

Boy Scout Troop 1391 Bylaws

Our Lady of the Presentation

**Thunderbird District
Heart of America Council
Boy Scouts of America**

Lee's Summit, Missouri

Preamble

These by laws have been drafted and maintained in order to allow for consistent and consensus approved leadership and direction for BSA Troop 1391. This document is meant to be a “supplement to,” not a “replacement of ,” BSA international policy or HOAC (Heart of America Council) by laws. They shall be reviewed and approved annually in March, and all changes shall be approved by a 2/3 majority of the Troop Committee

Article I. Name and Governing Authority

Section 1. Name and Sponsoring Organization.

The entity shall be named Boy Scout Troop 1391 and referred to as the Troop in these Bylaws. The troop was established in January, 1992. In 2007, the troop was chartered by “Our Lady of The Presentation Catholic Church” in Lee’s Summit, Missouri. We are also affiliated with “Catholic Families for Scouting.”

Section 2. Governing Authority and Documents.

The troop follows the rules, directives, and procedures of Heart of America Council (HOAC) and the Boy Scouts of America (BSA). The complete Troop Bylaws shall be in compliance with BSA policy the complete governing documents include:

- Rules and Regulations of the Boy Scouts of America, January 1996
- Bylaws of the Heart of America Council Boy Scouts of America, November 15, 2000
- Troop 1391 Bylaws, official copy to be retained by Troop Committee secretary
- Troop 1391 New Scout Parent Orientation
- Troop 1391 General Information Packet
- **Troop Leadership Positions Duties and Responsibilities Packet**

Article II. Purpose and Objectives.

Section 1. Purpose.

The following is duplicated from the HOAC Bylaws

Per HOAC guidance Troop shall promote, within the territory covered by the charter from time to time granted it by the Boy Scouts of America and in accordance with the Congressional Charter, Bylaws, and Rules and Regulation of the Boy Scouts of America, the Scouting program of promoting the ability of boys and young men and women to do things for themselves and others, training them in Scoutcraft , and teaching them patriotism, courage, self-reliance, and kindred virtues, using the methods which are now in common use by the Boy Scouts of America. In achieving this purpose, emphasis shall be placed upon the educational program of the Boy Scouts of America and the oaths, promises and codes of the Scouting program for character development, citizenship training, and mental and physical fitness.

Per HOAC guidance Troop shall fulfill the basic purpose of the Scouting movement within its territory, making Scouting training available to all boys and young men and women and serving organizations and community groups using the Scouting program while maintaining standards and policies, protecting official badges and insignia, and providing adequate leadership and finances.

Section 2. Objective.

Troop 1391 shall strive to be lead by its youth membership with intervention by 2 deep fully trained adult leaders to maintain a safe environment for scouting; acting as advisors, motivators and facilitators, to the end goal of advancement of all scouts to and beyond the rank of Eagle.

Article III. Membership

Section 1. Youth Members.

The following is duplicated from the BSA Rules and Regulations “Article VII, Section I, Clause 1”.

An active youth member is one who, with the approval of a parent or guardian if necessary, becomes a member of a unit; obligates himself or herself to attend the meetings regularly; fulfills a member’s obligation to the unit: subscribes to the Scout Oath or the code of his or her respective program; and participates in an appropriate program based on a member’s age, as promulgated from time to time by the Boy Scouts of America.

The qualification of a youth member is duplicated from the BSA Rules and Regulations “Article VII, Section II, Clause 1.d”.

Boy Scout – Must have completed fifth grade or be age 11; or have earned the Arrow of Light Award, but not have reached age 18.

Section 2. Adult Members.

The following is duplicated from the BSA Rules and Regulations “Article VIII, Section I, Clause 1”. Scouters - The collective designation for all registered adult members of the Boy Scouts of America.

Troop 391 encourages parent participation in Troop activities but we must abide by BSA guidelines for leadership. Therefore, we require all parents and interested adults to be formally registered as a Troop adult leader and trained by BSA personnel if they plan to attend summer camp or join campouts. Numerous training opportunities for adults are available as you progress in your adult scouting career. Current BSA policy for new leader training includes the following courses:

- Youth Protection
- Fast Start
- This is Scouting
- Current Diocesan policy requires that all leaders attend, “Protecting God’s Children.”

