

Troop 225 Bylaws



Berlin-Ocean City, MD

Meetings

❖ Location

- Troop meetings are held at the Ocean Pines Community Church located at 11227 Racetrack Road, Berlin MD 21811.

❖ Meeting Schedule

- Troop meetings are the first 3 Tuesday's of the month
 - Meetings will begin at 6:30 pm, Set-up from 6:15-6:30pm.
 - a) Scouts are expected to attend troop meetings in field duty (class "A") uniforms (see below) and bring their Boy Scout Handbook, pencil or pen and merit badge papers.
 - Patrol Leaders Council (PLC) meetings are held the 4th Tuesday of the month at 6:15 PM
 - Attendance by the elected leaders and staff is mandatory. Failure to regularly attend may result in not receiving credit for the leadership position held, details below.
- Committee meetings are the 4th Tuesday of the month at 6:45 PM; all parents are encouraged to attend.

❖ Financial Responsibilities

- We do not collect charter fees, our chartered organization (Ocean City Elks) covers that for us.
- We do collect \$40 per year to offset the cost of holding the four Courts of Honor.
- All Scouts upon joining Troop 225 shall make a payment of at least \$50 to be deposited into their personal Scout Account. This payment can be cash, check from a personal bank account or from a Scouts BSA unit to Troop 225 in the name of the Scout. This initial deposit will then be used to start paying for trips, activities and outing as the Scout attends them.

Trips, Activities and Outings

- ❖ Participation by parents is strongly encouraged and welcomed in Troop activities. On outings Scouts tent with Scouts and adults with adults. 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.
- ❖ 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.
- ❖ Transportation – Drivers must be 21 years of age and have a valid driver's license. Drivers are approved after insurance information is obtained. Each Scout must wear a seat belt in a private passenger vehicle.
- ❖ Trip Payments – Payment is expected at least two week before a scheduled trip. If your account is in arrears it must be made current prior to signing up for future outings. The troop has to prepay most expenses for trips (ie making reservations, buying food). Signup lists will not be adjusted 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.
- ❖ Safety standards set previously by Tour plans must be adhered to for all outings.

Participation/ Attendance Requirements

- ❖ The Troop understands other activities may conflict such as sports, school and church. We will work with the Scout to keep up with his Scouting activities when they are missed. For advancement the Scout must realize that participation in these activities will help him advance in rank. 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. 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.
 - **Meetings** - at least a 33% (1 per month) attendance record will be required
 - **Trips** – at least one trip (Sept – Dec) and a second trip (Jan – May).
- ❖ All Scouts holding a PLC leadership position are expected to attend a minimum of 75% or 3 out of the 4 meetings/trips during the month (2 Troop meetings + PLC meeting + Trip/Event). Scout leaders who fail to meet the 75% attendance requirement, without prior approval from the Scoutmaster, risk removal from the position.
- ❖ 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. This will also apply to their parent(s)/guardian(s) if they are also chartered members. If a scout wishes to reinstate himself with the troop, they will need to appear before the Committee and request to have a new application filled out for membership, as well as giving detailed information as to their intentions to be part of the Scouting Program.

Uniform

- ❖ Class “A” – This is the official BSA uniform.
 - 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.
 - 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.
- ❖ Class “B” uniform consists of a Troop 225 T-Shirt. 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.

Please consider donating outgrown items to the Troop. The Troop will attempt to distribute "experienced" uniforms or t-shirts at the next meeting on a first come basis.

Service Hours

- ❖ 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 -
 - Second Class – 4 hours of various community service hours/ 50% of which must be a BSA sponsored activity.

- Star – 12 hours of various community service hours/ 50% of which must be a BSA sponsored activity.
- Life – 12 hours of various community service hours/ 50% of which must be a BSA sponsored activity.
- ❖ 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.
- ❖ 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
- ❖ 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 ask for approval on service hours not related to scouting that was not approved beforehand.

Advancement

- ❖ Scoutmaster Conference
 - 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
 - Activities/ Outings/ Participation
 - Camping dates
 - Merit Badges
 - Community Service Hours
 - Blue Cards – 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. All Blue Cards will be turned into the Advancement Chair after 30 days from the completion of the merit badge sessions. 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. Blue Cards will be maintained by the Troop for “in-troop” Counselors. Blue cards, including partials, not turned in after 90 days will be assumed to have not been started by the scout. 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. Prior work to be used towards current requirements is at the Merit Badge Counselor's discretion per BSA policy.
 - Merit Badges – 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. Of the five requested, only 1 may be an Eagle required badge, in accordance with standard Troop practice. 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. 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. No approvals will be given for merit badges being offered by the Troop unless the Scout is in his final year.
 - Camping nights for the purpose of advancement (including Merit Badge Requirements) must all be accomplished by participation in sanctioned BSA activities as follows; 75% of the nights required to be completed with Troop 225, the balance can be done at outside BSA activities.

