



Title: Troop 225 Bylaws

Revision:

Original

Effective Date:

05/24/2022

1. Scope

This document applies to all Troop 225 sponsored activities. The policy set forth by this document shall not modify, supersede, or otherwise change the policy of the Scouts of America (BSA). If contradictions exist between this document and BSA policy, then the BSA policy shall prevail over policies set forth in this document.

2. Training

All Unit Leadership and volunteers attending Troop 225 activities should be provided this document to ensure all Troop activities comply with the policies documented below.

3. Procedure

a. Youth Protection:

- i. To protect the boys the BSA has an extensive Youth Protection Policy.
 1. The policy declares that no adult leader should ever be alone with a child, except for their own child.
 2. This means for any scout activity there must be a minimum of two (2) registered adult leaders and two (2) scouts always present.
 3. Parents must never drop a scout off at a meeting point or event and depart. It is each parent's responsibility to assure that there are two leaders and at least one other scout present before they are left. If you arrive and there is only one leader present, please wait until a second leader arrives before leaving.
 4. All communication including phone calls, video conferencing, emails, text messages, or any other forms of communications between a Scout and Troop leaders require the parent(s) or another Registered Adult Leader to be with the Scout or copied on the electronic communication regardless of purpose.
 5. On camping outings, Scout's tent with Scouts and adults with adults.
 - a. At no time will an adult have sleeping arrangements with non-related Scouts or youth. This is for the protection of every individual.
 - b. Non-related Scouts sharing tents shall not exceed two (2) years in age.



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6. All adults helping with Troop events shall have completed the BSA Youth Protection Training and maintain it as necessary.
7. If you believe that any scout or parent is in violation of these policies immediately report the incident to the Scoutmaster or Troop Committee Chairman.

b. Participation/ Attendance Requirements

- i. The Troop understands other activities may conflict such as sports, school and church. We encourage the scouts to have a well-rounded life and not to focus on one particular activity, be it scouting, sports, school, or church.
 1. We will work with the Scout to keep up with his Scouting activities when they are missed.
 2. For advancement the Scout must realize that participation in these activities will help him advance in rank.
- ii. Although each situation will be considered individually, in general, to fulfill Rank Advancement Requirements [e.g., "Be Active"; "Demonstrate Scout Spirit"], at least the following participation will be required six months prior to a Board of Review for rank advancement.
 1. Meetings - at least a 33% (1 per month) attendance record will be required
 2. Trips – at least one trip (Sept – Dec) and a second trip (Jan – May).
- iii. All Scouts holding a PLC leadership position are expected to attend a minimum:
 1. 75% or 3 out of the 4 meetings/trips during the month (2 Troop meetings + PLC meeting + Trip/Event).
 2. Scout leaders who fail to meet the 75% attendance requirement, without prior approval from the Scoutmaster, risk removal from the position.
- iv. Registration – Scouts that do not meet the minimum requirements listed above prior to the start of the following scout year will NOT be registered with the troop at the December Re-charter date.
 1. This will also apply to their parent(s)/guardian(s) if they are also chartered members.



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2. If a scout wishes to reinstate himself with the troop they must at minimum:
 - a. Appear before the Committee and request to have a new application filled out for membership.
 - b. Provide detailed information as to their intentions to continue to be part of the Scouting Program.
 - c. The Scout and/or Adult Leader may be required to pay for their registrations fees to be reinstated.

c. Uniforms

- i. Class "A" – This is the official BSA uniform.
 1. Full Class "A" uniform includes a merit badge sash. It is worn for special occasions such as Board of Review, Court of Honor, Flag ceremonies, etc. Blue jeans, camouflage pants, non-scout hats, and white shoes are not acceptable to be worn with this uniform.
 2. The minimum (field duty) consists of a uniform shirt with proper insignia, a bolo, and green khakis or shorts and the option of a troop hat. These should be worn for Troop meetings and activities specified by the Scoutmaster.
- ii. Class "B" uniform consists of a Troop 225 T-Shirt, long sleeve shirt, hoodie etc.
 1. The t-shirt is available for purchase from the Troop and is required for all Scout outings where the Class "A" uniform is not specified.
- iii. Please consider donating outgrown items to the Troop.
 1. The Troop will attempt to distribute "experienced" uniforms or t-shirts at the next meeting on a first come basis.

d. Meeting Location:

- i. The current meeting location is:
 1. Berlin Fire Department Convention Hall, 214 N Main St, Berlin, MD 21811



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e. Meetings Requirements:

i. Troop Meetings:

