

Troop Bylaws
For
Boy Scouts Of America
Troop 205
Great River, NY

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1. Introduction

1.1 Purpose

Troop 205 Bylaws establishes troop policies, procedures, and guidelines as expressed in the Boy Scout Handbook and other official BSA publications. Some information contained herein is in addition and supplemental to the charter and bylaws of the Boy Scouts of America and is intended to provide guidelines for Troop operations.

1.2 Scope

The Troop 205 “Bylaws” describe how Troop 205 manages and runs under the policies of the BSA rules and guidelines. In the event that any guideline set forth in this document contradicts a guideline set forth in any official BSA publication, the BSA publication will always take precedence. Any contradiction should be reported to both the Scoutmaster and the Troop Committee.

These Procedures apply to all Scouts and Leaders of Troop 205, and to all authorized guests of members of Troop 205, when engaged in any sanctioned troop activity.

1.3 Responsibility

The Troop Committee is responsible for the content of Troop 205 Bylaws and for all modifications to the same. Recommendations for changes or enhancements to this document should be made in writing to the Troop Committee Chairman for consideration by the Troop Committee.

2. Organization

2.1 Youth Leadership

2.1.1 The Youth Leadership roles are either appointed by the Scoutmaster or elected by the Troop/Patrol members. See each position below to the elected/appointed determination. These positions are for a six month terms starting in August and February. The election dates will be announced and included in the Troop Calendar. There will be at least a one-week notice of the forthcoming election. Included in this election notice will be a list of those scouts who have met the criteria for the applicable position. Scouts will present their qualifications to the Troop membership on the night of the election. The winter elections will be held in January and the summer elections will be held in May.

2.1.2 All Scouts elected or appointed to a position of responsibility are expected to lead by example. They are expected to attend 50% of the scheduled meetings within their term of leadership. To obtain credit for meeting attendance, the scout must be at the meeting for a minimum of 45 minutes and this time must be in conjunction with any leadership duties. That is if the scout is late but gets to the meeting by the end of announcements,

then the meeting will count. If a Scout must leave early, he must approach the SM or acting SM and explain why he must leave early.

2.1.3 The Troop is composed of one Senior Patrol Leader (SPL), two Assistant Senior Patrol Leaders (ASPL's), and one or more patrols, each with a Patrol Leader.

2.1.4 Troop Wide Leadership Positions

2.1.4.1 Senior Patrol Leader (SPL)

The Senior Patrol Leader is elected to this position.

Candidates for the position of SPL must be at least Star rank, and is subject to the approval of the Scoutmaster.

No Scout can hold the position of SPL for three consecutive terms without Scoutmaster Approval, which can only be granted when there are no other qualified Scouts wanting to stand for the SPL election.

The SPL will provide the Scoutmaster with an agenda for the upcoming meeting at-least one day before the meeting

The SPL oversees the Troop meeting.

If the SPL cannot attend the meeting he will prepare the agenda, appoint one of the ASPLs to act in his place and inform the Scoutmaster of his choice.

2.1.4.2 Assistant Senior Patrol Leaders (ASPL)

There will be 2 ASPLs (Patrol and Troop Guides)

The Assistant Senior Patrol Leaders are elected to this position.

Candidates for the position of ASPL must be at least Star rank or First Class with the follow Star Requirements completed: Active for 4 months, Held a position of responsibility for 4 months, and complete either Service project requirement or Cyber Chip requirement for Star Rank. This position is subject to the approval of the Scoutmaster.

ASPL – Patrols - This ASPL is to work with the Patrol Leaders to ensure the Patrols are functional and aid the Patrol leaders.

ASPL – Troop Guides - This ASPL is to work with the Guides to ensure they are providing the leadership and guidance to the younger scout

2.1.4.3 Troop Librarian

The Troop Librarian is elected to this position.

Maintains the Troop's Merit Badge Books

Maintains a record of any scout who has checked out a MB book from the library

Bring the MB books to the Troop meetings

2.1.4.4 Troop Scribe

The Troop Scribe is elected to this position.

Keeps the minutes of the Green bar meetings and provide them to the typed to the WEB Master within 2 days of the Green bar meeting to assist the SPL in developing the troop meeting agenda

If he cannot attend a Green Bar meeting he will, with the approval of the Scoutmaster, select another Scout to attend and take the minutes of the meeting and to provide them to the WEB Master as described above.

2.1.4.5 Troop Historian

The Troop Historian is elected to this position.

Expected to take pictures of Special troop events such as Camping Trips, Courts of Honor, and Eagle Courts of Honor

He will be provided a Troop Camera for taking the pictures. If he has his own camera that can be used instead.

If he is not able to attend the special events, he must, with the approval of Scoutmaster, select another Scout to take pictures

Submit pictures within 2 days of the event to the WEB Master

2.1.4.6 Troop Bugler

The Troop Bugler is elected to this position.

During Camping trips, he will play taps (at the start of quite time) and revelry assuming this can be done without disturbing other campers nearby

The bugler will play the appropriate tune at Troop COHs and if asked at the ECOHs

2.1.4.7 Troop Quartermaster

The Troop Quartermaster is elected to this position.