Section 3. Registration and Dues

- 3.3.1 A BSA registration fee shall be required from each Scout and Scouter who wishes to participate in the scouting program, as required by HOAC. This fee is identified in the "Troop 1391 General Information Packet".
- 3.3.2 As part of the BSA registration, the Troop will pay for a Boy's Life magazine subscription each scout, maximum 1 per scout family.
- 3.3.3 Each Scout shall participate in the annual Troop fundraiser. The scout may elect to opt for a buyout, which is identified in the "Troop 1391 General Information Packet". This buyout is voted upon by the Troop Committee (see Appendix B) The buy out is assessed annually on the day the troop pays for and commits to Re-Charter with Council. Those scouts who have achieved the rank of Eagle by completing their Board of Review, as of this date, will be exepcted from this buy out.
- 3.3.4 Each Scout shall pay monthly dues in an amount voted upon by the Troop Committee to cover monthly campout expenses (see Appendix B). The amount of the dues is identified in the "Troop 1391 General Information Packet".
- 3.3.5 The Troop Treasurer shall maintain all financial records of payments and disbursements for each Scout.
- 3.3.6 Parents of a Scout whose passbook account and/or dues are 90 days in arrears shall be contacted for payment arrangements. The Troop will not conduct an Eagle Court of Honor for any scout who has an unpaid balance in this account.
- 3.3.7 Any scout who is in need of financial assistance may fill out a HOAC Campership application and submit to the Committee Chair or the Scoutmaster. All applications are confidential.

Article IV. Troop Organization

Section 1. Troop Committee

- 4.1.1 The Pastor of the chartering organization shall serve as Institutional Head (IH) of the Troop. The IH may appoint a Chartered Organization Representative (COR) to be an active liaison between the IH and the Troop. The IH/COR shall also appoint a Committee Chair (CC) for the Troop, who in turn shall be responsible for the operation of the Troop. The Troop Committee Chairperson shall appoint the Scoutmaster (SM), as well as any other Scouter positions in the Troop. A detailed job description for each of these positions is found in the Appendix.
- 4.1.2 The Troop Executive Committee shall consist of the IH, COR, CC, and SM. The role of the Executive Committee shall include, but will not be limited to, the following:
 - Establish the duties and responsibilities for the Troop's Adult Leadership including, but not limited to, the Scoutmaster and Assistant Scoutmasters.
 - Shall ensure the Scoutmaster or, in his/her absence, a designated Assistant Scoutmaster attends all Troop functions and activities.
 - Reviews all disciplinary policies and incidents for both the Scouts and the Scouters.

- Retains all authority, duties and responsibilities, not specifically designated herein.
- 4.1.3 Troop Committee. The Troop Committee shall consist of registered adult members of the Troop. The Chartering Organization requires that all registered leaders complete “Protecting God’s Children” training offered by the Kansas City – St. Joseph Catholic Diocese. A list of positions is detailed above and the job descriptions for each are listed in the Appendix. Parents and guardians of the Scouts who are not registered with the Boy Scouts of America are also welcome and encouraged to attend Committee meetings but may not vote on policy or decisions of the troop.
- Committee Chair (appointed by the Chartered Organizational Rep)
 - Secretary (appointed by the Committee Chair)
 - Treasurer (appointed by the Committee Chair)
 - Camping Chair (appointed by the Committee Chair)
 - Advancement Chair (appointed by the Committee Chair)
 - Chaplain (appointed by the Committee Chair)
 - Training Chair (appointed by the Committee Chair)
 - Equipment Chair (appointed by the Committee Chair)
 - Life to Eagle Coordinator (appointed by the Committee Chair)
 - Religious Emblems Advisor (appointed by the Committee Chair)
 - Scoutmaster (appointed by the Committee Chair)
 - Assistant Scoutmasters (Adults) (appointed by the Scoutmaster with Committee Approval)
 - Patrol Advisors (appointed by the Scoutmaster with Committee Approval)
 - Membership Chair (appointed by the Committee Chair)
 - 18-21 year old Assistant Scoutmasters
 - Camp Scoutmaster
- 4.1.4 The Troop Committee shall meet once a month, typically the Monday following troop campouts, to discuss Troop business and review the Scout Program, unless unforeseen scheduling issues such as inclement weather should force cancellation. The Chartering Organization requests that no meetings be held during Holy Week or during the Parish Mission, in order for the Scouts and Scouters to participate in Church events. Decisions will be made by a simple majority vote, one vote per registered committee member requiring a quorum of nine members present. The scoutmaster shall be a non-voting member and the committee chair shall vote only in the event of a tie.

