

Bylaws of BSA Troop 997 Ashburn, Virginia USA

Mission Statement

The mission of Boy Scout Troop 997 is to develop future leaders of America, by providing leadership opportunities through scouting. This will be accomplished by teaching and promoting the Scout Law and oath, developing skills through rank advancement, and providing a proud, supportive, environment.

Guiding Principles

- *The fundamental aims of Scouting shall form the basis for the program offered by the troop: To Build Character, To Foster Citizenship and To Develop Fitness.*
- *We shall operate as a boy-lead troop that is however operated and supervised by adult volunteers.*
- *We shall strive to operate as a BSA recognized Quality Unit each year.*
- *Camping and outdoor activities are a key element of the Scouting program and we shall provide ample opportunities for our youth to experience this element of the Scouting program.*
- *We shall teach and observe the principles of Leave No Trace in all of our outdoor activities.*
- *We shall rigorously enforce the two-deep leadership policy.*
- *We will strive to select monthly outdoor activities such that all troop members routinely have an opportunity to participate, regardless of their family's financial means.*
- *We recognize that Scouting is not an exclusive activity and will strive to support youth that participate in other activities in their school, church or community.*

1 Introduction

The information contained in this document is in addition and supplemental to the charter and bylaws of the Boy Scouts of America (BSA). These bylaws establish the guidelines for Troop 997 operations. In the event any information in these bylaws contradicts guidelines set forth in an official BSA publication (e.g. the Scoutmaster Handbook, Troop Committee Guidebook, Boy Scout Handbook, local Council Policy and BSA national council policy) the BSA publication takes precedence.

2 Organization

2.1 Boy Scouts of America

The National Council of the Boy Scouts of America is the corporate membership of BSA. The responsibilities of the BSA National Council include:

- Support the local councils.
- Conduct program research and development.
- Develop literature and program support materials.
- Provide training to Scouting professionals.
- Operate the BSA national high adventure and training facilities.
- Conduct national events.

To effectively administer Scouting, the country is broken into regions, local councils within each region, and districts within the local councils. Troop 997 is a chartered unit in the Goose Creek District of the National Capital Area Council (NCAC) in the Northeast Region of the Boy Scouts of America (BSA).

The responsibilities of the local council include:

- Respect the aims and objectives of the organization and offer the resources of Scouting to help in meeting those objectives.
- Provide year-round training, service, and program resources to the organization and its units.
- Provide training and support for the chartered organization representative as the primary communication link between the organization and the BSA.
- Provide techniques and methods for selecting quality unit leaders and then share in the approval process of those leaders.
- Provide primary general liability insurance to cover the chartered organization, its board officers, chartered organization representative, and employees against all personal liability judgments. Unit leaders are covered in excess of any personal coverage they might have, or if there is no personal coverage, the BSA insurance immediately picks them up on a primary basis.
- Provide camping facilities, a service center, and a full-time professional staff to assist the organization in every way possible.

The district is responsible for administering a region within the council and is operated by the District Executive and a District Committee. The District Committee forms sub-committees such as an Advancement Committee and a Training Committee to support the chartered

organizations and local units. The district assigns a Unit Commissioner to serve as the liaison between the chartered organization/unit and the local district.

2.2 Chartered Organization

2.2.1 Troop 997 is sponsored by Saint Theresa Catholic Church of Ashburn (herein referred to as Chartered Organization). It receives a national charter with the BSA to authorize use of the scouting program. The charter must be renewed annually.

2.2.2 The responsibilities of the Chartered Organization include:

- a. Conduct the Scouting program according to its own policies and guidelines as well as those of the Boy Scouts of America.
- b. Include Scouting as part of its overall program for youth and families.
- c. Appoint a Chartered Organization Representative who is a member of the Troop and will coordinate all unit operations within it. He or she will represent the Chartered Organization to the Scouting district and serve as a voting member of the local council.
- d. Select a unit committee of parents and members of the Chartered Organization (minimum of three) who will screen and select unit leaders who meet the organization's standards as well as the leadership standards of the BSA.
- e. Provide adequate facilities for the Scouting units to meet on a regular schedule with time and place reserved.
- f. Encourage the Scouting units to participate in outdoor experiences, which are vital elements of scouting.

