Boys and adults applying for membership will complete and submit a number of forms that will be kept on file by the troop Membership Coordinator. Except for the BSA registration form which will be forwarded to the Transatlantic Council (TAC) by the Membership Coordinator, the information on the forms will not be provided to any individuals or organizations outside the BSA organization without the permission of the responsible adult.

The following are some of the forms you will need to fill out (they can be found at the following links on the web): <http://www.troop232ramstein.com/> <http://www.tac-bsa.org/>

BSA Registration Forms
BSA Medical Form
Medical Power of Attorney
Family Information Form
Emergency Notification Data Card
Web Page Release Form
Merit Badge Counselor Form

In addition to the forms above, boys transferring from another troop should provide a transfer document prepared by the last troop. If a scout departs Troop 232, a transfer document will be prepared and provided to the boy prior to his departure. This transfer document is important as it serves to verify what the scout has accomplished at that troop. The transfer document can be provided by the Scoutmaster, Advancements Chairman, or Membership Coordinator.

Membership in Troop 232 is contingent upon acceptance and approval of the Scoutmaster, Committee Chairman, Chartered Organization and TAC in accordance with (IAW) BSA policy. Adults applying for membership in the troop will be subject to a background check, references will be contacted, and approval is subject to the concurrence of the Troop Committee Chairman and the Chartering Organization. The Troop Committee Chairman, Charter Organization Representative, and/or the Scoutmaster may interview adults.

Registered adults and scouts will be required to pay a yearly BSA registration fee of \$12.00 which accompanies the registration forms. (This cost is subject to change). An extra fee is required if the Scout wants Boys Life Magazine. Initial adult registration fees will be paid for by the troop, subsequent re-charters will be paid by the individual.

Scouts and adults may elect to de-register with BSA at any time. To do this, the parent(s) of the scout or the adult must submit the request in writing to the Troop Committee Chairman. De-registration will be IAW BSA policy.

5. Dues:

Dues are intended to provide necessary funding to operate the troop and provide an opportunity for scouts to learn financial responsibility. All scouts are required to pay dues of \$50.00 per scout, per re-charter year (Feb-Jan). If the scout joins the troop after the start of the re-charter year, his dues will be prorated, the troop Treasurer will determine the amount owed by the scout. Registered adults are not required to pay dues. Dues will accrue at the rate of one dollar (\$1.00) per week, for the first fifty (50) weeks of the year. Failure to maintain current dues will result in the loss of the Scout's privilege to meet a board of review or attend scheduled activities.

When a scout transfers out of Troop 232, dues will be refunded based on the day notice is provided to the Troop or the last date they attended a meeting, whichever occurs last. Dues can be paid directly to the scout or transferred (via check) to the gaining Troop.

6. Scout Accounts:

Each registered scout will have a troop administered scout account. The funds for the scout account will be obtained from the troop's share of profits from fundraising events. The Troop Treasurer will have a detailed list of each scout's account information that can be referenced at any time. Scouts may elect to use funds in their scout accounts to pay

for dues or fees associated with scouting and scouting activities. If necessary, a scout can purchase individual scout related equipment and bring the receipts to the Treasurer for reimbursement. The Troop Treasurer will have the final decision on whether an item is scout related or not. When a scout transfers out of Troop 232 he can either elect to purchase scout related equipment and bring the receipts to the Treasurer for reimbursement, or have a check for the remaining balance in his account written to the Troop he is transferring into. Again, the Troop Treasurer will have the final decision on whether an item is scout related or not. Scouts will receive a transaction statement for each deposit and withdrawal from his account. This method assists in the management of each scouts account and helps the scout develop fiscal responsibility and money management skills.

7. Fundraising:

Fundraising events are conducted periodically to provide funding to support the troop and offset expenses to Scouts for large dollar items such as camping and purchasing new equipment. Fundraisers are not intended to take the place of dues. Unless otherwise specified, scouts will be credited a portion of the collected funds to their scout accounts. When proceeds gained by a fundraising activity will be shared with participating scouts, the standard split will be a 70/30 split where the troop gets 70% of the profit and the remaining 30% is distributed amongst the scouts based upon their percentage of participation(total hours volunteered). Parental/adult participation hours will be counted the same as the scouts and distributed to their respective scout's account. If the adult has no child in the Troop, an account will be established for that individual to be used for scouting activities/equipment. In the event Troop funds don't allow a 70/30 split, the committee will vote on the split for a particular fundraiser. Occasionally some fundraising events may be conducted for purposes other than troop fundraising and therefore no funds are returned to the troop or the participating scouts. Examples of this would be a fundraiser in which all proceeds go to the renovation of a scout camp or to support a Friends of Scouting (FOS) campaign. The Treasurer will account for the all funds and how they are distributed.

