



# **Boy Scout Troop 120**

# **Troop Bylaws**

Oct 2007

version 1.1

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Revision History

Version	Edition Date	Author	Modified Pages	Comments
1.0	December 2005	Various	All	Original version
1.1	October 2007	Steve Willis	4-5 9-10	Changed election policies Added clarifications for merit badges

# 1 Introduction

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## 1.1 Identification

This troop shall be known as Boy Scout Troop 120 of the Blue Ridge Council and is sponsored by the Keowee Volunteer Fire Department in Seneca, SC.

## 1.2 Purpose of this Document

Troop 120 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.

## 1.3 Scope

The Troop 120 BYLAWS describe how Troop 120 does things under the higher 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 members of Troop 120, and to all authorized guests of members of Troop 120, when engaged in any sanctioned troop activity.

## 1.4 Annexes

Annexes are part of the BYLAWS, but may be updated individually and distributed separately, subject to Committee approval, without effect on the rest of the BYLAWS.

## 1.5 Responsibility

The Troop Committee is responsible for the content of Troop 120 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 Secretary for consideration by the Troop Committee.

# 2 Troop Organization

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## 2.1 Troop

- 2.1.1 The Troop will be composed of one Senior Patrol Leader (SPL), one or two Assistant Senior Patrol Leaders (ASPL's), and one or more patrols, each with a Patrol Leader.
- 2.1.2 Elections for the SPL position are held every 12 months. All troop members present at the meeting when elections are held may vote. The new leadership team takes their post at the following PLC meeting.
- 2.1.3 The Senior Patrol Leader must be at least Star rank, 13 years old and have been a Patrol Leader (PL).
- 2.1.4 The Assistant Senior Patrol Leader and Quartermaster must be at least First Class and 13 years old.
- 2.1.5 The following troop positions of responsibility will be appointed by the SPL: Assistant Patrol Leader, Troop Librarian, Troop Scribe, Troop Historian, Troop Bugler, and Troop Quartermaster. The SPL will work with the Scoutmaster to select the appropriate people for these positions.
- 2.1.6 Other troop positions may be created by the SPL in consultation with the Scoutmaster.

- 2.1.7 Troop Guides, Troop Instructors, Den Chiefs and OA Representative will be appointed by the Scoutmaster.
- 2.1.8 All positions are limited to two consecutive terms. If the incumbent of a position has served two consecutive terms and no one wants to run for the position in the troop election then he may be reelected for another term.

## **2.2 Patrol**

- 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, and may have other positions of responsibility as follows: Patrol Scribe, Patrol Quartermaster, Patrol Grubmaster and other patrol positions may be created by the Patrol Leader in consultation with the Scoutmaster.
- 2.2.4 Patrol Leaders are elected to their positions every 12 months coinciding with election of the SPL. The Patrol Leader is elected by the 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), and are subject to the approval of the Scoutmaster. The Assistant Patrol Leader and any other patrol positions are then appointed by the Patrol Leader with the consultation of the Scoutmaster. The new Patrol Leader will assume his role at the first PLC meeting following their election.

## **2.3 Patrol Leaders' Council**

- 2.3.1 The Patrol Leaders' Council (PLC) is the planning and decision-making team within the troop made up of junior leaders.
- 2.3.2 The PLC, with guidance from the Scoutmaster and his adult assistants, prepares suggestions to present to the Troop to complete their annual program planning held in July.
- 2.3.3 Within the framework of the annual plan, the PLC plans the monthly campout, 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 In addition to planning, the most important thing members of the PLC do is provide junior leadership to the rest of the troop.
- 2.3.5 The PLC 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 As the top junior leader in the troop, the Senior Patrol Leader, with the advice of the Scoutmaster, leads the PLC and chairs its meetings.
- 2.3.7 Besides the Senior Patrol Leader, other voting members of the PLC include: assistant Senior Patrol Leaders, Patrol Leaders and Troop Guides.
- 2.3.8 Each Patrol is represented by its Patrol Leader on the PLC. 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 PLC meetings to keep a log of each meeting. Other Scouts in positions of responsibility may be invited to PLC meetings on an as needed basis.

## **2.4 Scout Leadership Positions and Responsibilities**

All positions of leadership within Troop 120 are expected to:

- Set a good example.

- Wear the uniform correctly.
- Live by the Scout Oath and Law.

#### **SENIOR PATROL LEADER**

**RESPONSIBLE TO: SCOUTMASTER**

##### **SPECIFIC DUTIES:**

- Preside at all troop meetings, events, activities, and annual program planning conference.
- Chair the patrol leaders' council.
- Assign duties and responsibilities to other leaders.
- Work with Scoutmaster in training junior leaders.
- Lead the patrol leaders' council.