Assist the ASM Quartermaster in organizing and sorting the Troop equipment

During camping trips, he will maintain a list of tent numbers assigned to Scouts and provide this list to the ASM acting as Scoutmaster for the trip

In the event, he does not attend a camping trip he will, with the Scoutmaster approval, appoint a scout attending to assign tents to Scouts

2.1.4.8 Troop Webmaster

The Troop Webmaster is elected to this position.

Will assist the Troop Adult WEB master by reviewing the current WEB pages a looking for stale and possibly wrong information

2.1.4.9 Leave No Trace Trainer.

The Troop Leave no Trace Trainer is elected to this position.

Leave No Trace position requires the scout take the “Leave No Trace Training” course offered by Council.

Provide information to the Troop Membership on what it means to leave no trace and provide guidance for upcoming camping trips on leaving no trace

Shall organize Camping site sweeps to ensure when the troop leaves a campsite that we have left the site clean

In the event, he does not attend a camping trip he will, with the Scoutmaster approval, appoint a scout attending to coordinate the Campsite sweep

2.1.4.10 OA Representative.

The Troop OA Representative is elected to this position.

Attend the Sagtikos district OA meetings (These will count towards Troop Attendance when they occur on the Troop Meeting night)

Report back to the Scoutmaster and Green Bar any events being planned by the OA to provide the Troop the opportunity to participate in the event

2.1.4.11 Troop Guides

The Troop Guides are appointed to this position by the Scoutmaster.

Must be at least First Class

Work with the assigned ASM for the rank in developing a plan for the upcoming meetings on the requirements to be discussed

Work with the Scouts in their assigned lower ranks in accordance with the plan

Teach the Scouts about the rank requirements using the rules of the EDGE method (Explain, Demonstrate, Guide and enable)

- **Explain:** Discuss with the scouts the requirement they are going to teach them
- **Demonstrate:** Show the scouts the procedure they are going to learn (tying a knot, bandage a wound)
- **Guide:** Have the Scouts practice the skill, Guide and coach them as they try to do it themselves
- **Enable:** Have the Scouts perform the requirement by themselves

Once they have completed the requirements in accordance to the Boy Scout Hand Book and sign off the requirements with their First and Last name and the date (month, day, &Year) the requirement was completed.

2.1.4.12 Troop Instructors

The Troop Instructors are appointed to this position by the Scoutmaster.

Expected to be “subject matter expert” for a specific topic such as Knots, First Aid, etc.

Expected to teach younger Scouts using the EDGE method as described in the Scout handbook

2.1.4.13 Den Chiefs

The Troop Den Chiefs are appointed to this position by the Scoutmaster.

Recommend take the “Den Chief Training” course offered by Council.

Work with the assigned den leader to assist them with their Cub Scout Den

2.2 Patrols

- 2.2.1 As described in the Boy Scout Handbook, each patrol shall consist of no more than ten scouts who enjoy scouting together but should contain no fewer than five Scouts in order to efficiently use troop camping equipment.
- 2.2.2 All Scouts will be members of a patrol, except the SPL and his one or two ASPL's who are temporarily out of their patrols while serving as SPL or ASPL.
- 2.2.3 Each patrol will have one Patrol Leader, one Assistant Patrol Leader. Other patrol positions as may be created by the Patrol Leader in consultation with the Scoutmaster.

2.2.3.1 Patrol Leaders

Elected to their positions by members of their patrol present at the meeting during which the election is held.

Candidates for the position of Patrol Leader must be at least First Class rank (except in the case of first-year patrols or if there is no First Class Scout within the patrol), and are subject to the approval of the Scoutmaster.

No Scout can hold the position of Patrol Leader for two consecutive terms without Scoutmaster Approval, which can only be granted when there are no other qualified Scouts wanting to stand for the Patrol Leader election.

Expected to hold at least one patrol meeting per month (these can be part of the troop meeting when discussing the upcoming camping trip)

Take attendance for the Troop meeting and providing the attendance to the assigned ASM for attendance (note that the attendance will be reviewed by either Committee Members).

- 2.2.3.2 The Assistant Patrol Leader is also elected by the Patrol membership, subject to Scoutmaster Approval, and can fill other positions of responsibility in his patrol (as identified in item 2.2.3.1 above) from members of his patrol in any manner he chooses, with Scoutmaster Approval. However, care should be taken to allow all Scouts an opportunity to contribute in as many different capacities as possible, over time, in an effort to enhance their experience and leadership growth.

2.3 Greenbar

- 2.3.1 The Troop's Greenbar is the planning and decision-making team within the troop made up of the Senior Patrol, Patrol Leaders, Troop Guides, and Junior Assistant Scoutmasters.

- 2.3.2 The Greenbar, with guidance from the Scoutmaster and his adult assistants, prepares suggestions to present to the Troop to complete their annual program planning held in April, May, and June of each year.
- 2.3.3 Within the framework of the annual plan, the Greenbar plans the monthly campouts, and other outdoor activities as scheduled during the year, as well as the weekly meetings leading up to those campouts and outdoor activities.
- 2.3.4 The most important task of the Greenbar is to provide junior leadership to the rest of the troop.
- 2.3.5 The Greenbar addresses the needs and concerns of each Scout, each patrol, and the troop as a whole, in its decision-making and planning process.
- 2.3.6 The Senior Patrol Leader, with the advice of the Scoutmaster, leads the Greenbar and chairs its meetings.
- 2.3.7 Besides the Senior Patrol Leader, other voting members of the Greenbar include: Senior Patrol Members, Patrol Leaders, Troop Guides, and Junior Assistant Scoutmasters.
- 2.3.8 Each Patrol is represented by its Patrol Leader on the Greenbar. The Troop Quartermaster, Troop Scribe, Troop Historian, and Troop Librarian are further represented by the ASPL's vote.
- 2.3.9 Although he has no vote, the Troop Scribe should attend Greenbar meetings to keep a log of each meeting. Other Scouts in positions of responsibility may be invited to Greenbar meetings on an as needed basis. (See section 5.2, Greenbar Meetings).

