

Troop 86 By-Laws

Part I

Troop Committee Jobs - Functions and Responsibilities of Adult Leaders

Charter Representative (CR):

1. Serve as liaison between Troop 86 and the VFW, the chartering organization.
2. Represent VFW at the Monthly District Committee meetings.
3. Encourage unit leaders and committee members to attend training.
4. Promote planned Troop programs.
5. Suggest Good Turns to VFW.
6. Encourage VFW attendance at Troop Committee meetings.
7. Cultivate VFW leaders in scouting.
8. Encourage recognition of Troop leaders.
9. Cultivate resources to support Troop 86.
10. Represent VFW on the Troop Committee.

Unit Commissioner (UC):

1. Visit Troop and Troop Committee meetings.
2. Advise on leader selection.
3. Assist in annual re-chartering of Troop 86.
4. Assist in reviewing Troop 86's performance with adult leaders.
5. Assist in program planning problems.
6. Present Troop's needs to the District Committee.
7. Emphasize advancement and recognition.
8. Bring district help and promote its use.

Committee Chairman (CC):

1. Call and conduct regular monthly meetings of the Troop Committee and special meetings of the committee that may be called IAW Roberts Rule of Order.

2. Organize the committee to see that all functions are delegated, coordinated, and completed.
3. Work closely with Scoutmaster in preparation of the order of business for the committee meetings.
4. Work closely with the CR in:
 - a. Securing adult leaders. (and encouraging Training Attendance)
 - b. Re-chartering the troop annually and arranging for charter review with the unit commissioner.
 - c. Providing two-way communications between VFW, and the Troop, District, and Council.
5. Conduct annual charter review.
6. See that adult leadership is assigned in the case of the Scoutmaster's (SM) absence or inability to serve.
7. Review/select/elect all positions on the Troop Committee to include SM and Assistant Scoutmasters (ASMs). Review should occur, but is not limited to, annually at the September Troop Committee meeting.
8. When a vote of the Troop Committee is required, the CC may vote only to make or break a tie vote IAW Roberts Rules of Order.

Secretary (MC):

1. Keep minutes of meetings and forward a copy to the Scouting Coordinator for the chartering organization (VFW).
2. Be responsible for record keeping of all troop properties.
3. Coordinate Troop newsletter of events and activities and work with troop historian.

Scoutmaster (SM):

1. Train and guide Boy Leaders.
2. Help boys grow by encouraging them to learn for themselves.
3. Guide boys in planning the troop program.
4. Use the methods of Scouting to achieve the Aims of Scouting.
5. Attend the following meetings:
 - a. Meet regularly with the Patrol Leader's Council (PLC) for training and coordination and planning of troop activities.
 - b. All troop meetings or have a qualified adult substitute for you.
 - c. Troop Committee meetings.

- d. Training Courses (as needed) and District Meetings/Round Tables.
 - e. Conduct regular parent sessions to share the program and encourage parent participation and cooperation.
 - f. Take part in annual roll call and uniform inspection, charter review meetings, and charter presentation.
6. Provide guidance:
- a. Conduct or delegate personal growth agreement conference for all progress awards prior to the board of review.
 - b. Provide a systematic recruiting plan for new scouts and see that they are promptly registered.
 - c. Delegate responsibility to other adults (ASMs, Troop Committee Members) so they have a stake in troop operations.
7. Activities:
- a. Make it possible for each scout to experience at least 10 days and nights of camping each year.
 - b. Participate in council and district events.
 - c. Build a sound program by using proven methods presented in scouting literature.
 - d. Conduct all activities under qualified leadership, safe conditions, and the policies of VFW and Boy Scouts of America (BSA).