8. Attendance:

Attendance is not mandatory, but scouts are strongly encouraged to attend as many scouting events and service projects as possible. Especially Scouts in troop leadership positions. If a Scout in a leadership position is not available for a scheduled event, they need to make sure they delegate the responsibility to someone in their patrol.

The Troop Scribe and Assistant Senior Patrol Leader (ASPL) are responsible for taking attendance and maintaining attendance records. During scouting events the patrol leaders will account for the scouts in their patrols and inform the troop Scribe of those present. The Scribe shall maintain a written record of attendance and shall provide the attendance record to the Scoutmaster and Advancements Chairman to be input into Troop Master.

9. Uniforms:

The Boy Scouts is a uniformed organization. Scouts are expected to wear their uniforms and take pride in their appearance. Wear and appearance of the BSA uniform shall conform to BSA guidance. All uniform components shall be clean and in good repair at all times. All scouts will be required to wear their Class A uniform to all scheduled activities to include weekly meetings. During certain activities it may be more appropriate to wear the Class B uniform. When this is the case, a uniform change will be approved by the Scoutmaster and all scouts will be properly notified by the Senior Patrol Leader.

The Scoutmaster or Senior Patrol Leader (SPL) may dictate uniform modifications or changes as needed by each activity or event.

Troop 232 has a unit neckerchief. When a boy joins the troop, he will be given the Troop neckerchief when he has submitted all required troop forms and paid associated fees and/or dues. At this point the troop neckerchief will become the property of the scout. If the scout loses or requests an additional neckerchief he will be charged the current rate established by the committee for the replacement neckerchief.

Adults are presented with troop neckerchiefs when they have completed training for their registered position. These neckerchiefs will remain the property of the adult.

The Advancement Chair will be responsible for distribution of the neckerchiefs to the Scouts.

10. Authority and Responsibility:

Troop leadership is charged with the responsibility to perform assigned duties and accomplish specified tasks. Based upon that responsibility, troop leaders have the legitimate right to expect scouts in the troop to carry out reasonable instructions in order to accomplish the tasks necessary for the troop to operate.

11. Structure of the Troop:

The troop is a boy-led organization based upon the patrol system. A standard BSA Troop organization description can be found in the Boy Scout Handbook, Chapter 2. Troop 232 structure will be as follows:

Junior Leader Positions:

The success of the troop is a direct reflection of how well the troop leadership operates. Scouts are elected to troop leadership positions by their peers. Elections will be held in the months of September and March each year. The Scoutmaster will make an announcement during the meeting prior to the elections that an election will be held next week. The Scoutmaster, Treasurer, and Advancement Chair will ensure the scouts are

eligible for advancement into the leadership positions. The elected positions are listed below and can be found in the Scout Handbook. Duties and responsibilities are also outlined in the Troop Junior Leadership Training (TJLT); this will be held within 30 days of elections. Outgoing leaders are highly encouraged to attend to pass on leadership experience. If a scout holding a leadership position is not performing their duties or attending regular meetings the Scoutmaster in conjunction with the Committee Chairman will determine a corrective action which may include the removal from an assigned leadership position. If scout is removed from their position an out of cycle election will be held to fill the vacancy.

Senior Patrol Leader - top junior leader in the troop. He leads the patrol leaders' council and, in consultation with the Scoutmaster, directs other junior leaders and assigns specific responsibilities as needed. This is an elected position voted on by the Scouts bi-annually.

Assistant Senior Patrol Leader - fills in for senior patrol leader in his absence. He is also responsible for training and giving direction to the quartermaster, scribe, troop historian, librarian, and instructors.

Troop Historian - collects and maintains troop memorabilia and information on former troop members.

Librarian - keeps troop books, pamphlets, magazines, audiovisuals, and merit badge counselor list available for use by troop members.

Instructor - teaches one or more advancement skills to troop members.

Chaplain Aide - assists in troop religious services and promotes religious emblems program.

Junior Assistant Scoutmaster - a Scout 16 or older who supervises and supports other boy leaders as assigned.

Patrol leader - gives leadership to members of his patrol and represents them on the patrol leaders' council.

Assistant patrol leader - fills in for the patrol leader in his absence.

Quartermaster - responsible for troop supplies and equipment.