2.3 Troop Organization

2.3.1 The **Executive Officer** of Troop 997 is the Chartered Organization's institution head. He or she is responsible for assigning the Charter Organization Representative as well as endorsing the annual charter agreement with BSA.

2.3.2 The **Chartered Organization Representative** (COR) is appointed by the Executive Officer and serves on behalf of the Chartered Organization as the liaison between the Troop and the Chartered Organization. The COR's duties include the approval of all unit adult leader selections (direct contact adults as well as Troop Committee members).

2.3.3 The **Troop Committee Chairman** is recommended to the Chartered Organization by consensus of the Committee and the selection is approved by the COR. The Troop Committee Chairman operates on behalf of the Troop and is expected to ensure that the Troop is operated within the organization's policies.

2.3.4 The **Scoutmaster** is recommended by consensus of the Troop Committee and approved by the COR. The Scoutmaster operates on behalf of the Troop is expected to ensure that the Troop is operated within the policies of both the Troop Committee and the chartered organization.

2.4 Troop Committee

2.4.1 The Troop Committee is the Troop's board of directors. Membership is open to parents of member scouts, members of the chartered organization, or other persons from the community interested in youth.

2.4.2 Troop committee duties are to:

- a. Ensure that quality adult leadership is recruited and trained, selecting the best possible persons to serve as Scoutmaster and Assistant Scoutmasters.
- b. Advise the Scoutmaster on policies related to Boy Scouting and the chartered organization.
- c. Support the Scoutmaster with assistance to carry out the approved Troop program in order to provide the scouts with an effective troop program.
- d. Manage the troop finances in line with the approved budget plan.
- e. Ensure that the Troop has an adequate outdoor program.
- f. Conduct boards of review for rank advancements and disciplinary actions as deemed necessary.

2.4.3 The Troop Committee is comprised of members that hold specific positions as well as ad-hoc committee members. The Troop Committee Chairman recruits and appoints members to Troop Committee positions. The following minimum positions must be filled by a qualified volunteer.

- a. Activities Chairman – Manages/coordinates the monthly outdoor program logistics per the Troop’s annual calendar, including securing reservations and tour permits, preparing and publishing permission slips, and providing travel directions and other relevant information regarding the activity.
- b. Advancement Chairman – Maintains the advancement records, coordinates boards of review, and coordinates courts of honor.
- c. Committee Scribe – Keeps minutes of committee meetings and makes them available to all committee members as well as the Scoutmaster.
- d. Fund Raising Chairman – Operates the annual mulch delivery fund raising activity.
- e. Treasurer – Handles troop funds, prepares the annual budget, and provides monthly financial reports at Committee meetings.
- f. Webmaster – Manages and maintains the Troop’s website in accordance with district and BSA policy.
- g. Eagle Coordinator – Coordinates the administrative processing of Eagle Scout candidates and supports new Eagle Scouts in preparing for and carrying out their court of honor.
- h. Merit Badge Coordinator – Coordinates the Troop’s merit badge counselors, ensuring that all active counselors are properly registered with the district as well as assisting scouts in locating counselors for merit badges that they are pursuing.
- i. Recharter Coordinator – Manages the annual recharter process as well as the registration of new Troop members throughout the year.
- j. Summer Camp Coordinator – Manages the logistics of the Troop’s annual week long summer camp.
- k. Training Coordinator – Coordinates the training program for adult members of the Troop and provides training records to the Advancement Chairman to maintain the records and ensure that all adult leaders are properly trained for the position they hold.

2.4.4 There is no set tenure for the Troop Committee Chairman or any of the appointed positions. Members may remain in these positions as long as they are providing the service required by the Committee and are willing to continue to perform their duties.