Assistant Scoutmaster (ASM):

1. Serve as the adult troop leader in absence of the Scoutmaster.
2. Serve as advisor to the leadership corps.
3. Work directly with members of the Patrol Leaders Council (PLC) as assigned by the Scoutmaster to administer troop operations such as activities, progress review, district and council events.
4. On assignment by Scoutmaster, be responsible for troop physical arrangements and properties, working directly with the Troop Quartermaster and Troop Committee.
5. On assignment by Scoutmaster, work with the Troop Scribe and Troop Committee in handling of troop records, including attendance, participation, and advancement and relay to Scoutmaster any problems that arise in these areas.
6. On assignment of Scoutmaster, be responsible for arranging personal growth agreement conferences, merit badge counselor coordination, and parent conferences.
7. Be responsible for relationships between Troop and Cub Scout Pack 86.

8. On assignment of the Scoutmaster, be responsible for troop appearance, uniform, proper wearing of badges and insignia; plans to help scouts earn money for uniforms and equipment; roll call and uniform inspections.

9. Be responsible for health and safety in all troop affairs.

10. On assignment of Scoutmaster, supervise troop elections for Order of the Arrow.

11. On assignment of Scoutmaster, work with scouts and parents regarding full utilization of Boy's Life.

12. On assignment of Scoutmaster, advise with den chief and Webelos den leaders.

Treasurer (MC):

1. Handle all troop funds. Pay bills on recommendation of Scoutmaster and authorization of Troop Committee.

2. Maintain checking or savings accounts. (An account requiring two signatures on each check).

Treasurer (MC): (Continued)

3. Supervise troop budget plan and work with the Troop Scribe in developing and maintaining proper record system for collection of monies from scouts for activities.

4. Supervise money-earning projects including obtaining proper authorization.

5. Be responsible for insurance program.

6. A petty cash account in the amount of \$10 to \$20 should be made available for the Scoutmaster. Before the Scoutmaster is given a new advance, receipts are given to the treasurer for the petty cash.

7. Establish/maintain camp savings plan for individual scouts.

8. Work with the Troop Scribe in the collections of dues. Dues maybe paid at the rate of 25 cents per week, \$1.00 per week (if paid in advance), \$12.00 per year (if paid in advance).

9. Money earned at Troop money-earning projects will **normally** be divided on a 60/40 split. The Troop will receive 60% of the profit while the remaining 40% will be divided equally among the individual scouts that participated with the money-earning project. This money is to be kept within the Troop checking and/or saving accounts and is only to be set aside on paper for the individual scout to use for camping fees (summer camp and/or weekend camps). If a Scout leaves the Troop or reaches age eighteen the money will be transferred on paper back to the Troop to be utilized. No money will be physically given to a Scout from his earnings at a money-earning project. On occasion the percent from money-earning project may change. This will require a vote from the Troop Committee for a one-time money-earning project.

Advancement (MC):

1. Be responsible for monthly progress review:

a. Conduct Troop Committee progress review.

b. Serve as advisor to PLC for advancement opportunities.

2. Develop and maintain merit badge counselor lists for Troop 86 and submit to Troop Committee and District.
3. Be responsible for Troop Court of Honor and the proper presentation of all Scout earned awards.
4. Work with Scoutmaster (or ASM if assigned) and Troop Scribe in maintenance of all Scout advancement records.
5. See that all supplies for scout advancement are on hand: Badges, certificates, insignia, merit badge applications, and all other record forms as needed.
6. See that monthly advancement reports are sent to District.
7. Work with Troop Librarian in building and maintaining a troop library of merit badge pamphlets.
8. Confer with Scoutmaster and Eagle applicant on the Eagle Scout service project and obtain approval before applicant starts project.
9. Serve as liaison to district and/or council advancement committee.
10. Help troop with all special events.

Outdoor (Chairman & Committee) (MC)

1. Ensure that the troop program plans to provide 10 days and nights of camping for each scout.
2. Maintain camping log.
3. Work directly with Scoutmaster (or ASM if assigned) and Troop Quartermaster on acquisition, storage and proper maintenance of troop camping equipment.
4. Be responsible for transportation arrangements to troop outdoor events, tour permits, and arrangements for use of camp sites.
5. Work with troop leadership in preparation for camporees and other district and council events and activities.
6. Arrange for medical examination for scouts in preparation for Summer Camp.
7. Assist troop leadership in planning for special camping opportunities such as high adventure bases.
8. Assist troop leadership in preparation for long-term summer camp including promotional plans; parents meetings; campsite reservation procedures; payments of fees; transportation and health and safety planning for events.
9. As assigned by Scoutmaster, serve as liaison to the Order of the Arrow lodge advisor.