Section 2. Youth Leadership

- 4.2.1 Patrol Leaders Council. The Troop is governed by the Patrol Leaders Council (PLC), and shall include the following:
- Senior Patrol Leader
 - Assistant Senior Patrol Leader
 - Patrol Leaders.

- Troop Scribe to keep minutes

4.2.2 The duties and responsibilities of the PLC shall include the following:

- Plan and run the Troop's program and activities.
- Provide long-range direction using an annual program planning conference to establish the Troop's program calendar for the coming year.
- Meet at least once a month and briefly as needed at troop meetings to review upcoming troop meetings and outings.
- The Scoutmaster (or a designated representative) and a second adult leader shall attend all Patrol Leaders Council meetings.
- The Scoutmaster and the Troop Executive Committee retain veto power over decisions of the Patrol Leaders Council, but should exercise it only on rare occasions where the plans of the Patrol Leaders Council would violate BSA policy or in a situation that might jeopardize the safety and well-being of troop members.

4.2.3 Troop Leadership Positions and Elections. Elections for Senior Patrol Leader shall be held semi-annually at a meeting prior to the beginning of the next term the term shall be six (6) months, February thru July and August thru January. The requirements for this position, as well as all other Scout leadership positions, are detailed in the "Troop Leadership Duties and Responsibilities" packet Each Scout who is interested in any Leadership Positions must fill out an application and turn it in to the current SPL or Scoutmaster, who will in turn review the scout's qualifications. Once the SPL is elected, he will consult with the Scoutmaster and select those scouts of his choice who turned in their applications for all Troop Leadership positions. Those positions that meet rank advancement requirements shall include, but are not limited to, the following:

- Senior Patrol Leader
- Assistant Senior Patrol Leader
- Den Chiefs
- Instructors
- Troop Guides
- Chaplain's Aide
- Historian
- Librarian
- Quartermaster
- Scribe

The SPL and Scoutmaster may determine that additional Leadership positions are required and may allow a Scout to apply for that position.

4.2.4 Patrol Leadership Positions and Elections. Elections for Patrol Leader shall be held semi-annually at a meeting prior to the beginning of the next term. (concurrent to the SPL election) The term shall be six (6) months, February thru

July and August thru January. The requirements for this position, as well as all other Scout leadership positions, are detailed in the “Troop Leadership Duties and Responsibilities” packet. Each Scout who is interested in any Leadership Positions must fill out an application and turn into the current SPL or Scoutmaster, who will in turn review the scout’s qualifications. Scouts shall not be eligible for leadership positions until they have attended the annual Leadership Training Course. Once the SPL is elected, he will consult with the Scoutmaster and select those scouts of his choice who turned in their applications for all Troop Leadership positions. Those positions that meet rank advancement requirements shall include, but are not limited to, the following:

- Patrol Leader

4.2.5 Removal from office. Any Scout holding a Troop Position of Responsibility may be removed from office for cause by the Scoutmaster and the scout’s patrol advisor with the approval of the Troop Executive Committee. Attendance and performance of duties are critical measures of the scout’s commitment to his position. Please see the “Troop Leadership Positions Duties and Responsibilities,” packet for further details.

Article V. Boy Scout Uniform

The Troop Committee shall establish the uniform requirements for the Troop and the scouts shall wear the uniform to all Troop sponsored functions. The Scoutmaster shall announce the appropriate uniform to be worn to scouting activities, and shall also wear the appropriate uniform. Field dress uniforms are required for all scouts while traveling on any Scouting event, including Monthly campouts, summer camp, etc. Field dress uniforms are also required for all Scoutmaster Conferences and Boards of Review. It will be the scout’s responsibility to maintain his uniforms cleanliness, and keep it updated with patches of current ranking and leadership positions. Activity dress uniforms are generally reserved for outdoor activities where conditions lend themselves to less formal attire but may also be worn at meetings during summer break, Memorial Day to Labor Day. Further details on scout’s uniforms may be found in the new parent handbook.