#### **ASSISTANT SENIOR PATROL LEADER**

**RESPONSIBLE TO: SENIOR PATROL LEADER AND 1ST**

**ASSISTANT SCOUTMASTER**

##### **SPECIFIC DUTIES:**

- Act as assistant for the Senior Patrol Leader.
- Be responsible for training and giving direct leadership to the following appointed junior leaders: troop scribe, librarian, historian, photographer, instructor, quartermaster, and chaplain's aide.
- Take over troop leadership in the absence of the senior patrol leader.
- Perform tasks assigned by the senior patrol leader.
- Function as a member of the patrol leaders' council.

#### **TROOP QUARTERMASTER**

**RESPONSIBLE TO: ASST. SENIOR PATROL LDR.**

##### **SPECIFIC DUTIES:**

- Guide the work of Patrol Quartermasters and preside at Quartermaster Council meetings
- Keep records of troop equipment
- Keep troop equipment in good repair.
- Issue troop equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with the Assistant Scoutmaster responsible for equipment.
- Function as a member of the patrol leaders' council.

#### **TROOP SCRIBE**

**RESPONSIBLE TO: ASST. SENIOR PATROL LDR.**

##### **SPECIFIC DUTIES:**

- Attend and keep a log of patrol leaders' council meetings.
- Record attendance (with help from Assistant Patrol Leaders)
- Assist troop committee members responsible for finance, records, and advancement.

#### **PATROL LEADER**

**RESPONSIBLE TO: SENIOR PATROL LEADER**

##### **SPECIFIC DUTIES:**

- Plan and lead patrol meetings and activities.

- Keep patrol members informed.
- Assign each patrol member a job and help them succeed.
- Represent the patrol at all patrol leader's council meetings.
- Prepare the patrol to take part in all troop activities.
- Develop patrol spirit.
- Work with other troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
- Encourage patrol members to complete advancement tasks.

#### **ASSISTANT PATROL LEADER**

**RESPONSIBLE TO: PATROL LEADER**

##### **SPECIFIC DUTIES:**

- Assist the patrol leader in:
  - planning and leading patrol meetings and activities.
  - keeping patrol members informed.
  - preparing your patrol to take part in all troop activities.
- Take weekly attendance of patrol attendance and provide to scribe.
- Take charge of the patrol in the absence of the patrol leader.
- Represent the patrol at all patrol leaders' council meetings in the absence of the patrol leader.
- Help develop patrol spirit.
- Work with other troop leaders to make the troop run well.

#### **TROOP LIBRARIAN**

**RESPONSIBLE TO: ASST. SENIOR PATROL LDR.**

##### **SPECIFIC DUTIES:**

- Establish and maintain a troop library.
- Keep records on literature owned by the troop.
- Add new or replacement items
- Have literature available for borrowing at troop meetings.
- Keep system to check out/in literature.
- Follow up on late returns.

#### **TROOP HISTORIAN**

**RESPONSIBLE TO: ASST. SENIOR PATROL LDR.**

##### **SPECIFIC DUTIES:**

- Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, on the troop website, or information files.
- Take care of troop trophies and keepsakes.
- Keep information about troop alumni.

**TROOP BUGLER****RESPONSIBLE TO: ASST. SENIOR PATROL LDR.****SPECIFIC DUTIES:**

- Sound Taps, Assembly and Revelry at troop campouts

**TROOP CHAPLAIN'S AIDE****RESPONSIBLE TO: ASST. SENIOR PATROL LDR. SPECIFIC DUTIES:**

- Keep troop leaders apprised of religious holidays when planning activities.
- Assist chaplain or religious coordinator in meeting the religious needs of troop members while in activities.
- Encourage saying grace at meals while camping or on activities.
- Tell troop members about religious emblem program of their faith.
- Preside over closing prayer at troop meetings.

**INSTRUCTOR****RESPONSIBLE TO: ASST. SENIOR PATROL LDR.****SPECIFIC DUTIES:**

- Instruct Scouting skills as needed within the troop or patrols.

- Prepare well in advance for each teaching assignment.

**TROOP GUIDE****RESPONSIBLE TO: ASSISTANT SCOUTMASTER****SPECIFIC DUTIES:**

- Help Scouts meet advancement requirements through First Class.
- Advise new scout patrol leader on his duties and his responsibilities at patrol leaders' council meetings.
- Attend patrol leaders' council meetings with the new Scout patrol leader.
- Prevent harassment of new Scouts by older Scouts.
- Help Assistant Scoutmaster train new patrol leader when he is elected.
  - Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors

## 3 Troop Planning

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### 3.1 General

- 3.1.1 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.
- 3.1.2 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; Boy Scout Songbook; Troop Program Planning Kit; BSA merit badge pamphlets, copies of Boy's Life magazines; etc.