Transportation (MC):

1. Assure that sufficient transportation for campouts and special activities is available.

2. Designate Scout parents as necessary to provide the required transportation.
3. Keep record of parents providing transportation for each activity and try to maintain equal participation by all parents.
4. Ensure that drivers have maps and/or adequate directions.

Equipment Chairman (MC):

1. Supervise the Troop Quartermaster in the proper maintenance, storage, issue, and collection of Troop Equipment.
2. Advise regarding the purchase of new equipment.
3. Purchases new equipment authorized by the committee.
4. Assists the secretary in maintaining a correct record of all troop properties.
5. Responsible for marking all equipment with Troop number.

Membership (MC):

1. Ensure orientation for parents of new recruits are conducted.
2. Serve as liaison with Pack 86 Committee in orderly transition of Webelos to Scouts.
3. Arrange for individual parent conferences as needed.
4. Assist with annual re-charter review as related to status of each individual Scout and adult leader.
5. Be responsible for troop recruiting plan; supply scout and adult application forms.
6. Plan for annual Parents' Night program.
7. Plan for charter presentation program.

Webelos Den Resource Chairman (MC):

1. Coordinate joint Webelos Den/Troop activities.
2. Assist in training and coaching of Webelos Den Chiefs.
3. Arrange for proper welcome of Webelos Scouts graduating into Troop.
4. Arrange for records of former Webelos Scouts to go to Troop Advancement Chairman.
5. Act as liaison person between Webelos Den and Scout Troop, relating information between the two groups.

Fund Raising Chairman and Assistants (MC):

1. Works with Treasurer to provide fund raising activities as needed to support budget, organizes and supervises fund raising activities such as the annual Christmas Tree Sale.
2. Works in coordination with the Equipment Chairman, Treasurer, and Scoutmaster to develop the budget to submit to the Troop Committee.

Religious Chairman (MC):

1. Arrange Scout Sunday program with base Chaplain and Scouts including Cub Scouts if needed.
2. Assist Scouts desiring to earn Religious Awards.

Hospitality:

1. Arrange for refreshments at all special occasions such as Courts of Honor, Parents Night, etc.

Publicity:

1. Advertise Troop Fund Raisers. (Mig Alley Flyer, MWR Channel 2, Daily Bulletin, AFKN, etc.)
2. Publicize Eagle Scout Courts of Honor & Eagle Service Projects.
3. Publicize Troop recruitment activities for Parents' Night
4. Publicize special events and awards of Troop 86. Favorable press is good advertising for Scouting.
5. Work with Troop Historian to maintain Troop scrapbook.

Newsletter:

1. Publish monthly newsletter for each family with plans and times for Troop outings and activities.
2. Obtain Scoutmaster and Committee Chairman announcements to be included in newsletter. Check with the Senior Patrol Leader and Patrol Leaders for inputs, and Patrol Activities.

Facilities:

1. Work with CE in maintaining the facilities in a safe and clean manner.
2. Scheduling of cleanup activities (internal and external) in liaison with other groups using facilities.
3. Schedule at least semi-annual clean-up days.
4. Be aware of fire inspection, repair and renovation scheduling of the facility.

Roster:

1. Prepare list of Scouts and Committee members with phone numbers.

2. Reproduce in adequate numbers for all members of the Troop.
3. Update periodically as needed.

Telephone:

1. Telephone all Troop parents each month to remind them to attend the Troop Committee meetings.
2. Special calls to parents when any special activity comes up or when an event didn't make it into the newsletter.