1. All Troop meetings and activities require at least two (2) Scouts of America (BSA) registered adults over the age of 21 to be onsite at all times per BSA Guidelines.
2. First three (3) Tuesdays of the month from September- May.
3. Meetings will be from 6:30pm- 8:00pm.
 - a. Patrol Leaders and Leadership should arrive by 6:15pm to set up for scheduled meetings.
 - b. All meetings shall begin with a presentation of colors, Pledge of Allegiance, Scout Oath, and Scout Law.
 - c. All Scouts are expected to attend Troop meetings in Full Class "A" uniforms, bring their Scout Handbooks, pen/pencil, and Merit Badge booklets as needed.

ii. Patrol Leaders Council (PLC) Meeting:

1. Will be held on the fourth (4th) Tuesday of each month from September-May.
 - a. Meetings will be from 6:30pm- 8:00pm.
 - b. Attendance by the elected leaders and staff is mandatory. Failure to regularly attend may result in not receiving credit for the leadership position held.

i. Scout Leadership Positions

1. Junior Assistant Scoutmaster
2. Senior Patrol Leader
3. Assistant Senior Patrol Leader
4. Order of the Arrow Representative
5. Patrol Leader
6. Guide



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7. Assistant Patrol Leader (*does not count toward responsibility requirement for rank advancement*)
8. Quartermaster
9. Scribe
10. Historian
11. Chaplain's Aide
12. Photographer
13. Instructor

(Please refer to the Troop Positions of responsibility power point for specific requirements. Leadership positions of Jr Assistant Scoutmaster and Senior Patrol Leader require a Scout to have held a leadership position of at least Patrol Leader, Guide or Assistant Senior Patrol Leader previously unless all other candidates have been exhausted.)

iii. Committee meetings

1. Will be held on the fourth (4th) Tuesday of the month at 6:45 PM; all parents are encouraged to attend.
2. Committee Positions (Adult Volunteers)
 - a. All Registered Adult Leaders shall have current Youth Protection Training (YPT) and should complete the appropriate position training provided by BSA.
 - i. Troop Committee Chairman
 - ii. Treasurer
 - iii. Secretary
 - iv. Advancement Coordinator
 - v. Outdoor Program/Trip Coordinator
 - vi. First Class Trail Advancement Coordinator
 - vii. Eagle Trail Advancement Coordinator



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- viii. Fund-Raising Coordinator
- ix. Equipment Coordinator
- x. Membership Coordinator/ Recruitment
- xi. Summer Camp/ Merit Badge College Coordinator
- xii. Web Administrator

f. Financial Responsibilities:

- i. Troop 225 Financial Management Policies are documented in the Troop 225 Financial Policy and is available to all parents and members upon request to the Scoutmaster, Committee Chair, or Treasurer.
- ii. New Scout Registration:
 - 1. New Scouts joining Troop 225 shall make an initial payment of at least \$50 to be deposited into their personal Scout Account within 30 days of officially joining the Troop.
 - 2. This payment can be cash, check, or from another Scouts BSA unit to Troop 225 in the name of the Scout. This initial deposit is used to start paying for trips, activities and outings as the Scout attends them.
- iii. Annual Registration Fees:
 - 1. Registration fees are set by National and District Councils for adults and youth participants.
 - 2. Currently, registration fees are covered by our Charter Organization; Ocean City Elks Lodge #2645 at recharter in December each year.
- iv. Annual Court of Honor (COH) Fees
 - 1. All Scouts are required to pay a \$40 fee by February 28th of each year for COHs during the year.
- v. Individual Scout Fund Raising Accounts (Scout Accounts)



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1. Money raised during fund-raising (i.e., popcorn sales) will be distributed to each participating scout's individual account at the conclusion of the event and after all monies have been collected.
 - a. The percentage of profit breakdown between scouts and Troop funds will be disclosed prior to the fund-raising event.
2. These individual accounts can only be used to pay for BSA/Troop sanctioned activities.
 - a. Scouts requesting to use funds for activities other than Troop events will be asked to submit a request for reimbursement with receipt once they have solidified their reservation(s).
 - b. These activities need pre-approval to guarantee that they meet guidelines and to ensure that there are sufficient funds in that scouts account.
 - c. Scout account funds cannot be used for purchases such as personal gear or equipment.
3. If a scout determines that they are no longer interested in being a member of Troop 225:
 - a. Per BSA guidelines- If the Scout is transferring to another Troop:
 - i. The Scout shall provide a point of contact with the new Troop to the Troop 225 Treasurer.
 - ii. The remaining balance will be provided in check form made out to the new Troop the Scout is transferring to.
 - b. Any Scouts not remaining in BSA, the remaining balance in their account will be moved to the troop's general account.
 - i. This will also apply to scouts who are removed from the Recharter process of the Troop due to not meeting the requirements established in these Bylaws.
 - c. The Troop may, at its discretion, credit the last known balance for a scout who has followed the procedure set forth for reinstatement.
4. Receipts must be submitted within 2 weeks of the conclusion of a trip for a Scout family to be reimbursed for a purchase or expense.