2.4 Adult Scouters

2.4.1 Scoutmaster and Assistants

- 2.4.1.1 Scouters are the Scoutmaster, Assistant Scoutmasters, Chartered Organization Representative, Troop Committee Members and any registered adult.
- 2.4.1.2 The Scoutmaster is the adult leader responsible for the image and program of the Troop.
- 2.4.1.3 The Scoutmaster and his assistant Scoutmasters are appointed by the Troop Committee with approval from the head of the chartered organization.
- 2.4.1.4 The Scoutmaster and his Assistant Scoutmasters work directly with Scouts in implementing the troop program.

2.4.2 Troop Committee

- 2.4.2.1 The Troop Committee includes the following positions: Chairperson; Advancement Chairperson, Treasurer and other members.
- 2.4.2.2 The Troop Committee Chairperson is responsible for the organization of the Troop business and providing direction for the Troop Committee. The Chairperson is appointed and approved by the Charter Organization Representative (COR).
- 2.4.2.3 The Troop Advancement Chairperson is responsible for maintaining the advancement records for the Troop. The Chairperson is appointed by the Committee Chairperson and approved by remaining members of the committee and by the Charter Organization Representative.
- 2.4.2.4 The Troop Treasurer is responsible for maintaining the finance records for the Troop. The Treasurer is appointed by the Committee Chairperson and approved by remaining members of the committee and by the Charter Organization Representative (COR).
- 2.4.2.5 Other members of the committee support the functioning of the Troop and assist the Advancement Chairperson in conducting the Board of reviews. They approve the addition of other Scouters to the Troop. As with all adult members of the Troop, committee members are approved by the COR

3. Records

- 3.1 All troop records will be maintained in TroopMaster and TroopLedger.
 - 3.1.1 With the exception of finances, TroopMaster will contain all information about the Scouts and Scouters within the Troop. In addition, at least one parent shall be entered into TroopMaster for every scout. The records for every adult will indicate if the adult is a “Leader” or not.
 - 3.1.2 TroopLedger will be used to manage the troop funds. The roster of scouts and adults listed in TroopLedger is managed by the people listed within TroopMaster

4. Uniforms

- 4.1 Troop 205 recognizes two categories of Boy Scout Uniform:

Class ‘A’

Shirt	Official BSA long- or short-sleeve tan shirt, clean and reasonably pressed, no tears, all proper patches and pins neatly attached in the proper places
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Pants	Official BSA Scout pants/shorts, clean and reasonably pressed.
Belt	Official BSA Scout belt and belt buckle or Belt/buckle from summer camps or other official Scouting events (e.g. National Jamboree, Philmont, Sea Base, The Summit, and Northern Tier)
Hat	Official Troop 205 Baseball Cap or any official BSA hat, unless there is a religious or medical reason hats are normally worn indoors. The Scout hat is not required for normal Troop events and is recommended for all outdoor events and camping
Neckerchief	Troop 205 or any Official BSA Scout neckerchief with any slide unless the Scout is an Eagle Scout. The Scout may then wear the official Eagle Rank Neckerchief.
Merit Badge	Official BSA merit badge sash, all proper merit badges neatly attached in the proper places. This is required at “dress” occasions such as Courts of Honor for all Scouts that have earned merit badges. Wearing of the Merit Badge sash is optional.
Socks	Official BSA socks.
Shoes	Leather or canvas, neat and clean. Selection of the footwear needs to be appropriate for the Activity (e.g. when hiking, hiking boots should be worn). Open toe sandals or flip-flops are not acceptable to wear for Troop/Scouting events including Troop meetings.

Class ‘B’

Shirt	Troop 205 Polo Shirt.
Pants	Official BSA Scout pants/shorts, clean and reasonably pressed.
Belt	Official BSA Scout belt and belt buckle or Belt/buckle from summer camps or other official Scouting events (e.g. National Jamboree, Philmont, Sea Base, The Summit, and Northern Tier)
Hat	Troop 205 Baseball Cap or any official BSA hat, unless there is a religious or medical reason hats are normally worn indoors. The Scout hat is not required for normal Troop events and is recommended for all outdoor events and camping.

Shoes Leather or canvas, neat and clean. Selection of the footwear needs to be appropriate for the Activity (e.g. when hiking, hiking boots should be worn). Open toe sandals or flip-flops are not acceptable to wear for Troop/Scouting events.