Eagle Advisor (MC):

In coordination with the Scoutmaster and Committee Chairman, works with prospective Eagle Scouts on:

1. Planning, getting approval, and execution of an Eagle project of high caliber.
2. Help with preparation and submission of all paperwork for Eagle which must be submitted to higher authority.
3. Scheduling of the Troop Committee progress Board of Review and arranging for the District Eagle Board of Review.
4. Coordinate with the Advancement Chairman to ensure that all necessary award materials have been procured.

All Parents - Committee Members At Large:

1. Attend each monthly Troop Committee Meeting.
2. Support Troop 86, and your scouts with your share of time and effort by serving on the Troop Committee, as a project parent, or provide transportation, etc.
3. If you are unable to perform as assigned task, find a substitute!

Each committee chairman and project chairman should attend each monthly Troop Committee Meeting and be prepared to report on their area! Each committee chairman and/or project chairman is expected to be a registered scouter. Other parents serving as assistants and on the committee at large need not be registered.

Each adult scouter of Troop 86 will make every effort to assist the Scouts along the trail to Eagle and to do their utmost to help make them better citizens in the community. In order to do this, the assistance of all parents is needed.

It is hoped that each Scout in the Troop will feel free to contact any of the adult leaders whenever he chooses. This is not restricted to Scout matters, it can be for any topic he chooses. We are here to help the Scouts with whatever they need and however we can.

Part II – Responsibilities of Junior Leaders

1. Must be registered with Troop 86.
2. Must be an active member of Troop 86. To determine if a scout is active, use the following guidelines:

- a. Dues must be current. Dues maybe paid at the rate of 25 cents per week, \$1.00 per week (if paid in advance), \$12.00 per year (if paid in advance).
- b. Attendance: The scout must attend 80% of troop meetings for the past year or since joining (whichever is sooner). Scouts having activities during regular meetings, such as school, family, organized sports, or work, can be exempt from this percentage as long as they are in attendance if able.
- c. Activities: The scout must attend 50% of troop activities for the past year or since joining (whichever is sooner). Scouts having activities during troop activities, such as school, family, organized sports, or work can be exempt from this percentage as long as they are in attendance if able.
3. Qualifications for a leadership position *normally* are to be at least 13 years of age, minimum rank of First Class, and at least one year of service to the Troop or a record of service since joining (whichever is sooner).
4. Elections will be held the first regular troop meeting in February and September.
5. Elected positions will be SPL and PL's. All other positions will be appointed/approved by the newly elected SPL, PLC and the Scoutmaster.
6. If a member of the PLC is absence from 2 PLC meetings and/or 4 troop meetings and/or activities they may be replaced with the recommendation of the patrol, PLC, SPL or Scoutmaster.
7. To fulfill the obligation of the position for advancement all the above will apply.
8. The PLC will give their recommendation, to the Scoutmaster, for a scout to advance in rank.
9. The SPL or his representative will schedule, through the Scoutmaster, Scouts prepared to meet their Boards of Review for advancement.
10. All members of the PLC ensure they receive training in their elected/appointed position within 30 days of election/appointment.
11. The PLC will plan/review the troop annual program within 30 days of being elected.
12. The PLC will meet at least monthly to plan/review the following month's troop/patrol meetings, activities, and events IAW with the planned annual program.
13. Annual troop/patrol program will be accomplished, and submitted to the troop committee through the Scoutmaster, annually during the month of December each year.
14. The PLC will plan for the next year's summer camp program, through the Scoutmaster, for the Troop Committee at the August PLC.
15. The SPL and ASPL will attend the monthly Troop Committee to report on PLC activities.

Part III - Agenda for a Troop Committee Meeting

The Committee Chairman, calls the meeting to order and checks the roll of committee members, Scoutmaster, and Assistant Scoutmasters.

The Secretary, a committee member, reads the minutes of the previous meeting.

The Scoutmaster, reports on:

- * Next month's program proposed by the PLC.
- * Discipline problems, with particular attention to individual situations needing home contacts.
- * Irregular attendance and proposed follow-up.
- * Candidates recommended for Progress Review by the PLC based on a review of their records.
- * Other needs of the troop.