vi. Troop Fund Raising Accounts



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1. Annual Troop wide or fund-raising events put on for the Troop (i.e. Turkey Shoot), are major fund raising events for the troop, and while participation of all scouts is anticipated, the funds raised are used for troop wide costs.

g. Trips, Activities, and Outings:

- i. Participation by parents is strongly encouraged and welcomed in Troop activities.
- ii. Safety standards set previously by activity plans must be adhered to for all outings.
- iii. On outings Scout's tent with Scouts and adults with adults.
 1. At no time will an adult have sleeping arrangements with non-related Scouts or youth. This is for the protection of every individual. Please refer to BSA Policy.
 2. Non-related Scouts sharing tents shall not exceed two (2) years in age.
- iv. The Boy Scouts of America (BSA) prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the BSA or at any activity involving participation of youth members.
- v. Transportation to and from Troop Activities:
 1. Drivers must be 21 years of age and have a valid driver's license. Drivers are approved after insurance information is obtained.
 2. Each Scout shall wear a seat belt in a private passenger vehicle.
- vi. Trip Payments
 1. Payment is expected at least two weeks before a scheduled trip.
 - a. Payment can be made by Scout account (preferred) and cash/check.
 - i. If your Scout account is in arrears by more than \$100 it must be made current prior to signing up for future outings.
 - b. The Troop has to prepay most expenses for trips (i.e. making reservations, buying food). Signup lists will not be adjusted



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within 7 days of a trip, or as specified on the Troop forums. No refunds will be given if the scout is unable to attend.

- c. Scout trip expenses for food are covered if the Scout is registered to cook for the troop/patrol.
 - i. Scouts will stay within the current established budget:
 - 1. Breakfast; \$4 per person
 - 2. Lunch: \$5 per person
 - 3. Dinner: \$6 per person
 - d. Receipts shall be submitted to the Troop Treasurer according to the Financial section item #4 for reimbursement.

h. Service Hours

- i. We believe that the service hour requirement is one of the most basic requirements necessary for advancement as it helps the scout connect with this community around him. The following are the service hours required for advancement -
 - 1. Second Class – 4 hours of various community service hours/ 50% of which must be a BSA sponsored activity.
 - 2. Star – 12 hours of various community service hours/ 50% of which must be a BSA sponsored activity.
 - 3. Life – 12 hours of various community service hours/ 50% of which must be a BSA sponsored activity.
- ii. Service Hours submitted for rank advancement that are for Community Service should be at least 50% in a BSA sponsored or approved activity, either a troop activity (scouting for food, volunteering for eagle projects, trail cleanup, etc) or some other Scouting (Council, Order of the Arrow, etc.) function.
 - 1. Time spent in the performance of a Position of Responsibility (Patrol Leader, Quartermaster, etc.) required for advancement or merit badge does not count toward completion of the service hours requirement
- iii. Those service hours outside of scouting (church camp, school, etc.) will need to be pre-approved by the Scoutmaster prior to their being earned. Please do not



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ask for approval on service hours not related to scouting that was not approved beforehand.

i. Advancement Process

i. Merit Badges

1. Blue Cards-

- a. Blue Cards (not worksheet packets) are due to be turned in the week before the Board of Review if awards are to be presented during the next Court of Honor.
- b. All Blue Cards will be turned into the Advancement Chair after 30 days from the completion of the merit badge sessions.
- c. It is the responsibility of the Scout to maintain their worksheets/ requirements and to work with the Merit Badge Counselor to get signoff on the Blue Card in a timely fashion.
- d. Blue Cards will be maintained by the Troop for "in-troop" Counselors.
- e. Blue cards, including partials, not turned in after 90 days will be assumed to have not been started by the scout.
- f. Blue cards and the date they are issued and signed by the Scoutmaster signify the official start, or work as having been begun, and sets the parameters by which the requirements are to be worked under.
- g. Prior work to be used towards current requirements is at the Merit Badge Counselor's discretion per BSA policy.

2. No more than 5 additional Merit Badges may be requested to be earned at non-sanctioned Troop activities by a scout in a given scout year (Sept.-August), except with the prior approval of the Troop 225 Scoutmaster and Committee.

- a. Sanctioned events are specific events that are promoted by the Troop Leadership and are orchestrated by the Leadership as Troop-wide activities. Merit Badge Colleges are not considered Troop sanctioned events.