2.5 Scoutmaster and Assistant Scoutmaster

2.5.1 The **Scoutmaster** is the adult leader responsible for the image and program of the

Troop. He is responsible for identifying and carrying out the program activities in accordance with the Troop's mission statement and guiding principles by providing the overall supervision and operation of the troop. He is assisted by adult **Assistant Scoutmasters** (ASM) and youth **Junior Assistant Scoutmasters** (JASM) to work directly with the scouts to:

- a. train and guide boy leaders;
- b. work with other responsible adults to bring Scouting to boys; and
- c. use the methods of scouting to achieve the aims of Scouting.
- d. meet at least monthly or more often with the Patrol Leaders Council (PLC) to coordinate the planning of Troop activities;
- e. support the Senior Patrol Leader in operating weekly Troop meetings;
- f. oversee the conduct of Scoutmaster Conferences in support of rank advancements;
- g. attend the Troop Committee meetings; and
- h. conduct periodic parent meetings.

2.5.2 At least one Assistant Scoutmaster will be assigned to each patrol that will work with and assist the Patrol Leader in all patrol activities.

2.5.3 There is no set tenure for the Scoutmaster or Assistant Scoutmasters. Members may remain in these positions as long as they are offering a Scouting program that meets the objectives of the Troop Committee and are willing to continue to perform their duties.

2.6 Patrol Organization

Patrols are the working units of the Troop. Patrols camp and operate together following the patrol method.

2.6.1 New Webelos bridging into the Troop will be placed into a Brownsea patrol (the Owls) that is comprised entirely of new scouts for their first six months in the Troop. The purpose of the Brownsea patrol is to focus on early rank advancement and help transition the boys from Cub Scouts to Boy Scouts.

2.6.2 After their first six months, Brownsea scouts are assigned to one of the Troop's standing patrols that are comprised of scouts of all ages and ranks.

2.6.3 The Troop currently has four standing patrols that are equivalent in their distribution of scouts. As the number of active Troop members changes, the Scoutmaster and Troop Committee will evaluate the number of required standing patrols to best carry out a successful scouting program.

2.6.4 Once assigned to a patrol, a scout will remain in that patrol for the duration of his participation in the Troop unless there are extenuating circumstances that require his assignment to a different patrol.

2.6.5 Key youth Troop leaders become members of the Hawks (SPL, ASPL, Quartermaster, JASM) patrol during their tenure, and then return to their original patrol.

2.6.6 The adult leaders are formed into the Old Goats patrol.

2.6.7 During camping trips, the Hawk patrol camps and eats with the Old Goats. This is to enable them to carry out their responsibility to oversee the successful setup/breakdown of camp and patrol's preparation of meals without the added burden of preparing their own meals.

3 Youth Leadership

3.1 Leadership Positions

3.1.1 The Patrol Leaders Council (PLC) is the youth-leadership body of the troop. The Patrol Leaders Council plans the troop program (Annual Plan), conducts the program and deals with troop and patrol problems. Its voting membership is the Senior Patrol Leader (Chairman), all Patrol Leaders (including the Instructor and Troop Guide(s)), the Assistant Senior Patrol Leaders (ASPL), Junior Assistant Scoutmasters, Quartermaster, and Scribe. Other youth and adult members may be invited to make contributions to the Patrol Leaders Council from time to time but do not have a vote.

3.1.2 The **Senior Patrol Leader** (SPL) is the elected youth leader of the Troop. He is responsible to the Scoutmaster for all troop functions and operations.

3.1.3 The **Patrol Leader** (PL) is elected youth leader of the patrol. He is responsible to the Senior Patrol Leader for the overall operation and conduct of his patrol at all patrol and troop functions. The Patrol Leader may also appoint an Assistant Patrol Leader to assist him in operating the patrol. However, this is not a recognized leadership position that qualifies as leadership credit toward a rank advancement.

3.1.4 The Troop Guide(s) shall serve as the Patrol Leader of the Brownseas when it is in existence.

3.1.5 Other troop positions are Assistant Senior Patrol Leader, Scribe, Librarian, Historian, Quartermaster, Bugler, Chaplain Aid, OA Representative, Troop Guide, Instructor, Webmaster and Leave No Trace Coordinator.

3.1.6 At his discretion, the Scoutmaster may define other youth leadership positions to meet the needs of the troop and make leadership opportunities available to all youth.