### 3.2 Annual Planning

- 3.2.1 For planning purposes, the troop year begins in September 1<sup>st</sup> and ends in August 30<sup>th</sup> of the following year. The calendar year budget shall be prepared taking into consideration this planning.
- 3.2.2 The Annual Planning Conference has three main objectives:
  - Set goals for the troop for the coming year and identify monthly merit badges.
  - 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.
- 3.2.3 The plan produced by the Troop at the Annual Planning Conference is submitted to the Troop Committee by the Scoutmaster for review and approval.
- 3.2.4 The Troop Committee will review the annual plan produced by the PLC 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 PLC for implementation.

- 3.2.5 Once approved, the annual plan, as represented by the troop calendar, should be posted on the troop bulletin board at all regular troop meetings, and a copy of the calendar should be posted on the web site for all Scouts, Scouters, and members of the Troop Committee at the beginning of the troop year.

## **4 Troop Meetings**

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### **4.1 General Troop Meetings**

- 4.1.1 Troop meetings will begin promptly at 7:00 p.m. every Tuesday night at the meeting place designated by the troop committee.
- 4.1.2 Troop meeting plans are the responsibility of the Senior Patrol Leader and the PLC.
- 4.1.3 As allowed for in Troop Meeting Plan Form (see Annex E of this BYLAWS, Planning Forms), 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
  - Post-closing (after the meeting) and meeting clean-up

### **4.2 Patrol Leaders' Council Meetings**

- 4.2.1 Patrol Leaders' Council (PLC) meetings are held once a month on the first Tuesday of the month from 7:00-7:45.
- 4.2.2 The purpose of the monthly PLC 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.
- 4.2.3 An agenda for a PLC meeting can include the following:
- Opening (by Senior Patrol Leader)
  - Roll Call (by Troop Scribe)
  - Previous PLC meeting log review (by Troop Scribe)
  - Patrol Leaders' reports (on patrol activities and advancement progress since last PLC meeting)
  - Scribe's report (on troop finances, optional)
  - Quartermaster's report (on troop equipment, optional)
  - Review of any old (unfinished) business
  - Review/finalize plans for upcoming events (troop meetings, campouts, etc.)
  - New Business
  - Scoutmaster's minutes and meeting adjournment (by Senior Patrol Leader)
- 4.2.4 Additional PLC 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 Troop Campouts and Activities**

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### **5.1 Rules**

- 5.1.1 The following rules apply on troop campouts:
- 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.

## **5.2 Unauthorized Items**

5.2.1 Items not authorized on troop campouts are:

- No electronics of any sort (radios, Game Boys, Walkmans, etc), except while traveling in vehicle, with discretion left for scout leaders. Two-way radios can be used with Scoutmaster Approval.
- Flammable liquids other than propane and iso-butane tanks, and denatured alcohol provided by Troop if needed.
- Obscene material as defined by the Scoutmaster
- Any knife other than a folding or lock blade knife (there is a max length set forth by BSA. Need to know what that is)
- T-shirts with off-color remarks
- Foul/abusive language
- Bad tempers!
- Bad attitudes!

## **6 ADVANCEMENT**

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### **6.1 General Advancement**

- 6.1.1 All Scouts are encouraged to work on their merit badges and ranks on their own time. There will be some time spent during meetings and on camping trips working on Scouting skills, but most advancement should be done independently by the boy.
- 6.1.2 Troop 120 awards badges as per the stated BSA standard: "A badge is recognition of what a young person is able to do, not merely a reward for what he or she has done. The badge is proof of certain abilities, and is not just a reward for completion of a task." Therefore the SM/ASM or Merit Badge Counselor requires demonstration of work completed and competency on the skill or topic prior to sign-off.

### **6.2 Rank**

- 6.2.1 The Scoutmaster will approve the rank of Scout for new boys joining the Troop.
- 6.2.2 All other ranks will require a Scoutmaster's conference and a Board of Review to receive the rank. A pre-board of review is an optional review by a Scout's peers that has an objective of helping the Scout prepare for his board of review.
- 6.2.3 Boy Scouts that have obtained Star Rank or above with adult approval may sign basic skills for Tenderfoot, Second Class, and First Class.
- 6.2.4 A Scout working towards Eagle must meet with a District Eagle Board of Review.

### **6.3 Merit Badges**

- 6.3.1 When a Scout has an interest in earning a particular merit badge, he obtains his Scoutmaster's approval on a blue card and identifies another Scout with similar interests to become his partner. They are then directed to select an appropriate merit badge counselor from the list of available counselors for that badge. Note that it is possible for a Scoutmaster to not approve the Scout's request to start a badge. This is usually due to a Scout's maturity level verses the requirements of the badge.