3. Of the five MBs requested:



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- a. Only one (1) may be an Eagle required badge
 4. All requests for Merit Badges outside of the troop must be approved by the Scoutmaster and the Committee. The only exceptions to this policy will be granted to a scout that is within one year of their 18th birthday, in order to help them potentially reach the rank of Eagle Scout or Palms.
- ii. Scoutmaster Conference
1. The importance of the Scoutmaster conference cannot be overemphasized—
 - a. It is a wonderful opportunity for the scout to discuss their position within the Troop
 - b. It is a chance for the Scoutmaster (SM) to individually emphasize the importance of living the Scout Oath and the Scout Law in the scout's everyday life.
 - c. It is an opportunity for the parents to talk with the SM about any problems they are having, either with their son or with the troop.
 - i. Requests for parental conferences should be made in advance to allow sufficient time to be dedicated to the scout and their parents respectively.
 - d. It creates discussion centered around the scout ideals, and the Scout's goals for the future.
 2. When the requirements for a specific rank are completed, it is the Scout's responsibility to contact the Scoutmaster to arrange for a Scoutmaster conference.
 3. The Scoutmaster or if designated the "Up to 1st Class" Assistant Scoutmaster/Jr Assistant Scoutmaster or "Trail to Eagle" Assistant Scoutmaster may "sign-off" Rank requirements.
 4. It is the responsibility of each scout to maintain the following information in the Scout's Handbook to be reviewed by the Scoutmaster during a Scoutmaster Conference
 - a. Activities/ Outings/ Participation
 - b. Camping dates
 - c. Merit Badges



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d. Community Service Hours

5. Scoutmaster conferences are conducted by the troop's Scoutmaster, but this is not always feasible.
 - a. Primary Trained Assistant Scoutmasters may be selected to conduct Scoutmaster conferences for Scout, Tenderfoot, Second Class, First Class, Star, and Life.
 - b. The Troop's Scoutmaster shall conduct at least every other conference so that a Scout advancing through the ranks will see the Scoutmaster at least every other rank as they progress towards Eagle.

iii. Board of Review

1. Upon completion of the Scoutmaster conference, the Scout will participate in a Board of Review.
2. It is the responsibility of the Scout to notify the Scoutmaster of his desire to participate in a Board of Review.
3. The Scoutmaster will advise the Committee Chair to arrange the meeting. The Board of Review will evaluate the Scout for advancement based on the following criteria:
 - a. Completion of Scout requirements
 - b. All requirements needed for advancement (including completed blue cards) must be turned in prior to requesting a Board of Review.
 - c. Scout spirit as defined by:
 - i. Scout living the ideals of the Scout Oath, Scout Law, Scout motto and slogan
 - ii. Scouts participation in the Troops activities
 - iii. Leadership qualities
4. The BOR is designed to allow the Scout to present their knowledge of the rank they are seeking, and to share their achievements of how they completed the requirements for the next rank.
5. The BOR is designed to be undertaken by the Scout without parental assistance for the rank of 1st Class and above.



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- a. Parents may attend the BOR for Scout, Tenderfoot, and 2nd Class ranks, but they are encouraged to allow their scout to present their achievements by themselves.

iv. Recognition - Court of Honor (COH)

1. The Scout may receive recognition for his advancement or Merit Badge at the next scheduled COH.
 - a. The COH is a special ceremony of recognition and is scheduled quarterly.
 - b. This is a good opportunity for parents to model Scout Spirit by attending the COH, even if their Scout is not receiving any recognition.
2. Class "A" uniform and merit badge sash should be worn at Courts of Honor.
 - a. Scout may bring other clothes to change into or wear a Class "B" shirt underneath their uniform shirt after the COH Ceremony.

4. Amending Bylaws and Troop Policies

- a. The Troop Committee may establish troop procedures as necessary to govern Troop 225's administration of the BSA program.
 - i. Such procedures must be approved by a majority vote of the voting members present at the Troop Committee meeting.
- b. The PLC or the Troop Committee may recommend changes or amendments to these Bylaws. Changes and amendments to these Bylaws must be approved by:
 - i. Majority of the voting members present at the PLC meeting and
 - ii. Two-thirds vote of the voting members present at the Troop Committee meeting.
- c. These Bylaws are effective on the date when the Troop Committee Chair signs.



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Troop Committee Signatures:

Senior Patrol Leader		
<i>Name (Printed):</i>	<i>Signature:</i>	<i>Date:</i>
Scoutmaster		
<i>Name (Printed):</i>	<i>Signature:</i>	<i>Date:</i>
Troop Committee Chair		
<i>Name (Printed):</i>	<i>Signature:</i>	<i>Date:</i>
Secretary		
<i>Name (Printed):</i>	<i>Signature:</i>	<i>Date:</i>