3.2 Leadership Position Selection

3.2.1 Youth leaders are generally elected by a majority vote of youth members (the Patrol Leader is elected by a majority vote of only his patrol) present at a regularly scheduled troop election meeting. Regular troop elections shall be held semiannually in September and March. Youth leadership positions are limited to a maximum tenure of six months to ensure that leadership opportunities are available to all youth in the troop. The exceptions to this are

- a. the Troop Guide and Instructor positions carry a twelve month tenure to allow for the required interaction with the new scout patrol in order to adequately fulfill the requirements of these positions;
- b. the Den Chief position carries a twelve month tenure.

3.2.2 The following youth leadership positions are selected by Scoutmaster appointment and not a troop election.

- a. The Instructor and Troop Guides are appointed by the Scoutmaster to ensure that well qualified youth are serving in these positions.
- b. The Order of the Arrow (OA) Representative is appointed by the Scoutmaster.
- c. All Junior Assistant Scoutmasters are appointed by the Scoutmaster.

- d. No more than one half of the Assistant Senior Patrol leaders are selected by the newly elected Senior Patrol Leader.
- e. All Den Chiefs are appointed by the Scoutmaster.

3.2.3 All youth desiring to hold a leadership position must meet the following minimum requirements. Additional requirements may be identified for specific positions at the discretion of the Scoutmaster and concurrence of the Troop Committee.

- a. Have been an active, registered member of Troop 997 for a least six months (this requirement can be waived at the sole discretion of the Scoutmaster);
- b. Have advanced to the rank of First Class;
- c. Have the approval of the Scoutmaster.

3.3 Leadership Credit for Advancement

3.3.1 To obtain leadership credit for a Troop position a scout is required to attend Junior Leadership Training. The troop will conduct junior leadership training after troop elections.

3.3.2 To obtain leadership credit for a Troop position a scout is required to meet the leadership position requirements as published by the Scoutmaster.

3.3.3 To obtain leadership credit for a Troop position a scout's fulfillment of the leadership requirements must be affirmed by a majority of the PLC members at the end of their tenure.

4 Membership

4.1 Youth Membership

4.1.1 Youth membership in Troop 997 is open to all males at least 11 years of age (or having completed the fifth grade or upon receiving the Arrow of Light) that have not reached the age of 18. Troop 997, while sponsored by St. Theresa Catholic Church, is a community organization and is open to all youth in Ashburn and the surrounding communities, regardless of their religious affiliation.

4.2 Adult Membership

4.2.1 Adult membership in Troop 997 is open to all parents of youth members, members of the chartered organization and other persons interested in serving the youth of the Troop upon receipt and approval of a membership application and required youth protection training.

5 Parent Participation

5.1 General

5.1.1 A fair and equitable share of assistance is expected from each parent or guardian. On a rotating basis, parents will be required to furnish transportation to and from campouts and Troop activities.

5.1.2 Parents are expected to attend Courts of Honor.

5.1.3 Parent permission may be required for attendance at each troop or patrol activity conducted at a location other than the normal meeting place. A Parent Permission/Consent Form must be filled out and submitted to the Scoutmaster prior to attending any such event. Event coordinators will prepare permission forms for distribution to the scouts.

5.1.4 Parents must inform the Scoutmaster or his representative of the need for scouts to receive medication while on a troop or patrol activity. This notification must be in writing with the medication and dosage listed.

5.1.5 It is the responsibility of scout parents to provide transportation for scouts to and from troop and patrol activities. Carpooling is encouraged. The Activities Chairman maintains a list of drivers so that Tour Permits can be properly filed.

5.1.6 Parents are encouraged to become registered members of BSA and attend and assist with Troop meetings and activities, including campouts and service projects.

5.1.7 Parents are encouraged to participate as adult leaders and are welcome at Troop committee meetings. Only registered Committee members may vote on issues before the Committee.