- 6.3.2 The Scouts set a meeting with their counselor to review the badge requirements and to jointly decide what projects should be undertaken and when they should be completed.
- 6.3.3 Given the above process it is implicit that the completion of the requirements begins after the scout meets with their counselor; however, in some circumstances activities completed prior to officially starting the badge may be counted. It is up to the discretion of the merit badge counselor whether these prior activities can be counted or not.
- 6.3.4 Generally speaking, Troop 120 discourages “double dipping” (using one activity to satisfy the requirements of multiple badges). Several merit badges explicitly prohibit use of an activity from another badge (i.e. Collecting & Stamp/Coin Collecting) while others are not explicit (service in Cit in the Community / service hours for rank). It is up to the Merit Badge counselor’s discretion as to whether the activity performed by the Scout meets the requirements of both badges without degrading the intent of the requirement.
- 6.3.5 The merit badge counselor assesses the Scout's knowledge to ensure he has completed all the required work—**NO MORE, AND NO LESS**. Merit badge counselors may not add to, delete from, or modify the merit badge requirements in any way, although certain considerations can be made for Scouts with disabilities.
- 6.3.6 After the counselor has certified that the Scouts have qualified for the merit badge, it is presented to them at a court of honor and can be applied toward rank advancement.
- 6.3.7 The Scoutmaster is authorized by the Committee to sign Merit Badges for Scouts in his Unit.
- 6.3.8 All merit badge counselors must be registered with the BSA.
- 6.3.9 No Scout may be signed off by a Merit Badge Counselor that is directly related to him. The exception to this would be in the above where the Scoutmaster may also be a father, he then may sign only Camping, Cooking and Hiking, when an Assistant Scoutmaster is not available.
- 6.3.10 Scouts must get the names and numbers of other Merit Badge Counselors from their Scoutmaster or a member of the committee. It is up to the Scout to make contact directly with the Merit Badge Counselor, and to make his own arrangements to visit with the Counselor.
- 6.3.11 Scouts automatically start the Camping merit badge when they join the troop. The requirements in effect at time a Scout joins the troop will be the requirements used in lieu of a signed blue card with a requirements effective date.

## **6.4 Pre-board**

- 6.4.1 A pre-board is a preliminary review of a Scout who is a candidate for rank advancement conducted by three scouts of the target rank or higher with an adult scout leader present.
- 6.4.2 The objective is to help the Scout to be prepared for the official Board of Review.
- 6.4.3 The pre-board will provide specific feedback to the scout on his performance. Areas of concern will be noted and they will provide a recommendation to the Scout as his readiness for the Board of Review.
- 6.4.5 Scout can wear any uniform authorized for troop meetings to a Scoutmaster conference, but he must wear a uniform.
- 6.4.6 The pre-board is not a required step in the process but if done it will not be done on the same night as the Scoutmaster Conference and Board of Review.

## **6.5 Scoutmaster Conferences**

- 6.5.1 A Scoutmaster conference is a formal review of a Scout who is a candidate for rank advancement conducted by the Scoutmaster in an open, public area.
- 6.5.2 Scout is responsible for initiating a Scoutmaster conference when he is ready.

- 6.5.3 Scout can wear any uniform authorized for troop meetings to a Scoutmaster conference, but he must wear a uniform.
- 6.5.4 Unless unavoidable, a Scoutmaster or Assistant Scoutmaster should never conduct a Scoutmaster Conference for his own son. This avoids any conflict of interest and gives the Scout the opportunity to interact with other adults.

## **6.6 *Boards of Review***

- 6.6.1 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 and/or one senior Scout.
- 6.6.2 Advancement Chairperson will normally schedule on a regular basis a Board of Review.
- 6.6.3 Scout is responsible for “being prepared” and attending his Board of Review as scheduled. A Scout may only advance one rank at a Board of Review.
- 6.6.4 Scout must wear a Class ‘A’ uniform to a Board of Review.
- 6.6.5 Unless unavoidable, a Committee Member should never serve on a Board of Review for his/her own son. This avoids any conflict of interest and gives the Scout the opportunity to interact with other adults.

## **6.7 *Court of Honor***

- 6.7.1 A Court of Honor is a major troop ceremony conducted at least twice a year for the purpose of formally recognizing Scouts for rank advancement, merit badges and other awards earned since the last Court of Honor.
- 6.7.2 A Court 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.
- 6.7.3 A Court of Honor requires, at least, an opening, and a closing as well as participation by other Scouts and presentation of awards.
- 6.7.4 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 Uniforms and Equipment

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### 7.1 Uniforms

Troop 120 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
Pants	Official BSA Scout Pants or Scout Shorts
Belt	Official BSA Scout belt and buckle
Neckerchief	Any Official BSA Scout neckerchief including the Troop 120 neckerchief with any slide unless the Scout is an Eagle Scout. The Scout may then wear the official Eagle Rank Neckerchief. <i>Required only at "dress" occasions such as Courts of Honor.</i>
Merit Badge Sash	Official BSA merit badge sash, all proper merit badges neatly attached in the proper places. <i>Required only at "dress" occasions such as Courts of Honor for all Scouts that have earned merit badges.</i>
Socks	Official BSA Socks
Shoes	Leather or canvas. Neat and clean.