Scoutmaster(s) will be uniformed and will follow the same regulations as the Boy Scouts.

Article VI. Scout Honor and discipline

Section 1. Code of Conduct

BSA has established a Code of Conduct in the Boy Scout Law and the Boy Scout Oath. All Scouts and Scouters shall abide by this Code at all times. If there is an issue with a Scout or Scouter in following this Code, the Executive Committee shall be made aware of the issue and may conduct a Conduct Board of Review with the individual. If the Code of Conduct issues persist, further disciplinary action may be taken up to and including dismissal from Troop.

Section 2. Advancement

Scouts will provide written verification (ie...in Boy Scout Handbook or alternative ledger) of community service hours completed to satisfy rank advancement requirements. The Patrol Advisor, prior to a Scoutmaster conference for rank, or if not possible, prior to holding the board of review shall research a current Scout History Report from Troopmaster, to ensure “all” requirements have been met and entered into the system of record. Leaders may not conduct a scoutmasters conference for their own child. They may sit in on a board of review but may not participate. If no other Scoutmaster is available, they may appoint a registered adult leader with scouting knowledge to conduct the Scoutmaster conference.

Section 3. Overnights

Boy Scouts are expected to sleep and prepare meals with their patrols and not with their parents.

Article VII. Scout Attendance and Participation

Scouts are encouraged to attend a majority of meetings, campouts, Courts of Honor, troop sponsored events, and service projects. Regular attendance is necessary in order to achieve many advancement requirements. Troop leadership recognizes the many scheduling pressures which present obstacles to scouts in today’s society and realizes that we cannot expect 100% attendance from any one scout. That being said, one measure of scout spirit is reflected in the individual’s record of attendance at the majority of scheduled troop events. Troop 391 will use the following methods to keep track of that measure:

Section 1. Measurement of Attendance

- 7.1.1 One point will be awarded for each regular meeting. Roll will be taken by the troop scribe shortly after the beginning of each meeting. It is the scout’s responsibility to check the scribe’s record to ensure that he is credited for the meeting, especially if he should arrive late for any reason. Leadership reserves the right to strike an attendance point from the record if the scout leaves shortly after roll call.
- 7.1.2 One point will be awarded for each Troop Court of Honor attended. There are 3 to 4 Troop Court of Honor programs throughout the year. These are extremely important events and should be attended by the scout with few exceptions.
- 7.1.3 One point will be awarded for camping overnight on troop sponsored weekend outings. This point will be awarded only if the scout camps on all nights of the event. In addition, one point will be awarded for attendance at that weekend’s daytime activity. Therefore, a maximum of two points is possible for each outing, regardless of whether the event is a one night or two night campout. Attendance will be taken by the acting scribe for the event, during circle-up prior to leaving the meeting area for the camping location. It will be the scout’s responsibility to check in with the scoutmaster or designated campmaster, to get credit for attendance when arriving late, or joining the event in progress.

- 7.1.4 A good scout of Troop 391 shall be dedicated to service and attendance records will be kept at all Troop sponsored service projects when the project is open to all scouts within the troop. While we encourage attendance at all service projects which are available to the scout, a maximum of 1 point will be awarded for each of the following: 1 patrol service project, 1 troop service project, 1 Eagle project per defined measurement period.
- 7.1.5 A good scout of Troop 391 shall be willing to support his fellow scouts. Troop leadership feels strongly about attendance at Eagle Court of Honor. This celebration is the single most important day in a scout's journey, and should be well attended by both scouts and parents. While we encourage all scouts to attend all Eagle Courts of Honor, a maximum of 1 point will be awarded per defined measurement period, per scout for attendance at these events.