The Scouting Coordinator, if present, reports on the relations with the chartered organization.

The Unit Commissioner, if present, may suggest opportunities to help the troop program. This could include training courses for adult leaders, on-the-spot training for the Troop Committee, or the promotion of an activity such as a district camporee or merit badge show. He should be called upon to assist in the annual re-chartering process.

Committee Reports. - Members are assigned to specific areas of responsibility and give reports on the following items of business.

Treasurer: Gives a financial report and discusses bills paid and bills to be paid. Reports are made on registration, special projects, Scout job opportunities, the individual camping and activities savings plan, and the Scoutmaster's petty cash and his accounting of it. Any financial problems of individual Scouts should be discussed.

Advancement: Discusses arrangements for Progress Reviews and Courts of Honor. This member leads a discussion on how Scouts are progressing and reviews individual achievements. A report is made of Scouts who have advanced and those who have not.

Membership: Reports on new boys joining the troop and on boys who are leaving. A report is made on the boys who are ready to graduate from Cub Scouting.

Outdoor Program Support: Considers plans for stimulating outdoor opportunities. The committee checks on transportation and whether tour permits and arrangements have been made for outdoor activities.

Leadership: The committee reviews the situation in regards to adult and boy leadership and appraises the effectiveness of the job being done by the leadership corps. The committee also discusses patrol operation and whether the patrol method is being used effectively. A report is made by the Scoutmaster whether Scouts are meeting in patrols under boy leadership and whether they are providing instruction for other Scouts.

Equipment and Facilities: The committee discusses needed improvements in equipment, covers questions of repairs, and reviews reports on inventory of equipment.

Old business and new business: The committee discusses in order old and new business and such things as boys with problems, service projects for the community.

The time, place, and date of next month's troop committee meeting are set. Then *Adjourn* the meeting!

Part IV - The Budget Plan

Troop 86's budget is set-up for a year at a time. This is usually for the year covered by the troop charter (January - December). To determine what the troop expenses will be for the year, analyze the troop's annual program. Past expenses serve as a guide.

There are four steps in preparing a troop budget:

1. A rough draft of the budget is prepared by the Scoutmaster, Troop Treasurer, and Troop Scribe. This is a pencil draft, subject to change.
2. The PLC reviews the rough draft of the budget carefully and puts into final form.
3. The Troop Committee gives final approval to the budget and assumes the responsibility for the next step.
4. The parents and scouts are informed about the budget so that all will understand the individual scout's responsibility in making it work.

In calculating costs per individual Scout, a minimum budget may be obtained by looking at past years' budgets.

Registration = \$7.00*

* When a scout joins the troop, he will pay the full \$7.00 national registration fee regardless of the number of months remaining on the charter year. The troop will pay the pro-rata amount for those remaining months. The chartering institution, VFW, may elect to pay the re-charter fee for the troop and individual scouts, when asked to do so in writing. The Scoutmaster, Senior Patrol Leader and Troop Committee Chairman should be prepared to make a presentation to the VFW at their monthly for this request in person.

Boy's Life = \$9.00 *

* When a scout joins the troop, he will pay the full \$9.00 magazine fee regardless of the number of months remaining on the charter year. The troop will pay the pro-rata amount for those remaining months. Regardless of whether the chartering institution pays the full re-chartering fees, the troop will make arrangements to pay for the re-chartering of all active Scouts and Boys Life. Boy's Life may be ordered in bulk of 20 copies and be provided to Scouts. To determine if a scout is active, use the following guidelines:

Attendance: Troop Meetings – Scouts will attend 80% of troop meeting for the past year or since joining. Scouts having activities during regular meetings, such as school, family, organized sports, or can be exempt from this percentage as long as they are in attendance if able.

Activities: Scouts will attend 50% of troop activities for the past year or since joining. Scouts having activities during troop activities, such as school, family, organized sports, or can be exempt from this percentage as long as they are in attendance if able

Dues = Dues must be current. Dues maybe paid at the rate of 25 cents per week, \$1.00 per month (if paid in advance), \$12.00 per year (if paid in advance).