Scribe - the troop secretary.

Charter Organization representative:

The head of the chartered organization appoints a chartered organization representative to provide leadership in the selection of a committee of adults to provide overall supervision for the unit's program. The committee selects the adult unit leaders who will work with the youth. The chartered organization representative is also a voting member of the local council and may serve as a member of the district committee. The chartered organization arranges for adequate meeting facilities for the unit and promotes through its committee the full use of the program, including outdoor experiences, advancement, recognitions, and, in particular, Scouting's values.

Qualifications:

Must agree to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age, and is a member of the chartered organization other than the unit leader or assistant unit leader. Must be a registered adult leader of the BSA.

Responsibilities:

- Help select the right leadership for the unit.
- Encourage unit leaders and committee members to take training.
- Promote well-planned unit programs.
- Promote the recruiting of new members.
- Help with the charter renewal.
- Suggest Good Turns for the organization.
- Encourage the unit committee to hold meetings.
- Cultivate organization leaders.
- Encourage outdoor program activities.
- Emphasize advancement and recognition.
- Utilize district help and promote the use of district personnel and materials.
- Use approved unit finance policies.
- Encourage recognition of leaders.

Scoutmaster:

The Scoutmaster is the adult leader responsible for the execution of the program of the troop. The Scoutmaster and his assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact the quality of his guidance will affect every youth and adult involved in the troop. The Scoutmaster can be male or female, but must be at least 21 years old. The Scoutmaster is approved by the head of the chartered organization after being nominated and elected by the troop committee/adults. The Scoutmaster position will also come up for election every 2 years in the month of April. A new elected Scoutmaster must receive training for the position within 90 days of taking over the position.

The Scoutmaster's duties include:

- Train and guide boy leaders.

- Work with other responsible adults to bring Scouting to boys.
- Use the methods of scouting to achieve the aims of Scouting.
- Meet regularly with the patrol leaders' council for training and coordination in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend troop committee meetings.
- Conduct periodic parent sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.
- Conduct Scoutmaster Conferences for all rank advancements.
- Provide a systematic recruiting plan for new members and see they are promptly registered.
- Delegate responsibility to other adults and groups (assistants, troop committee) so they have a real part in troop operations.
- Supervise troop elections for the Order of the Arrow.
- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in council and district events.
- Build a strong program by using proven methods presented in scouting literature.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

Assistant Scoutmasters:

To fulfill his obligation to the troop, the Scoutmaster, with the assistance of the troop committee, recruits assistant Scoutmasters to help operate the troop. Each assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required two-deep leadership standards set by the Boy Scouts of America (there must be at least two adults present at any Boy Scout activity). An assistant Scoutmaster may be 18 years old, but at least one in each troop should be 21 or older, so he or she can serve in the Scoutmaster's absence. The Troop should recruit as many assistant Scoutmasters as possible. It has been found that many successful troops have three or more. Types of assistant Scoutmasters duties include all duties performed by the Scoutmaster in his absence. Assistant Scoutmasters will not be assigned to a patrol until they have completed their district level training. Refresher training is highly encouraged for the Scoutmaster and Assistant Scoutmasters every 2 years.

The Committee:

The Troop Committee is the troop's board of directors and supports the troop program. The committee will meet on the 2nd Thursday of each month at 1900hrs. The following is a list of their responsibilities:

- They ensure quality adult leadership is recruited and trained.
- Provides adequate meeting facilities and advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.

- They carry out the policies and regulations of the Boy Scouts of America.
- Are responsible for finances, adequate funds, and disbursements in line with the approved budget plan
- Obtains, maintains, and properly cares for troop property
- Provides adequate camping and outdoor program (minimum 10 days and nights per year)
- Serves on boards of review and courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provides for special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavior problems.
- Develops and oversees the over-arching goals of the Troop and provides feedback and direction to the Scoutmaster regarding the performance of the leaders towards those goals.

You can have a full committee with a reasonable amount of recruiting effort. The first five positions are essential for quality troop operation. Fill those positions first. There is no maximum limit to the number of troop committee members. The minimum number is three adults ages 21 or older. For committees with more members than positions listed, assign each additional member to assist in one of the areas. The more support each position has, the better that area will function. Only committee members can vote on issues presented to the committee. We will conduct annual elections for committee positions to be held each year in April. Nominations will be accepted from any current committee member or registered adult. Nominees must accept the nomination prior to the election or will be removed from the list of nominees. New committee members must receive training for their position within 90 days of taking over the position. Refresher training is highly encouraged for committee members every 2 years.