Section 2. Record of Attendance

- 7.2.1 Attendance records will be kept by the troop scribe and managed by the Committee Chair of the troop committee. A current record will be posted on a bulletin board in the scout room at all times and should be reviewed regularly by the scout and his parents for accuracy. It shall be updated in a timely manner following each measured event. Any discrepancy in the attendance record should be brought to the attention of the scoutmaster or Committee Chair, immediately upon discovery. No changes will be made to the record after 90 days has passed since the event was held.
- 7.2.2 The record of attendance will begin with the first event after the troop's return from summer camp at Bartle and continue until our arrival at Bartle the following year

Article VIII. Troop Finances and Properties

Section 1. Troop Expenses

- 8.1.1 Level one items - pre determined dollar amount (see Appendix B for current amount) – Adult troop leaders may submit expense receipts to the Committee Chair who will forward them to the Treasurer on items needed for the troop. (Items may include copies, office supplies, stamps and camping supplies etc.) These items do not require prior approval by executive or troop committee. This limit will not apply to such essential items such as rank advancement patches and camping fees which will be deemed necessary by default.
- 8.1.2 Level two items – pre determined dollar amount (see Appendix B for current amount) – Expenses at this level not currently budgeted must first be approved by the Committee Chair and Treasurer prior to purchase and submission for reimbursement.
- 8.1.3 Level three items – pre determined dollar amount (see Appendix B for current amount) – Expenses at this level either individually or collectively must first be approved by Committee vote prior to purchase.

- 8.1.4 Camp food by patrol shall be limited to a dollar amount to be determined by the scoutmaster, applied to each scout attendee and shall be payable by the troop, as funded by scout dues. Parents may purchase the required food items, and submit receipts to the Committee chair or treasurer, in order that the amount may be applied to the scout's personal account. Receipts for purchases will be refunded to a level predetermined by the troop committee (see Appendix B) per scout per meal. Appropriate documentation on the receipt of the number of scouts and the number of meals must be present. Submitting the Patrol menu Planner with receipt is strongly encouraged.
- 8.1.5 The troop will make allowances for reimbursement of automobile expenses for the driver of the vehicle towing the troop trailer on long distance scouting events. The driver must submit mileage records for the event to the troop committee chair for approval. Long distance events shall be defined as those authorized exceeding greater than or equal to 75 miles round trip. Reimbursement shall be set at 60% of the current IRS guidelines (see Appendix B for current amount). In the interest of reducing expenses the committee recommends that we hold these outings to be less than 4 per year.

Section 2. Troop Budget

The Committee Chair shall with the assistance of the treasurer, prepare an annual budget to be reviewed and approved by the troop committee, at the beginning of each fiscal year. The troop shall strive for an even budget with revenues equal to expenses, with adequate retained earnings to allow for sufficient cash flow throughout the year.

Section 3. Troop Fundraising

Fundraising by the troop shall be performed according to BSA and HOAC guidelines. Those events not directly sanctioned by the HOAC or BSA national, shall require approval by the HOAC prior to their development within the troop. Prior to the inception of the fundraiser, it shall be made clear to the scouts and parents its purpose:

- a) For the troop general fund
- b) With an individual's efforts applied directly to their personal scout account
- c) For the troop's campership fund
- d) For a specific community service

To accomplish this task the troop committee shall appoint a fundraising sub-committee whose purpose shall be to evaluate and purpose to the troop committee, activities which provide the opportunity to raise funds to help offset the various expenses associated with the course of Scouting over the year. This will allow the Scouts to be financially involved in their events, while also providing an avenue to reduce the annual cost to parents. All fundraising events, other than district sponsored ones such as popcorn sales, will have a fundraising application completed and submitted to the fundraising sub-committee which will then submit it to the committee for review. The committee will then forward on to BSA authorities for approval.

Selection Process for an Event

- 1) Opportunities will be evaluated based on the amount of potential customer traffic, visibility and potential for profitability. If the potential profit is low, the level of effort required may not result in an overall success. Could the event be classified as a troop level fundraiser, or at an individual Scout level.
- 2) Information such as length of event, times which the booth needs to be occupied, limitations on items sold, and point of contacts for the event will need to be submitted to the fundraising committee. The event should also provide a positive image of Boy Scouting, and the troop.
- 3) The fundraising sub-committee will review the information to determine if the amount of effort which will be needed to produce a successful event will produce a financial result which warrants moving forward with the event.
- 4) Once approved by the sub committee, the information will be presented to the full committee for review and a vote. Once approved, the organizer or the fundraising committee will complete the necessary forms to submit to council. At this stage, planning can move forward for the approved event.