- 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. 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.
- Scoutmaster conferences are conducted by the troop's Scoutmaster, but this is not always feasible. Consequently, Primary Trained Assistant Scoutmasters may be selected to conduct Scoutmaster conferences for Scout, Tenderfoot, Second Class, First Class, Star, and Life. However, the troop's Scoutmaster will in all cases conduct no less than every other conference, so that a boy advancing through the ranks will see the Scoutmaster at least every other rank as he progresses towards Eagle.
- The importance of the Scoutmaster conference cannot be overemphasized--it is a wonderful opportunity for the scout to discuss his position within the troop, and 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. It is also an opportunity for the parents to talk with the SM about any problems they are having, either with their son or with the troop. Discussion centers around the scout ideals, and the boy's goals for the future. Requests for parental conferences should be made in advance to allow sufficient time to be dedicated to the scout and his parents respectively.

❖ Board of Review

- Upon completion of the Scoutmaster conference, the Scout will participate in a Board of Review. It is the responsibility of the Scout to notify the Scoutmaster of his desire to participate in a Board of Review. 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.
 - Completion of Scout requirements
 - All requirements needed for advancement (including completed blue cards) must be turned in prior to requesting a Board of Review.
 - Scout spirit as defined by:
 - Scout living the ideals of the Scout Oath, Scout Law, Scout motto and slogan
 - Scouts participation in the Troops activities
 - Leadership qualities
 - 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. As such, the BOR is designed to be undertaken by the Scout without parental assistance for the rank of 1st Class and above. 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.

❖ Recognition - Court of Honor

- The Scout may receive recognition for his advancement or Merit Badge at the next scheduled Court of Honor (COH). The COH is a special ceremony of recognition and is scheduled quarterly . This is a good opportunity for parents to model Scout Spirit by attending the COH, even if their Scout is not receiving any recognition.
- Class "A" uniform and merit badge sash should be worn at Courts of Honor.

Individual Scout Fund Raising Accounts

- ❖ Money raised during fund raising will be distributed to each participating scout's individual account at the conclusion of the event and after all monies have been collected. The percentage of profit breakdown between scouts and Troop funds will be disclosed prior to the fund raising event.
- ❖ Annual Troop wide events (Turkey Shoot, etc) however, 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.
- ❖ These individual accounts can only be used to pay for BSA sanctioned activities. 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). These activities need pre-approval to guarantee that they meet guidelines and to ensure that there are sufficient funds in that scouts account.
- ❖ If a scout determines that they are no longer interested in being a member of Troop 225 and there is any remaining balance in their account, it will be moved to the troop's general account. This will also apply to scouts who are removed from the Recharter process of the Troop as previously documented above. The Troop may, at its discretion, credit the last known balance for a scout who has followed the procedure set forth for reinstatement.
- ❖ 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.

Leadership

- ❖ Scout Leadership Positions
 - Junior Assistant Scoutmaster
 - Senior Patrol Leader
 - Assistant Senior Patrol Leader
 - Order of the Arrow Representative
 - Patrol Leader
 - Guide
 - *Assistant Patrol Leader (does not count toward responsibility requirement for rank advancement)*
 - Quartermaster
 - Scribe
 - Historian
 - Chaplain's Aide
 - Photographer
 - 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.

- ❖ Committee Positions

- Troop Committee Chairman
- Treasurer
- Secretary
- Advancement Coordinator
- Outdoor Program/Trip Coordinator
- First Class Trail Advancement Coordinator
- Eagle Trail Advancement Coordinator
- Fund-Raising Coordinator
- Equipment Coordinator
- Membership Coordinator/ Recruitment
- Summer Camp/ Merit Badge College Coordinator
- Web Administrator

Child Protection Policy

- ❖ To protect the boys the BSA has an extensive Child Protection Policy.
 - The policy declares that no adult leader should ever be alone with a child, except for their own child. This means for any scout activity there must be a minimum of two adult leaders and two scouts present.
 - 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. Our troop always has at least two, and usually three or four, leaders planned for every event. If you arrive and there is only one leader present, please wait until a second leader arrives before leaving.
 - If you believe that any scouter or parent is in violation of these policies immediately report the incident to the Scoutmaster or Troop Committee Chairman.

Boy Scouts of America Policy

- ❖ The policy set forth by this document shall not modify, supersede, or otherwise change the policy of the Boys Scouts of America.
- ❖ If contradictions exist between this document and Boy Scout policy, then the BSA policy shall prevail over policies set forth in this document.

AMENDING BYLAWS AND TROOP PROCEDURES

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

TROOP COMMITTEE SIGNATURES

Senior Patrol Leader

Date

Scoutmaster

Date

Troop Committee Chair

Date

Secretary

Date