Duties of the Chairperson:

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

Duties of the Secretary:

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.

- Prepare a family newsletter of troop events and activities.
- Conduct the troop resource survey.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.

Duties of the Treasurer (Finance/Records):

- Handle all troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain checking and savings accounts (currently at Community Bank).
- Train and supervise the troop scribe in record keeping.
- Keep adequate records in the *Troop/Team Record Book*.
- Supervise the camp savings plan.
- Lead in the preparation of the annual troop budget.
- Lead the Friends of Scouting campaign.
- Report to the troop at each meeting.
- Keep adequate records of expenses.

Duties of Outdoor/Activities:

- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of one outing per month.
- Secure tour permits for all troop activities.
- Report to the troop committee at each meeting.

Duties of Advancement:

- Encourage Scouts to advance in rank.
- Work with the troop scribe to maintain all Scout advancement records.
- Arrange quarterly troop boards of review and courts of honor.
- Develop and maintain a merit badge counselor list.
- Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates.
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets.
- Report to the troop committee at each meeting.

Duties of Chaplain:

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in time of sickness or need.

- Encourage Boy Scouts to earn their appropriate religious emblems.
- Report to the troop committee at each meeting.

Duties of Training Coordinator:

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with the district training team in scheduling Fast Start training for all new leaders.
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic junior leader training within the troop and the council and national levels.
- Report to the troop committee at each meeting.

Duties of the Equipment Coordinator:

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

12. Operations of the Troop:

Standard Scouting events include weekly troop meetings, monthly boards of review, and quarterly court of honor, monthly patrol leaders' councils (PLC), leadership training events, the annual scheduling event, monthly outdoor activities, patrol meetings, and summer camp.

The Troop meets every Thursday at 1900 to 2030 hrs at the Scout Hut on Ramstein AB or other location as designated. The troop meeting is conducted as set forth by the scouts in their monthly PLC. Patrol meetings will also be coordinated by the Scouts at the PLC. Each meeting will be coordinated with the Scoutmaster prior to the meeting.

The Patrol Leaders' Council:

The patrol leaders' council (**not the adult leaders**) is responsible for planning and conducting the troop's activities. The patrol leaders' council is composed of the following voting members: senior patrol leader, assistant senior patrol leader, patrol leaders, and troop guide. The patrol leaders' council will be held on the last Thursday of each month. The troop's activities are selected and planned at the annual program planning conference. The troop's yearly plan is then submitted to the troop committee for approval. The troop committee either approves the plan or makes alternative suggestions for the patrol leaders' council to consider. At its monthly meetings, the patrol leaders' council organizes and assigns activity responsibilities for the weekly troop meetings. The troop committee interacts with the patrol leaders' council through the Scoutmaster. Any

support required from the committee will be requested by the senior patrol leader in writing. This will ensure communication is clearly understood by all Troop members. The Scoutmaster and/or Assistant Scoutmasters are required to attend the PLC.

Advancement:

As a scout completes each requirement necessary for rank advancement they will be tested by the Scoutmaster or someone he designates within the troop. This person may be an Assistant Scoutmaster, a Troop Committee Member, or another more experienced Scout. Once the scout has passed the requirement test the Scoutmaster or his designee will sign off in the BACK section of the scout's handbook to signify completion of that requirement. In order to avoid the appearance of impropriety, troop leaders, and brothers will not sign off rank requirements for their own sons or brothers. Infrequent exceptions may be made in the case of a leader who is teaching a skill to several Scouts at once at a patrol or troop meeting or other Scouting function.

Merit Badges:

Earning merit badges allows a scout the opportunity to explore many fields, help round out their skills, and introduces them to subjects that will perhaps become lifelong interests or a rewarding career. When a Scout is interested in completing a specific merit badge they must *first* notify the Scoutmaster that they are interested in completing the merit badge and identify who they have selected to be their merit badge counselor. In order to avoid the appearance of impropriety, a scout is prohibited from selecting a family member to be their merit badge counselor unless that family member is teaching a merit badge class that includes other scouts from the troop or no other merit badge counselor is available to teach that specific merit badge. Once the scout has an approved merit badge counselor, the Scoutmaster will present the scout with a signed blue card indicating they are cleared to proceed with the selected merit badge. It is the scout's responsibility (not the counselor, Scoutmaster, or Advancement Chairman) to keep the merit badge card until they have completed the requirements and the counselor has signed the card. If a scout loses a blue card, they will have to start the merit badge over unless the counselor is willing and able to vouch for what they already completed. If a scout changes counselors for any reason, it is up to the new counselor whether or not they will accept the work a scout did with the previous counselor. Normally a new counselor will ask the scout a few questions, and if the counselor is satisfied that the scout actually did the work that was signed off, he or she will accept it. After the scout has completed the merit badge and the counselor has signed and returned the merit badge card to the scout it is the scout's responsibility to bring the signed blue card to the Advancement Chairman who will record and report the scout's completion and make arrangements to have the merit badge presented at the next court of honor.