#### Class 'B'

Shirt	Troop 120 T-shirt or any t-shirt from summer camp, Camporee or other official Scouting events. Clean, no tears.
Pants	Official BSA Scout Pants or Scout Shorts
Belt	Official BSA Scout belt and buckle or Belt/buckle from summer camps or other official Scouting events (Philmont or COI for example)
Hat	Any scouting hat
Shoes	Leather or canvas. Neat and clean.

#### Class 'C'

Shirt	Troop 120 T-shirt or any t-shirt from summer camp, Camporee or other official Scouting events. Clean, no tears.
Pants	Clean, solid color pants/shorts with no tears.
Shoes	Tennis shoes

### 7.2 Uniform Wear

- 7.2.1 For normal meetings Scouts should wear the Class A uniform without Neckerchief, Merit Badge and OA Sashes. Scouts wear the full Class A uniform at Courts of Honor, Flag Ceremonies, and other formations and formal occasions.
- 7.2.2 For activities outside normal meetings, Scouts should wear the Class A uniforms unless wear of Class B or Class C uniform has been approved by the Scoutmaster.
- 7.2.3 Uniform inspections are held before Courts of Honor, meetings, and before rechartering.
- 7.2.4 When a Scout joins the troop he will obtain a full uniform within three (3) months. Also, when a scout's uniform becomes unserviceable, he will obtain a new one within two (2) months.
- 7.2.5 Earned uniform insignia will be paid for out of troop funds. Other insignia, including event patches, will be paid for by the Scout.
- 7.2.6 Any Scout unable to comply with uniform and/or scout expenses due to financial hardship should contact Scoutmaster, Committee Chairman or Chartered Organization Representative for consideration. Scoutmaster, Committee Chair and/or Chartered Organization

Representative will submit information anonymously to Committee for consideration on assistance.

- 7.2.7 The Scoutmaster and Assistant Scoutmasters that works with the troops or goes camping should comply with the above sections regarding wearing of the uniform.

### **7.3 Equipment**

- 7.3.1 All scouts must obtain a Scout Handbook within one month of joining the troop.
- 7.3.2 Scouts will provide and be responsible for their personal gear, including sleeping bag, backpack, flashlight, raingear, pocketknife and handbook. It is the goal of the Troop to obtain a full complement of Troop and Patrol gear. This goal includes tents, mess kits, stoves and cookware.
- 7.3.3 Each patrol is responsible for required equipment issued by the Troop. It will be replaced only for normal wear and tear. The responsibility for damaged or lost Troop equipment due to misuse or neglect lies with the patrol using the equipment.
- 7.3.4 Any Scout or Scouter damaging or losing equipment is responsible for its repair or replacement.

## **8 Troop Finances**

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### **8.1 General**

- 8.1.1 The Treasurer will maintain all Troop funds.
- 8.1.2 Two categories of troop funds will be maintained: 1) General funds (checking & savings account), and 2) Scoutmaster Discretionary Fund
- 8.1.3 Treasurer will provide a written financial report at each troop committee meeting showing new receipts and payments, by category, since the last financial report, and the current balance of each category of troop funds and other reports as requested by the Troop Committee.
- 8.1.4 Although the Treasurer will maintain all troop funds, he or she will only be directly responsible for budgeting and managing the troop's general funds.

### **8.2 General Funds**

- 8.2.1 General funds finance all troop expenses incurred throughout the year.
- 8.2.2 Troop expenses include, but are not limited to troop camping supplies and equipment, training aids and materials, administrative supplies, items purchased for resale, and other items awarded to Scouts as they advance through the program (badges, patches, pins, etc.).
- 8.2.3 General funds are derived primarily, from annual registration, dues and equipment fees, but also come from troop money-earning projects and donations.
- 8.2.4 Prior to the beginning of a new troop calendar year, and based upon the Troop's approved annual plan, Treasurer, with assistance from Scouters and other 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. Specific fund raising targets will be established.
- 8.2.5 A copy of the approved general funds budget will be kept by the Treasurer to provide guidance in the disbursement of general funds.
- 8.2.6 A portion of the general funds annual budget will include a petty cash amount that the Scoutmaster can draw upon throughout the year for Scouting purposes without special approval. Although special approval is not needed, all expenses should be justified through receipt or other verifiable documentation. The specific amount, as with most items in the

general funds budget, will be a function of the number of Scouts who register, or re-register, in a given year.

- 8.2.7 Other than the Scoutmaster petty cash amount, 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 a signed receiving report, invoice, and/or proof of payment.
- 8.2.8 Prior to expenditures being made (other than routine expenditures such as badges, etc.), a request should be made to the troop committee and approval for expenditure granted.