Insignia = \$9.50

Badges of membership and office, progress awards, mother's pins' and service stars to be presented to Scouts as they qualify.

Supplies = \$5.00

Troop supplies such as program materials, literature, and meeting room needs.

T-Shirts = \$ 7.00

Each registered Scout and Scouter may purchase a Troop T-Shirt upon joining. Others may be purchased at anytime.

Reserve Fund = \$2.00

Troop emergency operating expenses.

Part V – Advancement in Boy Scouting

The Boy Scout requirements for rank are the basis for the Boy Scouts advancement. There are four steps in the Boy Scout advancement procedure: learning, testing, reviewing, and recognition.

The members of the Board of Review should have the following objectives in mind when they conduct the review.

- * To make sure the Scout has done what he is required to do for the rank.
- * To monitor if the Scout is having a positive experience in the unit.
- * To encourage the Scouts to progress further.

The review is not an examination; the board does not retest the candidate. Rather, the board should attempt to determine the scout's attitude and his acceptance of the scouting ideals. **Scout spirit is defined as living the Scout Oath (Promise) and Scout Law in a scout's everyday life.** The board should make sure that good standards have been met in all phases of the scout's life. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to make sure that the candidate recognizes and understands the value of scouting in his home, unit, school and community.

The Board of Review is made up of at least three and not more than six members of the **Troop Committee**. One member serves as chairman, usually the committee member responsible for advancement. **Unit leaders (Scoutmaster and Assistant Scoutmasters), relatives, or guardians (of the Scout) may not serve as members on a Scout's board of review.**

The review should be conducted at a convenient time and location, such as a meeting, summer camp, or the home of a member of the troop committee.

Because many boys are ill at ease when talking to adults, it is important that the board be held in a relaxed atmosphere. A certain amount of formality and meaningful questioning should be used during the review.

The scout should be neat in his appearance and his uniform should be correct as possible, with the badges worn properly. It should be the desire of the board to encourage the scout to talk so that the review can be a learning experience for the candidate and the members of the board.

The review is not an examination. The Scout has learned his skill and has been examined. This is a review. The scout should be asked where he learned his skill, who taught him, and the value he gained from passing this requirement.

The scout reviews what he did for his rank. From this review, it can be determined whether he completed the requirements. The review also reveals what kind of an experience the scout is having in the troop. With that knowledge, the troop leaders can shape the program to meet the needs and interests of the scouts.

The board should attempt to determine the scout's ideals and goals. The board should make sure that a good standard of performance has been met.

The board of review members should feel free to refer to the Boy Scout Handbook, Scoutmaster Handbook, or any other references during the review. The Troop Committee Guidebook contains examples of questions that could be asked during a review.

The review should take approximately fifteen minutes. At the conclusion of the review, the board should know whether a boy is qualified for the rank. The scout is asked to leave the room while the board members discuss his achievements. The decision of the board of review is arrived at through discussion and must be unanimous. If members are satisfied that the Scout is ready to advance, he is called in, congratulated, notified as to when will receive his recognition, and encouraged to continue his advancement.

If the board decides that the scout is not ready to advance, the candidate should be informed and told what he has not done satisfactorily. Most scouts accept responsibility for not completing the requirements properly. The members of the board of review should specify what must be done to rework the candidate's weaknesses and schedule another board of review for him. A follow-up letter must be sent to a scout who is turned down for rank advancement, confirming the agreements reached and the actions necessary for advancement.

After the board of review is completed, the Scoutmaster is informed of all the decisions that were made by the board of review.

Remember, after a Scout satisfactorily completes a board of review, he cannot be recognized at a Court of Honor until that action is reported to the council service center on an Advancement Report. A monthly report keeps unit records current and is a good practice. The Troop Scribe should also keep a record in the Troop Record Book (or Troop Master computer program) for easy reference by the Scoutmaster and use by other boards of review.