4.2 Uniform Wear

- 4.2.1 For normal meetings Scouts should wear the uniform Class as listed on the Troop Calendar posted on the Troop WEB page.
- 4.2.2 For all Scout Master Conferences and Board of Reviews, Class “A” uniform is required.
- 4.2.3 For activities outside normal meetings, Scouts should wear Class “A” uniforms unless wear of Class “B” or “C” uniform has been approved by the Scoutmaster. Exceptions to this will be made for Troop projects/activities where it is likely the uniform would get dirty. In these cases, work clothes should be worn.
- 4.2.4 The Class “A” Uniform is to be worn when traveling to and from Troop campouts and other Troop activities.
- 4.2.5 Any Scout unable to comply with uniform and/or scout expenses due to financial hardship should contact Committee Chairman or Chartered Organization Representative for consideration. Committee Chair and/or Chartered Organization Representative will submit information anonymously to Committee for consideration.

5. Meetings

5.1 Troop Meetings

- 5.1.1 Normally Troop meetings will begin promptly at 7:30 p.m. every Tuesday night that the East Islip schools are in session. Meetings will be held at the meeting place specified in the official Troop Calendar posted on our Troop website. On occasion, Troop meetings may be moved to another night. The Troop Calendar posted on the WEB page denotes all Troop meetings and location.
- 5.1.2 Troop meeting plans are the responsibility of the Senior Patrol Leader and the Greenbar.
- 5.1.3 The agenda for a regular troop meeting will typically include the following:
 - Pre-opening (before the meeting) and set-up
 - Opening ceremony
 - Skills instruction (Tailored for new and experienced Scouts.)
 - Patrol meetings (Patrol corners for patrol business.)

- Inter-patrol activity
- Closing ceremony (See section 6 of this Bylaws, Opening and Closing Ceremonies, under Ceremonies & Protocol.)
- Post-closing (after the meeting) and meeting clean-up

5.2 Greenbar Meetings

5.2.1 Greenbar meetings are held at least once a month.

5.2.2 See section 2.3 of these Bylaws, Greenbar, and refer to the Junior Leader Handbook for a BSA description of the Patrol Leaders' Council (aka Greenbar).

5.2.3 The purpose of the monthly Greenbar meetings, in general, is to detail plans for the regular troop meetings and for any troop campout or other troop activities scheduled in the coming month.

5.2.4 An agenda for a Greenbar meeting can include the following:

- Opening (by Senior Patrol Leader)
- Roll Call (by Troop Scribe)
- Previous Greenbar meeting log review (by Troop Scribe)
- Patrol Leaders' reports (on patrol activities and advancement progress since last Greenbar meeting)
- Scribe's report
- Quartermaster's report (on troop equipment, optional)
- Review of any old (unfinished) business
- Review/finalize plans for upcoming events (troop meetings, campouts, etc.) and discuss any other new business
- Scoutmaster's minutes and meeting adjournment (by Senior Patrol Leader)

5.2.5 Additional Greenbar meetings can be called by the Senior Patrol Leader for planning purposes. Such meetings must be announced in advance so that participants can make the necessary arrangements. These meetings, when called, require adult Scouter support.

5.2.6 The Greenbar will attend the annual planning meeting. In preparation, the Greenbar should develop a list of suggested activities to present at the annual planning meeting

(See Section 10 of the Bylaws, Troop Planning)

6. Ceremonies

This section describes Courts of Honor.

- 6.1.1 A Court of Honor is a major troop ceremony conducted three times a year for the purpose of formally recognizing Scouts for rank advancement, merit badges and other awards earned since the last Court of Honor.
- 6.1.2 Courts of Honor may be planned and conducted by Scouts working on the Communications merit badge. The Senior Patrol Leader must arrange for such a Scout, or Scouts, to organize each Court of Honor. When no Scouts are available for this task, the Senior Patrol Leader can solicit assistance from the Advancement Chairperson and/or Scoutmaster.
- 6.1.3 A Court of Honor requires, at least, an opening, and a closing as well as participation by other Scouts and presentation of awards.
- 6.1.4 Scouts are required to wear their best Troop Class 'A' uniform to a Court of Honor and it should be clean and complete. This is a formal occasion!

7. Campouts and Activities

7.1 Rules

7.1.1 The following rules apply on troop campouts:

- For ease of hiking in, all personal gear must be in the Scouts pack or luggage and not loose.
- Campsites must be kept clean, neat and safe.
- All garbage must be secured nightly, and during the day if left unattended.
- Waste water must be disposed of properly.
- Food must be properly stored in containers and coolers.
- Cooking equipment and eating utensils must be cleaned and stowed after each use.
- Troop, patrol, and personal items must be stored neatly when not in use.
- Unauthorized items on a campout will be confiscated and returned to the Scout's parents after return from the campout.
- Physical obstacles in a campsite must be removed or marked.
- Always wear shoes (except when sleeping!). Footwear must have a closed toe.

- All non-leader adults must complete the BSA (my.scouting.org) on-line Youth Protection Training and provide the certificate to the Troop Committee Chairperson

7.2 Unauthorized Items

7.2.1 Items not authorized on troop campouts are:

- For backpacking camping, no folding camp chairs are allowed on campouts. 3-legged stools are allowed and must be attached to Scouts pack.
- Electronics of any sort (iPods, iPhones, etc.). Two-way radios can be used with Scoutmaster Approval.
- Flammable liquids other than propane provided by Troop.
- Obscene material as defined by the Scoutmaster
- Any knife other than a mess kit knife, folding knife, or lock blade knife (Note: the latter 2 require Tot'n Chip)
- Cell Phones
- T-shirts with off-color remarks
- Foul/abusive language
- Bad tempers!
- Bad attitudes!