## **9 Dues and Attendance**

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### **9.1 Dues**

***Need some discussion on who pays dues from an adult point of view, SM, ASM, CC, other volunteers?***

- 9.1.1 The dues are to be paid yearly at a rate set by the Troop Committee.
- 9.1.2 At the time of this writing (Dec 2005), dues are \$40 / year and due by December 31<sup>st</sup> for the following year.
- 9.1.3 Dues shall be used for basic expenses, national registration, Boys Life magazine subscription, awards and insurance.
- 9.1.4 Any Scout unable to comply with scout expenses due to financial hardship should contact Scoutmaster or Committee Chairman for consideration. Scoutmaster and/or Committee Chair will submit information anonymously to Committee for consideration.
- 9.1.5 A patrol may charge dues for special activity or equipment. Equipment purchased in this manner is property of the Patrol with approval of the Scoutmaster.
- 9.1.6 Food/activity money for campouts will be collected at the meeting before the campout (amount designated by the Scoutmaster depending upon the particulars of the trip).

### **9.2 Attendance**

- 9.2.1 Troop meetings will be held each Tuesday night except major holidays and school exam week. There will be at least one long-term camp and a minimum of 6 Troop campouts per year. Regular meetings will not be held during the month of July.

## **10 Discipline**

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### **10.1 General**

- 10.1.1 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. All Scouts will behave in a way that reflects credit upon themselves, the Troop and the Boy Scouts of America.

### **10.2 Discipline Procedures**

- 10.2.1 Misbehavior is defined as violating any of the Scout Laws by deed, vocal action, physical gesture, an/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.

10.2.2 Offenses committed at locations 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.

10.2.3 The procedures for dealing with misbehavior are as follows:

**David had some questions on this process.**

- Scouts who misbehave will be addressed by the PLC for their first offense. The PLC will assess such restrictions or limits to activities and probation period (not to exceed 30 days) as are reasonable with respect to the offense, with approval of both the Scoutmaster and the Troop Committee Chairman.
- Scouts who misbehave either while performing the terms of their limitations or restrictions assessed by the PLC, or for a second time within the set probation period, will be counseled by the Scoutmaster or Committee Chairperson who will assess more severe penalties, restrictions, or limitations as warranted by the second offense.
- Scouts who misbehave a third time within 45 days of a second offense will be referred to the Troop Committee for further disciplinary action with parental inclusion including dismissal from the Troop if necessary.
- All limitations, restrictions, penalties, and other disciplinary action taken will be limited in nature, but designed to assist the Scout in recognizing the wrongdoing and taking corrective action to address the deficiency. No action will be taken which would ridicule, cause physical injury, or infringe upon personal privacy in correcting a Scout's misbehavior. Restrictions and limitations will be set for specific periods of time, aimed at next major events, campouts, or other activities.
- A serious offense is anything risking injury or damage to someone or something. Examples of serious offenses include: acts of violence with intent to injure including assault; possession of alcoholic spirits or illegal drugs; possession of a weapon not approved by the Scoutmaster; theft; arson; possession of tobacco products by anyone under 18 years of age; immoral exposure or touching; hazing; and vandalism. A serious offense is grounds for immediate action by the Scoutmaster, which can include sending a Scout home from a troop activity. (Parents must be prepared to pick their son up at any time during a troop meeting, campout, or other activity.) The case will then be considered by the Troop Committee, with recommendations from the Scoutmaster and Assistant Scoutmasters. Possible actions by the Troop Committee include temporary suspension from troop activities or dismissal from the Troop.
- Activities or behavior not specifically covered here, which violates regulations, attempts to circumvent rules, poses hazards, or offends the common sense and decency of others will be dealt with in an equal manner as offenses listed.

### **10.3 MEMBERSHIP**

10.3.1 As per the following policy, as stated in the *Rules and Regulations of the Boy Scouts of America*, Article XI, Section 3, Clause 8, Troop 120 has the authority to determine its own membership: "Scouting units are small, intimate groups. In the Cub Scout and Boy Scout programs, the units are made up of even smaller groups, dens and patrols, which often meet regularly in private homes. So long as they are faithful to Scouting's membership philosophy. . . it is for the units to determine on the basis of considerations such as group size or youth behavior whether to admit or to continue the membership of a youth member. It is the philosophy of the Scouting movement to welcome all boys and young people, regardless of race or ethnic background, who are willing to accept Scouting's values and meet other requirements of membership. Young people of all religious backgrounds are welcomed in Scouting, some participating in units for youths of a particular religion and the greater majority participating in units open to members of various religious backgrounds.

## **11 Parental Involvement**

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11.1.1 We encourage at least one (1) adult member of the family or both to be a registered Scout volunteer and serve on the Troop Committee.

- 11.1.2 All adults are encouraged to become merit badge counselors and take part in the scout's activities.
- 11.1.3 Adult members of the Scout's family may be asked to:
  - Provide transportation.
  - Attend campouts and other Scouting activities.
  - Help in other appropriate ways.
- 11.1.4 There will be a minimum of two (2) adults, at least one (1) registered, for campouts and other activities. If there are not enough adults present, the Scoutmaster or other adult in charge shall cancel the activity.
- 11.1.5 Parents are asked to play a major role in their son's advancement within the Troop by providing necessary encouragement.
- 11.1.6 On campouts we encourage the Scouts to tent with other boys rather than tenting with their parents in order to develop the corp d'esprit within the patrol.