Board of Review:

The first week of each month the Advancement Chair will convene a board of review. At these boards a minimum of 3* troop committee members will sit on the board. Prior to a

board of review, each scout requires a Scoutmaster conference and to have all the requirements for the next rank signed off in his book. The Scout will be required to be in full uniform and have his book with him prior to the board. Troop 232 considers full uniform to include as a minimum the scout shirt, scout belt, troop neckerchief and merit badge sash if the scout has previously earned merit badges. Committee members sitting on boards of review will be allowed leeway in the substance and breadth of their questions using their individual interactions with the scout to gauge the scout's performance and preparedness for the next rank. Boards of review will be encouraged to use rank-specific questions (an example can found at <http://www.macscouter.com/>) but the guide should only be a template for the board not a limit. As before, board members should use their own knowledge of the scout to develop their questions. The advancement and committee chair both have a printed copy of the guide. It is recommended all committee members familiarize themselves with this guide so the board of reviews will be consistent.

Non-progressing Boards of Review will also be held, if necessary, and as time permits, to determine why a Scout is not progressing.

* If 3 troop committee members are not present, a parent (other than the scout meeting the board) may sit on the board to meet the minimum number required.

Court of Honor:

Once a quarter the troop holds a court of honor. At the court of honor the members of the troop are honored for their achievements made in that quarter. Scouts are presented their rank badges at the first opportunity after earning them. Their rank cards, merit badges, year pins, attendance pins and temporary badges (e.g., Camporee patches) are presented at the next Court of Honor. The location of the court of honor periodically changes, but will be announced at the troop meeting immediately preceding the court of honor. The Advancement Chair will be responsible for preparing the advancements prior to the COH.

Annual Schedule:

In August of each year the scout leadership conducts a weekend event chaired by the Scoutmaster. During the event the scout leadership prepares a draft program calendar for the upcoming year. The draft schedule is then presented to the troop committee for their comment and approval prior to being published. It is critical the committee attempt to get as much parental support prior to publishing the schedule to limit the amount of activities that have to be cancelled at a later date due to lack of support. The committee will provide lunch the day of the annual event to allow the Scouts the opportunity to focus completely on the schedule.

Camping

The Troop generally goes on a camping event once a month. The Patrol Leaders' Council under the direction of the Scoutmaster sets up these activities. The Troop's Outdoor/Activities Chairman (a committee position), along with other interested committee members; make the reservations, transportation, and other logistical arrangements. These duties are usually beyond the capabilities and resources of the Youth leadership. Any money due for these events is used to cover admission fees and the cost of the boys' food for the weekend. Money for these events is collected no later than the two weeks prior to the campout. It is the boys' responsibility to make sure that deadlines are met so that Patrol Leaders and Grub Masters can schedule their shopping. Failure to pay by the deadline may result in a scout not being permitted to attend the campout. If a scout can no longer attend a troop campout or other outing event and fails to notify the scoutmaster on or before the deadline for payment, the scout will forfeit all money he previously paid for the event. If a scout or parent can no longer attend a district or council campout the refund policy set by the district or council will be applied and any fees remaining due will be the responsibility of that scout or parent.

Troop Activities:

Troop activities require a great deal of planning for the execution to be successful. This responsibility cannot be assigned to one individual. The Activity Chair, Committee, and Scoutmasters will work together to assign an adult attendee POC for each event. In the event an activity limits the number of adults able to participate, priority to attend will be given in the following order:

Priority	Participant
1	Scoutmaster
2	Assistant Scoutmasters*
3	Committee Chair
4	Committee Members*
5	Non-Committee Parents*

* Priority among these members will be based on when they notify the Scoutmaster of their desire to attend but may be re-ranked based on the needs or limitations of the Troop, District or Council. At all times, the needs of the Troop outweigh the individual desires of a single parent or scout.