7.2.2 Costs

7.2.2.1 Estimates

The Troop will estimate the cost of the Camping/Activity based on the cost of the event. Including but not limited to: camp grounds, food (if Troop cooking), Travel if applicable, and any other cost for the event. The total cost will be spread across all those attending the trip.

7.2.2.2 Campout Flyer

The Camping flyer will distributed for the event will describe the cost and the last day to sign up and/or cancel. Once signed up and the cancel date has past, refunds will only be made for costs which have not been expended. That is, if deposits or full payments have been made, these costs are not refundable unless additional signups are received. Since the final list of drivers is created at the last Troop meeting before there trip, there will be no travel refunds after this meeting.

7.2.3 Travel Guide Lines

The following details the Travel Policy for the Troop.

7.2.3.1 Driving Guidelines

Troop 205 prides itself on promoting and maintaining a safe environment for all of its activities. This practice includes the trips we take to and from the activities. The following protocol is for use whenever there is more than one vehicle driving, so that the group will travel in an organized and safe manner.

- All travel will be in accordance with the BSA's Guide to Safe Scouting under the following sections: "Leadership Requirements for Trips and Outings" subparagraph 2, and "Transportation/Automobiles"
 - These sections detail who can drive, speeds, use of seatbelts, and establishment of pre-planned meeting places checkpoints and rest stops
 - This guide also stresses to not drive in a convoy and to avoid driver fatigue
- One leader is assigned as the Tour Leader. This leader will, in addition, be designated as the leader for the drive or if required, the Tour Leader can designate an alternate leader for coordinating the driving to and from the destination.
- Before the trip begins, the plan for the trip from beginning to end will be reviewed by the leader and all the adults, so all adults understand the trip plan prior to departing
 - For trips which are longer than 3 hours, a designated checkpoint will be established approximately 2 hours into the trip. This is to avoid driver fatigue and allow the group to catch up and regroup.
 - For trips which are less than 3 hours, all cars will meet at the destination prior to checking in with the camp and proceeding to the camp site.
 - Any driver may request to stop at any time.
 - If a driver needs to make an emergency stop (bathroom, etc.), the leader must be informed so that, if necessary, arrangements can be made for an additional checkpoint stop.
 - Final meeting place will be at the destination where all will be accounted for prior to check-in with the camp and heading out to the camp site.
- Within each car, there is to be a list of cell phone numbers for all other cars driving on the trip. Ideally the number should be for an alternate adult within the car or there should be

an alternate person who can access the cell phone so the driver does not need to talk on the phone directly. A list of numbers will be provided prior to departure. All cell phones must be turned on.

- Each adult should have a roster of those in attendance with the emergency contact information provided.
- Both phone lists (if different) will be provided to at least one “at-home” person.
- Driving directions, maps, and any other pertinent information will be distributed by the leader prior to departure.
- Any change from the planned trip, whether arranged beforehand or during the trip, must be communicated with and approved by the leader.
- As a rule the unit travels as a unit. That means unless otherwise approved by the leader, the troop will meet, get organized and depart together. If established, they will meet at the designated checkpoint, otherwise meet at the destination and wait for all to arrive before proceeding to the camp site. It does not mean cars drive in a convoy.
 - All registered members of the Troop travel in Class ‘A’ uniform
 - Upon departing from the campsite to return home, no car can leave without first getting the clearance from the tour leader and a head count is performed.
 - Upon arrival at the Firehouse, it is expected that Scouts in attendance will help with the cleanup/storage of the Troop equipment.
- Having an EZ Pass is strongly encouraged.
- All drivers are to have their vehicles “topped off” with gas before meeting the Troop for departure and have their vehicle in good mechanical and safe working order.
- All drivers must review the Motor Vehicle and driver checklist as listed in the on-line Guide to Save Scouting. **Click here for the checklist.**

7.2.3.2 Driver Reimbursement of Travel Costs

For “on island” camping; there will be no travel funds neither assessed nor refunded to the drivers.

For “off island” camping; an estimate of the travel cost will be computed. This estimate will include tolls as needed and fuel cost estimates based on a reasonable average MPG, distance and prevailing fuel cost.

If the trailer is being used for this trip there will be a surcharge for the additional cost of pulling the trailer (tolls and gas costs)

The total number of cars required for the trip will be determined by the number of people (scouts and leaders) attending with a minimum number of 5 people per car. In general, the driver refund will be evenly distributed amongst all the drivers. If a driver elects to have less than 5 people in his car, the refund will be prorated.

The estimated cost of the travel will be included in the cost of the trip.

7.2.3.3 Summer camp differences

The travel cost is assessed to the Scouts only.

If a parent is bringing or picking up their son to/from summer camp separate from the Troop, then the parent will receive a refund equivalent to the cost for the Scout to get to or home from summer camp less the cost of moving the Troop Trailer to and from Camp. However it must be known in advance that parents will be picking up or dropping off their son.

8. Top 10

8.1 The Troop will recognize the scouts participation, preparedness, and appropriate dress by ranking each Scout at various events and Troop meetings.

Meetings/Troop COH: All Troop meetings and Court of honors from September through the last meeting before the June Court of Honor count for up to 1 point. The following is how to achieve the full point:

Attendance: Being at the meeting/COH is worth 0.5 points each

Being Prepared: Being prepared at a Troop meeting counts for 0.2 points. Being prepared for a Troop meeting means the Scouts working towards the Lower Ranks; Scout-First Class has his handbook, a pen or pencil, and paper to write on. For a Scout working on Star, Life, or Eagle Ranks has a pen or pencil along with paper to write on.