## **12 Adult Leadership**

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### **12.1 Adult Scouters**

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

### **12.2 Scoutmaster**

- 12.2.1 General responsibilities
  - Train and guide boy leaders.
  - Work with other responsible adults to bring Scouting to boys.
  - Use the methods of Scouting to achieve the aims of Scouting.
- 12.2.2 Meetings
  - Meet regularly with the patrol leaders' council for training and coordination in planning troop activities.
  - Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
  - Attend troop committee meetings.
  - Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
  - Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.
- 12.2.3 Guidance
  - Conduct Scoutmaster conferences for all rank advancements.
  - Provide a systematic recruiting plan for new members and see that they are promptly registered.
  - Delegate responsibility to other adults and groups (assistants, troop committee) so that they have a real part in troop operations.
  - Supervise troop elections for the Order of the Arrow.
- 12.2.4 Activities
  - Make it possible for each Scout to experience at least 10 days and nights of camping each year.
  - Participate in troop, council and district events.
  - Build a strong program by using proven methods presented in Scouting literature.

- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

### **12.3 Assistant Scoutmasters**

- 12.3.1 Duties assigned by Scoutmaster.

### **12.4 Troop Committee**

- 12.4.1 Committee shall function in accordance with the National Committee Guidelines.
- 12.4.2 Committee elections shall be held annually in August for all terms completed or unfilled positions. The troop committee shall vote on each position. Prior to the vote, the Chairperson shall determine if there are nominations from the floor. If there are, the additional name(s) shall be added to the slate. Once nominations are closed, the vote for the position will occur. All committee members are allowed one vote. Each individual must be present to cast a vote unless extenuating circumstances exist. When extenuating circumstances apply, the committee may approve use of absentee ballot (s) by majority vote. The vote shall be by secret ballot unless there is only one person slated for the position. A voice confirmation vote is all that is required when there is only one person on the slate for a position. The committee Chairperson shall reserve his vote for tie-breaking. A majority vote is required. If there are more than two individuals running for a position, and no individual receives a majority, the person receiving the least number of votes will be eliminated and a second vote will be taken to select between the remaining individuals. The process will be repeated until an individual receives a majority vote. If the two lowest individuals on any vote receive the same number of votes, the tie shall be broken by the Committee Chairperson.
- 12.4.3 A person may hold multiple positions (up to two).
- 12.4.4 New Committee leaders will be installed at the August meeting unless circumstances require earlier change of selected positions.
- 12.4.5 Each Committee Officer will serve for one year. If any officer cannot serve his full year, the Committee Chairperson will select an individual to complete the term. The replacement officer must be approved by a majority vote/voice approval of the Committee.
- 12.4.6 The Scoutmaster and Assistants will be selected when needed by consensus between the new and the incumbent Committee Chairperson after conducting an advisory vote within the committee. Participation for the advisory vote is the same as for other Committee positions. The candidate's name shall be submitted to the Chartering Organization Representative for approval.
- 12.4.7 The Troop Committee ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- 12.4.8 Provides adequate meeting facilities
- 12.4.9 Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization. Carries out the policies and regulations of the Boy Scouts of America.
- 12.4.10 Supports leaders in carrying out the program
- 12.4.11 Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan
- 12.4.12 Obtains, maintains, and properly cares for troop property
- 12.4.13 Provides adequate camping and outdoor program (minimum 10 days and nights per year)
- 12.4.14 Serves on boards of review and courts of honor.
- 12.4.15 Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.

12.4.16 Provides for the special needs and assistance some boys may require.

12.4.17 Helps with the Friends of Scouting campaign.

12.4.18 Assists the Scoutmaster with handling boy behavior problems.

## **12.5 Troop Committee Positions and Duties**

The troop committee is made up of the following positions: Chairperson, Secretary/Publicity, Treasurer, Outdoor Activities Coordinator, Advancement Coordinator, Fundraising Coordinator, Patrol Advisor, Merit Badge Coordinator, Facilities/Equipment Coordinator, Outing Coordinator, Training Coordinator, and Eagle Mentor.

### **CHAIRPERSON**

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organizations representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Work closely with the Scoutmaster in preparing troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and recharter annually.
- Plan the charter presentation.
- See that troop leaders and committee members have training opportunities.

### **SECRETARY**

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity and ensure all publicity materials have approval of at least one other committee member.
- Help keep the web site up to date with troop events and activities.
- Conduct the troop resource survey.
- Plan for family night programs and family activities.
- Plan the charter presentation program.

### **TREASURER (FINANCE/RECORDS)**

- Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain checking and savings account.
- Train and supervise the troop scribe in record keeping.
- Receive troop income each week from the troop scribe.
- Keep adequate records.
- Supervise money earning projects, including obtaining proper authorization.
- Supervise the camp savings plan.
- Report to the troop committee at each meeting.