When Troop activities require payment for adults to attend, the Troop will pay attendance fees for the minimum number of adults (normally two) required for an activity when

funds allow. Payment of attendance fees for adults above the required number will be voted on by the committee. If the committee is unable or chooses not to pay any of the above fees it is the responsibility of the attending adult to cover their own fee.

If a scout or parent can no longer attend a planned activity that they previously signed up for a refund for the event is at the discretion of the committee and the scout or parent may be responsible for any remaining fees charged to the Troop for their participation.

Gas money will be collected from each scout attending an activity outside the local area (more than 30 minutes driving time) to compensate those driving. Amounts will be determined based on distance/time to the activity location. Total collected for gas will be distributed among the drivers for the particular event.

The following Activities Deadline Schedule will be followed to avoid last minute cancellations:

Time Before Activity	Action Required	Consequence	Main Role Player
6 Weeks Out	Activity POC. Individual to direct and coordinate the event. Activity information should be distributed to the troop by this point	Failure to secure a POC by this time cancels the troop participation in the event	Committee Chair. Activities Chair. Scoutmaster.
4 Weeks Out	Activity Sign-up. Everyone wishing to attend must have signed up and paid the activities chair.	If there is insufficient participation or not enough adults to drive the event will be cancelled.	Activity POC Treasure
3 Weeks Out	Transportation must be secured and a tour permit prepared for TAC	If we do not have Transportation we are not going.	Committee Chair. Activities Chair. Scoutmaster.
3 Weeks Out	Menu and shopping list preparation must be accomplished by patrol leaders.	Patrols not having this accomplished and approved by the scoutmaster will not be going.	Patrol Leader Scoutmaster Patrol Advisor SPL, ASPL, TG
2 Weeks Out	Cancellation and food payment.	Final date to pull out of event. Some events scouts could still lose their money. All money is due at this point	Activity POC Treasure
2 Weeks Out	Equipment List prepared by patrol and led by patrol leader	Patrols not having this accomplished and approved by the scoutmaster will not be going.	Patrol Leader Scoutmaster Patrol Advisor SPL, ASPL, TG
1 Week Out	Final adjustments.	Should be good to go.	POC Drivers Scoutmaster Activity Chair

13. Adult Support:

The quality of the Troop 232 scouting program depends entirely upon the commitment of adult volunteers. There is more to the troop than simply the scouts, scoutmaster, and committee. The troop relies on the committed and active participation of adult volunteers to provide training, funding, and logistical support as well as leadership. A successful scouting program can only be accomplished when adults are more involved with the troop than merely dropping their scouts off at events.

Towards that end, Troop 232 expects parents/guardians of registered scouts to volunteer time and resources as permitted for the betterment of the entire troop. This commitment can be made either through formal registration as a Committee Member, Assistant Scoutmaster, Patrol Advisor, Merit Badge Counselor, etc. or through ad-hoc participation in the various fund-raising events and community projects. Regardless of the means, it is vital to the troop and the quality of the program that adults be active and engaged.

14. Discipline and Safety:

Discipline is a safety and respect issue IAW the BSA Safe Guide to Scouting and BSA policy. Failure to behave in a manner consistent with these principles, the scout oath and law is not acceptable. Disciplinary actions will be handled at the lowest level possible, at the earliest time possible on a case-by case basis. Scouts will always be disciplined using the two deep leadership principle and parents will be briefed on the issue. The troop will follow a sliding scale of discipline that responds to the frequency and severity of the infraction. Infractions involving the safety and well-being of any scout will be addressed immediately and firmly. Above all else safety first. Repeat discipline problems can result in the Scout not being permitted to attend events without a parent.

Given the nature of interaction amongst the Scouts, Scoutmaster, and Assistant Scoutmasters it is expected the vast majority of disciplining will be done at the Scoutmaster or ASM level. Recurring, aberrant or dangerous behavior can and will be addressed by the Troop Committee with punishment ranging from counseling of the scout and parents/guardians to removal from the troop. In such case as a removal of any scout the troop committee will provide written documentation of the factors leading up to the dismissal and will provide that documentation to the scout's parents/guardians and the Trans-Atlantic Council at it's earliest convenience.

15. Signatures:

The signatures of the Committee Chairman and the Scoutmaster below indicate acceptance of the document based on a vote by the committee accepting the document as written.

Date: 8 Apr 2010

Pamela J Ladnier Pamela J Ladnier
(Printed name of Committee Chairman) (Signature of Committee Chairman)

PAUL K. MARKS PKM
(Printed name of Scoutmaster) (Signature of Scoutmaster)