5.2 Parent Participation Requirements

5.2.1 No parent may participate in any activity that includes direct contact with youth if they are not a registered BSA member in good standing with the mandatory minimum required adult training. This includes attending campouts. The single exception to this is that a parent of a new scout who has joined the Troop may attend the first campout that his or her son participates in without becoming a registered BSA member and completing the required training. Parents may participate in service projects where there is adequate supervision provided by registered adult members.

6 Order of the Arrow

6.1 Youth Candidate Selection

6.1.1 Troop 997 will annually sponsor elections to recognize youth candidates for the Order of the Arrow. The election will be held at a regularly scheduled troop meeting and is operated by representatives of the local Order of the Arrow chapter.

6.2 Adult Candidate Selection

6.2.1 Adults who have demonstrated the ideals and values of the Order of the Arrow will be recommended by the Scoutmaster and upon selection by the Troop Committee will be nominated as Order of the Arrow candidates.

7 Troop Finances

7.1 Dues and Fees

7.1.1 Dues are assessed to each scout on an annual basis at unit recharter time. This is every scout's equity in the troop and is non-refundable. This covers registration with the Boy

Scouts of America, Boys' Life magazine subscription and basic troop expenses (e.g. as patrol gear and advancements and awards).

7.1.2 When a new scout enters the troop, he will be assessed prorated dues based on the number of months remaining in the charter year.

7.1.3 In addition to the annual dues, new members joining the Troop are assessed a one-time new member fee to cover additional costs associated with a new Troop member. New members will be issued two Troop 997 Class B t-shirts, a Troop neckerchief and slide, Troop 997 uniform numbers, and Boy Scout epaulets for their uniform shirt.

7.1.4 Other fees for special events, camp-outs and food are assessed prior to the event and are in addition to troop dues.

7.2 Troop Budget Plan

7.2.1 The Treasurer will prepare an annual budget to include all of Troop 997's projected operating costs and estimated income from all sources, for presentation at the regularly scheduled January troop committee meeting. The Troop operates on a January-December fiscal year. This plan will be developed with the assistance of the Scoutmaster based on the annual calendar prepared by the Patrol Leaders Council. The budget plan requires the approval of the Troop Committee. Once approved, this plan will serve as the Troop guideline for monitoring and controlling operational costs throughout the fiscal year.

7.2.2 The Treasurer shall maintain an accounting of Troop operational expenses to be reconciled monthly and a written report submitted at the Troop Committee meeting. The financial reports shall also be made available to all Troop members by posting on the Troop website.

7.2.3 All checks or cash received from dues, special money earning functions, donations, etc., shall be with proper receipt and deposited in the Troop account to ensure an audit trail. Funds collected should not be used to make payments – such funds should be deposited and a check requested through the Treasurer to make any necessary payments.

7.2.4 Money-earning projects may be conducted that offer scouts the opportunity to earn funds that may be applied to costs of designated or undesignated scout activities. If required, a unit money-earning application will be submitted to and approved by the National Capital Area Council before the start of any troop fund-raising activity. The Troop Committee at its sole discretion determines the distribution and use of profits from these opportunities in accordance with the annual budget plan.

7.3 Scout Escrow Accounts

7.3.1 Individual escrow accounts ("Scout Accounts") will be accounted for by the Treasurer to hold funds assigned to individual scouts as a result of money-earning projects or other sources.

7.3.2 All escrow account funds are the sole property of the Troop.

7.3.3 Scouts may request the use of their escrow account funds to be applied to the cost of scout activities or other Scouting related purposes (e.g. camping equipment purchase). All requests for disbursement must be with proper receipt. The allowable use of escrow account funds is left to the sole discretion of a consensus of the Troop Committee Chairman and the Scoutmaster.

7.3.4 Any unused funds left in an individual escrow account when a scout separates from the Troop for any reason (i.e. fails to recharter, transfers to another unit, reaches the age of 18, is separated from the Troop for disciplinary reasons) will be credited to the troop general fund. The only exception is for scouts that separate from the troop with a sibling(s) active and in good standing. In this case, the scouts escrow balance will be transferred to the escrow account assigned to his sibling(s).

7.3.5 The escrow accounts are considered Troop assets; scouts transferring to another troop are not eligible to request a transfer of their balance to their new troop.