- Lead in the preparation of the annual troop budget.

### **FUNDRAISING COORDINATOR**

- Leads in planning Troop fundraising
- Schedules and leads meetings related to fundraising
- Ensures assigned fundraising tasks are carried out
- Represents the Troop in council fundraising planning

### **PATROL ADVISOR (ONE PER PATROL)**

- Monitors Patrol meetings
- Makes sure patrols are prepared for campouts
- Supports patrol in enforcing discipline, etc.
- Watches over individual patrol members' attendance and advancement
- Ensures that patrol leader is regularly calling his members
- Works with appointed Troop Guide to ensure Advancement opportunities on outings

### **ADVANCEMENT COORDINATOR**

- Encourage Scouts to advance in rank.
- Monitors individual scouts' advancement.
- Schedules Scoutmaster Conferences.
- Coordinates, schedules and conducts troop boards of review. Conduct bi-annually court of honor. Ensures proper paperwork is ready for Board of Review.
- Develop and maintain a merit badge counselor list.
- During advancement period at troop meeting, makes assignments to instructors and others to teach (TF through First Class only)
- Works with assigned Troop Instructors during meetings and outings to ensure advancement opportunities occur (TF through First Class only)
- Make a prompt report on the correct form to the council service center when a board of review is held. Secure badges and certificates.
- Work with the troop scribe to maintain all Scout advancement records.
- Work to build and maintain a troop library of merit badge pamphlets.
- Maintains advancement records on the computer
- Picks up badges from the council service center and prepares merit badge cards and rank cards
- Coordinates advancement info with Scoutmaster, ASM, and Merit Badge Coordinator

- Ensures that troop advancement records match those of the council
- Ensure that rank and MB requirements are up-to-date.

#### **MERIT BADGE COORDINATOR**

- Develops list of merit badge coordinators for common merit badges
- Finds counselors for other merit badges as needed
- Ensures that merit badge counselors are registered and receive an orientation
- Schedules merit badge offerings in the troop in concert with the Troop Committee, PLC and Scoutmaster
- Communicates to scouts in concert with counselor about assignments and due dates
- Ensures that completed merit badge paperwork gets to Advancement Coordinator
- Keeps up-to-date list of partials pending (especially summer camp)
- Finds counselors to complete partials and schedules meetings between the counselor and the scouts
- Work to build and maintain a troop library of merit badge pamphlets.
- Develops programs relative to partial completion during troop meetings in concert with Troop Committee, PLC and Scoutmaster
- Coordinates completion of partial MBs with Advancement Coordinator

#### **FACILITY/EQUIPMENT COORDINATOR**

- Works with Troop Quartermaster and patrol quartermasters on equipment check-in and check-out
- Ensures that equipment is in good repair; coordinates repair with troop committee repair person
- Establishes and maintains with Troop Quartermaster an inventory control system

- Develops list of needed equipment (new and replacement)
- Provides maintenance and upkeep to the scout hut and grounds.

#### **OUTING COORDINATOR (ONE PER OUTING)**

- Ensures sufficient adult leadership and drivers; provides information to person making out Tour Permit
- Makes maps and provides other site directions
- Coordinates with Junior Leaders and Scoutmaster on schedule and events
- Works with Quartermaster and ASM  
Quartermaster to make sure equipment is ready

#### **TRAINING COORDINATOR**

- 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 Fast Start training for all new leaders.
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic junior leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting.

#### **EAGLE MENTOR**

- With Scoutmaster, helps Eagle candidates develop project ideas
- Verifies advancement records of candidate
- Counsels (mentors) candidates as they work on Eagle Project
- Counsels (mentors) candidates with paperwork (reviews candidate's proposal, helps him prepare it for SM and Troop Committee approval, and works with the candidate during and after project to write proper write up.
- Ensures that candidate shows leadership

## **13 Training**

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### **13.1 Scout Leadership Training**

- 13.1.1 Each year Blue Ridge Council hosts the national program for scout leadership development called the National Youth Leadership Planning at Camp White Pines during the first week of the summer.
- 13.1.2 Troop 120 has two slots guaranteed during the week with the ability to add more if slots are open.
- 13.1.3 The Troop Committee selects the Scouts who will attend.
- 13.1.4 To be considered the Scout must be 13 years old (as of May 31<sup>st</sup>) and have attained the rank of First Class prior to the registration deadline of January 31<sup>st</sup>.
- 13.1.5 The Troop pays the fees for attendance at the Training.

## **13.2 Scouter Training**

- 13.2.1 As soon after appointment to positions of leadership within troop, new leaders will attend the required training specific to their position.
- 13.2.2 Basic training required for all Scouters is Boy Scout Fast Start, Youth Protection and Position Specific Training.
- 13.2.3 Optional training for Scouters includes Outdoor Leadership Skills Instruction and Wood Badge.