Proper Uniform: Being in proper uniform as described in section 4 is worth 0.3 points. Note that while some meetings are designated as a Class 'B' uniform night, Class 'A' is never inappropriate.

Camping Trips: Attending each trip is worth 1 point.

Eagle Court Of Honors: Attending each in full Class 'A' Uniform ECOH is worth 1 Point.

Parade: Attending the Memorial Day Parade is worth 1 point.

8.2 At the last COH of the year the Top 10 Scouts will be recognized as follows:

Those who are ranked 6-10 will receive a \$15 gift card

Those who are ranked 1-5 will receive a \$25 gift card

Any Scout who achieves a 100% score will receive an additional \$25 gift card.

9. Finances/Dues

9.1 General

9.1.1 The Treasurer will maintain all Troop funds.

9.1.2 Treasurer will provide a written financial report from TroopLedger and other reports as requested by the Troop Committee at each troop committee meeting.

9.2 General Funds

9.2.1 General funds finance all troop expenses incurred throughout the year.

9.2.2 Troop expenses include, but are not limited to Scout/Scouter registration and insurance, troop camping supplies and equipment, training aids and materials, administrative supplies, WEB page, TroopMaster/TroopLedger, items purchased for resale, and other items awarded to Scouts as they advance through the program (badges, patches, pins, etc.).

9.2.3 General funds are derived primarily, from annual registration, dues and equipment fees, but also come from troop money-earning projects and donations.

9.2.4 Prior to the beginning of a new troop calendar year, and based upon the Troop's approved annual plan, the Treasurer, with assistance from Troop Committee members, will submit a budget for the management of the troop's general funds for the coming fiscal year to the Troop Committee for approval. If needed, specific fund raising targets will be established.

9.2.5 A copy of the approved general funds budget will be kept by the the Treasurer to provide guidance in the disbursement of general funds.

9.2.6 All general funds will be disbursed from the Treasurer to the designated Scouter or Committee Member, with approval from the Troop Committee, as necessary, to finance committee-approved expenditures. Reimbursement of purchases made will be supported by an invoice, and/or proof of payment and will be facilitated via the "Check Request Form" found on the Troop WEB page.

9.2.7 With the exception of routine expenditures (such as badges, propane, etc.), the Troop Committee shall approve expenditures prior to the purchase.

9.3 Troop 205 Apparel Funds

9.3.1 Troop 205 Apparel orders, which are not part of general funds, will be managed through the Troop account where the purchaser provides the funds and the Troop Treasurer pays the 'buyer'.

10. Planning

10.1 General

10.1.1 Scouts, with advice and support from the Scoutmaster, his assistants, and members of the troop committee, plan and conduct troop activities, including troop meetings, Courts of Honor, troop campouts, service projects, fund raising projects, hikes, and other troop events.

10.1.2 The following resources are available in the troop library from the Troop Librarian, in support of troop planning: Boy Scout Handbook; Woods Wisdom; Junior Leader Handbook; Boy Scout Requirements booklet; Troop Program Planning Kit; BSA merit badge pamphlets.

10.2 Annual Planning

10.2.1 For planning purposes, the troop year begins on September 1st and ends on August 31st of the following year. The fiscal year budget shall be prepared taking into consideration this planning.

10.2.2 With the exception of Summer Camp, Philmont Treks, etc. there will be no Troop activities during the months of July or August.

10.2.3 The Annual Planning Meeting has three main objectives:

- Set goals for the troop for the coming year.
- Define the calendar of events, activities, campouts, projects, etc., necessary to achieve the goals set for the troop and have fun doing it.
- Identify the resources (human and otherwise) necessary to achieve the goals set for the troop.

10.2.4 The plan produced by the Troop at the Annual Planning Meetings is submitted to the Troop Committee by the Scoutmaster for review and approval.

10.2.5 The Troop Committee will review the annual plan produced by the Greenbar in terms of feasibility, desirability, community and committee support required, and in light of the anticipated troop budget for the upcoming year. When approved, the annual plan is returned to the Greenbar for implementation.

10.2.6 Once approved, the annual plan, as represented by the troop calendar, should be posted on the troop WEB page.

11. Advancement

Rank advancement is outlined by the BSA National Council and the requirements are detailed in the Scout handbook and the Merit Badge Books. To assist the Scouts with Rank Advancements the Troop will perform the following:

11.1 Lower Ranks (Scout through First Class)

- Troop Guides and Junior Assistant Scoutmasters if there are any, will be assigned to work with the Scouts on the lower rank advancements. In addition, Assistant Scout Masters will be assigned to work with these Troop Guides to help them formulate a plan for the appropriate ranks and provide assistance as needed.

11.2 Upper Ranks (Star & Life)

- Since these ranks are merit badge based, the advancement is self-paced by the scouts. Assistant Scout Masters will be available to assist as needed.