Things to consider in Planning or Selecting a Fundraising Opportunity

- The weather and location
- Shifts which will be needed for the Scouts to work
- Number of adults available to maintain 2 deep leadership
- Any special equipment needed, such as dutch ovens, propane and stoves, etc.
- Uniform of the day should be field dress, unless weather or the circumstances dictate otherwise
- Transportation to and from the event with the supplies
- Advance notice to get volunteers and communication sent out in a timely and effective manner.

Section 4. Troop Properties

The Chartered Organization will own camping equipment, tents, and trailer(s).

Under the authority granted by the institutional head of the Chartered Organization, the troop shall maintain its assets in good working condition with emphasis on keeping them safe for scouts and scouters. Properties shall be insured adequately against loss and inventoried regularly under the supervision of the troop quartermaster. Items shall be properly checked out of the trailer by a scout to be cleaned or repaired at their home, prior to the next campout. If, however, the item is not returned prior to the next campout, a verbal reminder by the quartermaster will take place at a meeting. If after 30 days, the item has not been returned to inventory, a notice will be sent via mail to the scout and his parent. If the item is still not returned within 90 days of checkout, the troop is authorized to charge the scout's individual account for the replacement of the item. In addition, if a scout is deemed to have intentionally damaged a troop property, the scout will be held financially responsible for the item after formal review by the Committee.

The troop's insurance covers the trailer and its other assets, while BSA insurance covers liability for injury to scouts and leaders while participating in troop sponsored events. Often troop leaders and parents will use their personal vehicles, trailers, and equipment on troop sponsored outings. The troop must rely on the owners of these items to hold adequate insurance to cover damages to property and liability for injury, as per BSA guidelines. Annually drivers must submit proof of insurance with limits of liability to the camping chair, along with a copy of a current driver's license.

Section 5. Troop Securities

Per HOAC guidance, the securities of the troop shall be deposited in any such deposit vault or vaults or with such bank or banks, trust company or trust companies, or such other depositories as may from time to time be designated by the executive committee.

Section 6. Troop Audits

Annually the treasurer along with the troop executive committee shall together review its financial records and bookkeeping. A volunteer associated with the troop whose expertise is in accounting, may also join in this review. The findings of this audit shall be reported to the troop committee.

Article IX. Amendment Procedures

All proposed amendments to the Constitution and Bylaws shall be submitted in writing to the Troop Executive Committee Chairperson one month prior to the meeting in which the amendment shall be considered. The voting shall take place as defined in Section 4.1.4 but amendments shall require a 2/3 majority vote for passage. Notice of said amendments shall be sent to the troop's email list for 30 day comments prior to incorporation into the Bylaws.

List of Appendices

Appendix A: Adult Leadership Positions and Job Descriptions. Terms for adult positions shall be one year in length.

Appendix A Adult Leadership Positions and Job Descriptions

COMMITTEE CHAIRPERSON

This position is appointed by the Charter Organizational Representative

Duties of the Committee Chairperson include:

- Endeavor to attend all committee meetings.
- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organization representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare written troop committee meeting agendas.
- Call, preside over, and promote attendance at every monthly troop committee meeting and any special meetings that may be called.
- Maintain & distribute troop calendar.
- Ensure troop representation at monthly roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and re-charter annually.
- Plan the charter presentation.
- Manage according to the principles in the Troop Committee Guidebook & Troop Bylaws.
- Coordinate annual review and revision of the Troop 391 Parent's Handbook; distribute a copy to each troop family once per year; collect and maintain a signed acknowledgement form from each family indicating review and willingness to abide by guidelines.
- Lead the Friends of Scouting campaign.
- Track participation and attendance at all Troop meetings, campouts, and activities.

SECRETARY

This position is appointed by the Charter Organizational Representative

Duties of the troop Secretary include:

- Endeavor to attend all committee meetings.
- Keep minutes of meetings and send out committee meeting notices.
- Maintain a committee meeting minute's book and make it available for review at monthly committee meetings.