11.3 Eagle

- This rank, like Star and Life, is self-paced. It is the Scout's responsibility to obtain a copy of the Eagle Scout Service Project Guide (a link is provided on the Troop WEB page).
- The Scout chooses an Coach to assist him in developing the plans for his Eagle Project. As per BSA regulations the Coach must be a registered Scouter. The Coach is a valuable resource and the Scout should be meeting with him/her often to review the project plans.
- The Scout will seek a beneficiary for his Eagle project (Church, School, Park, etc.) and outline a concept for the project, approved by the Scout's Eagle Coach, Scoutmaster, Committee Chairman, and designated District Review personnel.
- Once the concept has been agreed to, the Scout will develop the project plans in accordance with the Eagle Scout Service Project Guide. These plans should be thoroughly reviewed between the Scout and his Coach/Parents.

- Upon Completion of the plans, the Scout will submit them electronically (Email project plans to eaglereview@t205.net) to the Assistant Scoutmaster designated to review the plans prior to formal submittal to the Scoutmaster and Committee Chairperson.
- Once the Troop has approved the plans along with the beneficiary, the Scout contacts the District Advancement Chairperson to arrange for a district review and approval of the project plans. With all approvals in place the Scout has in affect entered into a contract with the beneficiary and council as to what is to be done and in order for the project to be completed, it must be per the plans. Note that minor changes are inevitable and must be approved by the beneficiary. Major changes may require approval from District/Council as well.
- There may be no Troop support of Eagle projects from the date of the June BBQ through the first meeting in September. Scouts must plan accordingly.
- For the Eagle Board of review and the Eagle Scout Rank Application, the scout is to provide a list of 5 people who will provide a letter of reference. The Scout is to request the letter, provide the guidance for writing the letter and a stamped self-addressed envelope (addressed to the Troop Committee Chairperson). The envelope must have the following written on the back the following: the scouts name which type of letter (Parents, Education, Religion, Employer (if appropriate), and one or two others).
- Eagle Court of Honor
 - Upon the return of the Eagle Rank Advancement form from the National Council, the Scout can request an Eagle Court of Honor (ECO)H)
 - It is the responsibility of the Scout's family to request an approval for an ECOH date from the Troop Scoutmaster and Troop Committee Chairperson. Note: Holiday weekends (e.g. Thanksgiving, Christmas through New Year, Mother's Day, etc.) are not available to hold the ECOH
 - It is the Scouts family to obtain and pay for the venue. Note: That if the family elects to hold the ECOH on a Troop meeting night there will not be a charge for the school

11.4 Scoutmaster Conferences

11.4.1 A Scoutmaster conference is a formal review of a Scout who is a candidate for rank advancement and is conducted by the Scoutmaster or his delegate in an open, public area.

11.4.2 Scouts are responsible for initiating a Scoutmaster conference when they are ready

11.4.3 Scouts must wear a Class 'A' uniform.

11.4.4 A Scoutmaster or Assistant Scoutmaster should never conduct a Scoutmaster Conference for his own son or relative. This avoids any conflict of interest and gives the Scout the opportunity to interact with other adults.

11.4.5 A Scout must demonstrate that they live their life (in and out of Scouting activities) according to the Scout Oath and Laws.

11.5 Boards of Review

11.5.1 A Board of Review is a formal review of a Scout who is a candidate for rank advancement conducted by a board of at least three adults drawn from the troop committee. There will be no Boards of Review held from the June Troop COH through the first meeting in September.

11.5.2 Advancement Chairperson will normally schedule on a regular basis a Board of Review. These scheduled review dates will be detailed on the Troop Calendar posted on the Troop WEB Page. At the discretion of the Advancement Chairperson, additional BORs may be scheduled.

11.5.3 Scouts are responsible for “being prepared” and attending his Board of Review as scheduled. A Scout may only advance one rank at a Board of Review.

11.5.4 Scouts must wear a Class ‘A’ uniform to a Board of Review.

11.5.5 A Committee Member should never serve on a Board of Review for his/her own son or relative. This avoids any conflict of interest and gives the Scout the opportunity to interact with other adults.

11.5.6 The Scout must demonstrate that they are active in Troop Meetings, campouts, and activities.

11.6 Advancement Records

11.6.1 All advancement records are maintained in TroopMaster. However it is the Scouts responsibility to ensure the advancements are signed off in his handbook. It is also the Scouts responsibility to turn in his handbook to Advancement Chairperson at the beginning of the Troop Meeting (before the opening) so that TroopMaster can be updated.

11.6.2 For “Automatic Requirements” (e.g. time served in a rank) when they are completed in TroopMaster the books will be updated by the Advancement Chairperson or his or her designate.