- At each meeting, report the minutes of the previous meeting. Upon approval of said minutes, coordinate with the Troop Web Master to post them on the Troop web site.

TREASURER

This position is appointed by the Charter Organizational Representative

Duties of the Treasurer include:

- Endeavor to attend all committee meetings.
- Handle all troop funds. Pay bills on recommendation of the Committee Chair and authorization of the troop committee.
- Maintain checking and savings accounts.
- Train and supervise the troop scribe in record keeping.
- Keep adequate records in the Troop/Team Record Book.
- Supervise money-earning projects, including obtaining proper authorizations.
- Supervise the camp savings plan.
- Lead in the preparation of the annual troop budget.
- Report to the troop committee at each meeting.

CAMPING CHAIR

This position is appointed by the Charter Organizational Representative

Duties of the Camping Chair include:

- Endeavor to attend all campouts.
- Secure permission to use camping sites
- Serve as transportation coordinator and maintain approved adult driver list.
- Ensure compliance with BSA insurance requirements.
- Promote the National Camping Award.
- Secure tour permits for all troop activities.
- Report to the troop committee at each meeting.
- Maintain medical forms for troop & ensure they are updated annually for summer camp and are accessible on all campouts.

ADVANCEMENT CHAIR

This position is appointed by the Charter Organizational Representative

Duties of the Advancement Chair include:

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

CHAPLAIN

This position is appointed by the Charter Organizational Representative

Duties of the Chaplain include:

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide.
- Promote Regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in time of sickness or need.
- Give spiritual counseling service when needed or requested.
- Work with Religious Emblems Advisor to encourage Boy Scouts to earn their appropriate religious emblems.
- Report to the troop committee at each meeting.

TRAINING CHAIR

This position is appointed by the Charter Organizational Representative

Duties of the Training Chair include:

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with the district training team in scheduling training for all new leaders.
- Be responsible for “Protecting God’s Children” training within the troop.
- Report to the troop committee at each meeting.

EQUIPMENT CHAIR

This position is appointed by the Charter Organizational Representative

Duties of the Quartermaster include:

- Supervise and help the troop procure camping equipment.
- Work with the Scout Quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troops camping gear, and encourage troops in the safe use of all outdoor equipment.
- Coordinate the acquisition or donation of all supplies and tools needed for the summer camp at Bartle.
- Report to the troop committee at each meeting.

LIFE TO EAGLE COORDINATOR

This position is appointed by the Charter Organizational Representative

Duties of the Life to Eagle Coordinator include:

- Provide counsel and support to all Life Scouts in helping them earn their rank of Eagle Scout.
- Review and coordinate all Life Scout Eagle Projects.
- Assemble a group of Troop committee Members to assist the Life Scout in planning and preparing his Eagle Project.
- Coordinate with the Scoutmaster for review and approval of the Scout's Eagle Project Workbook to enable the Scout to present it to a representative of the Thunderbird District, HOAC, BSA.
- Verify completion of all requirements by the Life Scout for the rank of Eagle Scout and submit the Scout's completed Eagle Scout Application to the Heart of America Council, BSA.
- Coordinate completion of a Scoutmaster conference between the Eagle Candidate and the Troop Scoutmaster.
- Coordinate completion of a Board of Review attended by at least three members of the Troop Committee and a representative of the Thunderbird District, HOAC, BSA.
- Assist the Eagle Scout and his family in the planning of an Eagle Court of Honor.
- Report to the troop committee at each meeting.

RELIGIOUS EMBLEMS ADVISOR

This position is appointed by the Charter Organizational Representative

The duties of the Religious Emblems Advisor include:

- Coordinate training sessions for Boy Scout religious emblems for Troop 391 scouts.
- Take the Religious Awards Advisor training offered by the Catholic Committee on Scouting.
- Encourage Scouts of other denominations to earn religious emblems of their faith. Help identify resources for that activity.
- Work with advancement chairperson to coordinate recognition ceremonies for Scouts earning their religious emblems and to keep Troop records of religious awards accurate.
- Coordinate Scout Sunday with troop, pack and OLP parish representatives.
- Maintain relationship with the Catholic Committee on Scouting.
- Keep troop committee informed of religious awards for adult Scouters and assist in award nomination process.