11.6.3 Advancement Signoff

- 11.6.3.1 All Scouts are to work within their assigned Rank Advancement Groups, based on their current Scout rank.
- 11.6.3.2 Each Rank Advancement Group will be managed by the Troop Guides assigned to the group, as currently shown as follows, and supervised by the assigned Assistant Scoutmasters, currently as following (subject to change):
- 11.6.3.3 The Troop Guides and Assistant Scoutmasters are to work closely together to plan a meaningful agenda for each Rank Advancement session, based on the needs of the Scouts with the group.
- 11.6.3.4 Troop Guides and Assistant Scoutmaster's have the authority to sign off on rank advancements for a Scout who is worthy of successfully completing the specific requirement(s).
- 11.6.3.5 All signatures must be legible and dated. The signee's name should be printed with both first and last names and do not write in the black margin.
- 11.6.3.6 Troop Guides are not to sign off on any rank advancements of their siblings.
- 11.6.3.7 Assistant Scoutmasters are not to sign off on any rank advancements of their son(s).
- 11.6.3.8 The qualified and appropriate Troop Guides and Assistant Scoutmasters are to clearly sign (Print their first and last name) and date the completed requirement(s), so that the Advancement Committee can legibly review and understand the approver and signer of the requirement(s).
- 11.6.3.9 If any requirement(s) has/have been signed off at a Troop Meeting, Troop Campout, or Troop Activity, the Scout who had the requirements successfully signed off on must turn in his BSA Handbook to the Advancement Committee at the beginning of the next Troop Meeting to have the progress updated in the Troop's TroopMaster system.
- 11.6.3.10 The Assistant Scoutmasters responsible for each Rank Advancement are to have TroopMaster loaded in their computer and smartphone (please see Committee Chairman Glen Bernichon to get these loaded).
- 11.6.3.11 We encourage the assigned Assistant Scoutmasters to bring a laptop and/or smartphone with TroopMaster loaded, to the Troop Meetings so they can review the progress that the Scouts have fulfilled within their group.

- 11.6.3.12 If a Scout has a question about their status of completion, the Scout themselves and not their parents, are to ask an Assistant Scoutmaster within their assigned rank for clarification.
- 11.6.3.13 Any additional questions are to be asked of a Troop Committee Member, located near the school's west hallway doors by the Scouts themselves, and not their parents.
- 11.6.3.14 If a Scout is found to have no knowledge of any signed off requirements during the course of a Scoutmaster's Conference and/or Board of Review, they may be asked to suspend the completion of the session and return when the Scout has mastered the signed off requirement(s).

12. Discipline

12.1 General

To protect the welfare and safety of our Scouts and Leaders, each Scout in the Troop is to read the Troop Anti-Bullying Policy and agrees to the following:

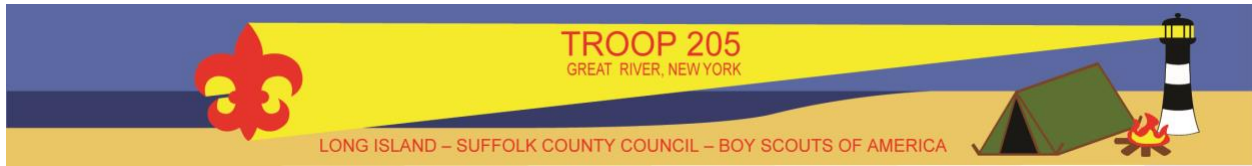
“All Scouts have the right to feel and be physically and emotionally safe at all Troop 205 events and activities (i.e. Troop Meetings, Campouts, Summer Camp, Eagle Service Projects, Eagle Court of Honors, etc.). I will do everything I can personally, as a Scout of Troop 205 to live by the Scout Oath and Laws at all times and to create and preserve a physically and emotionally safe environment for all Scouts in the Troop.”

12.2 All Scouts in the Troop are to read and agree to the Troop Anti-Bullying Policy and the Troop Bylaws and are to submit the attached form with their signature, along with their parents, stating that they know and understand the policies of the Troop.

12.2.1 Misconduct is not permitted at any troop event. Scouts who choose to misbehave, and are not living by the Scout Law, Oath, or Outdoor Code are making scouting less fun for everyone.

12.3 Discipline Procedures

Misbehavior is defined as violating any of the Scout Laws by deed, vocal action, physical gesture, and/or lack of action which offends others, shows disrespect or disobedience to those appointed in authority or causes a serious disruption in troop activities. Examples of misbehavior include: cursing; swearing; obscene or indecent language; belittling accomplishments; false statements; obscene or indecent gestures; insults to religious or ethnic customs or traditions; and other such activities which violate one of the 12 Scout Laws. Offenses committed at other than scouting activities shall not be judged as misbehavior under this section unless the unacceptable behavior violates local laws, ordinances, military laws and regulations, or is of such a nature as to bring discredit upon the Troop



Anti-Bullying Contract and Troop Bylaws Acknowledgement

Scout and Parent/Guardian Agreement

September 6, 2012

I have read the Troop Bylaws and understand the policies and procedures of the Troop.

All Scouts have the right to feel and be physically and emotionally safe at all Troop 205 events and activities (i.e. Troop Meetings, Campouts, Summer Camp, Eagle Service Projects, Eagle Court of Honors, etc.). I will do everything I can personally, as a Scout of Troop 205 to live by the Scout Oath and Laws at all times and to create and preserve a physically and emotionally safe environment for all Scouts in the Troop.

Scout's responsibility:

I commit that I will not bully any Scouts and if I witness or experience any bullying, I will report it immediately to the Scoutmaster or Adult Leader responsible for the event or activity.

Scout's Signature

Grade

Scoutmaster

Date

Parent/Guardian's responsibility:

I commit to encouraging my Scout and son to always respect others within the Troop and have instructed my Son to not bully. I have advised my Son to report any bullying to the Scoutmaster or the Adult leader responsible for the event or activity.

Parent/Guardian Signature

Date

The Scouts and Parents understand that Bullying could result in the following disciplinary action:

1. Delay in getting signed off on Scout Spirit, Scoutmaster Conference, Board of Review, and Rank Advancement.
2. Suspension from future Troop Meetings.
3. Suspension from future Troop Campouts
4. Suspension from Summer Camp
5. Expulsion from the Troop