SCOUTMASTER

This position is appointed by the Troop Committee Chair

Duties of the Scoutmaster include:

- The Scoutmaster is the primary person responsible for developing the Scouting Program and shall be the primary liaison between the Troop Committee and the Scouts.
- Conduct Scoutmaster Conferences for all rank advancements or delegate authority to an Assistant Scoutmaster.
- Conduct annual Junior Leadership Training for the Troop and encourage all scouts to participate.
- Monthly, at a minimum, coaches and assists the SPL in conducting the Patrol Leader's Council (PLC) meeting, encouraging them to develop and implement monthly programs for the troop.
- Work with the PLC to coordinate semi-annual elections for scout leadership positions.
- Determine qualifying service hours for each Scout's rank advancement.
- Report to the troop committee at each meeting.

ASSISTANT SCOUTMASTER

This position is appointed by the Scoutmaster with troop committee approval

Duties of the Assistant Scoutmaster include:

- Assist the Scoutmaster with his/her responsibilities in administering the Scouting Program to the Troop.
- Assist the Committee Chair and Advancement Chair in keeping track and managing the Scout's rank progress, participation, and in advancement/elevation in HOAC's Honor Camping Organizations (Mic-O-Say and Order of the Arrow).
- Assist the Scoutmaster in administering the annual Junior Leadership Training for the Troop and encourage all scouts to participate. Also assist in managing the leadership requirements for the scouts.
- Report to the troop committee at each meeting.

PATROL ADVISORS

This position is appointed by the Scoutmaster with troop committee approval

Duties of the Patrol Advisors include:

- Assist the Scoutmaster and Assistant Scoutmaster with their responsibilities in administering the Scouting Program at the Patrol level. The Patrol Advisor is essentially an extension of the Scoutmaster in the Patrol.
- Provide guidance to each scout in the patrol to help them achieve rank advancement, fulfill leadership responsibilities, and in advancement/elevation in MOS and OA.
- Provide all advancement paperwork to the Advancement Chair in order for each scout to be recognized at the Troop COH.
- Report to the troop committee at each meeting.
- Sign off on all patrol member's advancement requirements.

18-21 YEAR OLD ASSISTANT SCOUTMASTER

Duties of the Assistant Scoutmaster include:

- Any youth member that turns 18 year of age, but not yet 21 years of age, shall serve as Assistant Scoutmaster by BSA rule.
- Assist the Scoutmaster with his/her responsibilities in administering the Scouting Program to the Troop.
- Provide leadership to the PLC and be an example to the Troop.
- Report to the troop committee at each meeting.

CAMP SCOUTMASTER

Duties of the Camp Scoutmaster include:

- Coordinate summer camp at H. Roe Scout Reservation for the Troop. This includes all preliminary activities involved with making the Troop reservations in the fall, recruiting and assigning leadership positions in preparations of camp, all financial aspects of camp including budgeting, and camp itself.
- Camp Scoutmaster may recruit the help of an Assistant Camp Scoutmaster, who will take on the Camp Leadership the following year.
- The Camp Scoutmaster shall report to the Troop's Executive Committee and gain approval for all rules and regulations of Camp prior to publication.
- Report to the troop committee at each meeting.

MEMBERSHIP CHAIR

Duties of the Membership Chair include:

- Work with troop scribe to keep the tally of attendance at all scout meetings and functions.
- Serve to contact those scouts whose attendance has dropped off and encourage those whose attendance is exemplary.
- Assist scoutmaster in membership drives and coordination with pack.

APPENDIX B

- 3.3.3 Currently each Scout pays \$60.00 for the buy out
- 3.3.4 Currently \$72.00 per year or \$6.00 per month

- 8.1.1 Items less than \$50.00
- 8.1.2 Items between \$50.00 - \$200.00
- 8.1.3 Items over \$200.00
- 8.1.4 \$3.00 per scout per meal
- 8.1.5 IRS guidelines as of 7/1/2008 58.5 cents