8 Troop Activities

8.1 Troop Meetings

8.1.1 Troop meetings are held at Saint Theresa Church on Thursday evenings from 7:00 pm to 8:30 pm.

8.1.2 Special troop meetings may be held to meet the needs of the troop program. Special meetings must have the approval of the Scoutmaster and generally must be announced beforehand.

8.1.3 Scouts are expected to attend troop meetings. We realize that homework, religious instruction, sports activities, music, and other activities may interfere with regular attendance. It is incumbent upon the scout to inform the Scoutmaster if there will be a protracted period of absence. Unexcused absence may delay rank advancement. If a scout misses more than 50 percent of troop meetings with no explanation, the scout must meet with the Scoutmaster to assess his "Scout Spirit."

8.1.4 Direct contact adult troop leaders (Scoutmaster, Assistant Scoutmasters) are expected to attend troop meetings. A minimum of two adult leaders must be in attendance at all troop meetings to provide supervision of and safety for the scouts.

8.2 Patrol Leaders Council Meetings

8.2.1 Patrol Leaders Council meetings will generally be held the fourth Thursday of each month at Saint Theresa Church from 7:00 pm to 8:30 pm. Exceptions may occur in the months around the week long Troop summer camp and the winter holiday season.

8.2.2 All members of the Patrol Leaders Council must attend all Patrol Leaders Council meetings. The Scoutmaster or his representative and at least one other adult leader must also be present.

8.2.3 A special Patrol Leaders Council may be held to plan the next year's program in its entirety.

8.3 Courts of Honor

8.3.1 A minimum of three Courts of Honor will be held throughout the year.

8.3.2 Courts of Honor are held to formally recognize scout achievement and advancement. Leadership induction and other troop recognition may be conducted at these times.

8.3.3 All scouts, parents, troop leaders, and committee members are expected to attend. Troop member's families, relatives and friends are encouraged to attend.

8.4 Troop Committee Meetings

8.4.1 Troop Committee meetings will generally be held on the fourth Thursday of each month at Saint Theresa Church from 7:00 pm to 8:30pm. Exceptions may occur in the months around the week long Troop summer camp and the winter holiday season.

8.4.2 Special meetings may be scheduled by the Troop Committee Chairman or upon the request of the Scoutmaster.

8.4.3 Troop committee members are expected to attend Troop Committee Meetings. Parents of scouts, adult leaders, and other adults associated with the troop are invited to attend.

8.5 Monthly Campouts

8.5.1 The Troop will strive to have outings at least one weekend for 10 months of the year.

8.5.2 The Troop will strive to camp for two nights, generally leaving after school on Friday and returning early Sunday.

8.5.3 Within reason, The Troop will not let inclement weather stop us, but will always monitor it so as to not put the boys at risk.

8.5.4 Scouts are encouraged to participate in every camping opportunity. Frequent camping is a requirement for eligibility for the [Order of the Arrow](#), the Scout camping fraternity.

8.5.5 The troop camping schedule is defined by the Troop Annual Plan that strives to serve as a fixed schedule to allow families to plan into the future and avoid conflicts with designated camping events.

- With the exception of June, July, and December the monthly Troop camping event will be on the weekend following the third Thursday of the month.
- The June camping event will be on the first weekend of the month to avoid school year-end activities and the start of family summer vacations.
- There is no monthly camping event in July since that is the annual week long Troop summer camp.
- A December day hike will be scheduled for the first or second weekend of the month to avoid the holiday season.

8.5.6 Parents and adult leaders that transport scouts to and from monthly campouts will be reimbursed by the Troop for their actual gas expenses for trips outside of the Goose Creek District (i.e. outside Loudoun County).

8.6 Summer Camp

8.6.1 The Troop will attend a week long summer camp the last full week (Sunday- Saturday) in July.

8.6.2 Parents and adult leaders that transport scouts to and from summer camp will be reimbursed by the Troop for their actual gas expenses for the trip.

8.7 High Adventure

8.7.1 The Troop will facilitate a high adventure program offering older scouts the opportunity to visit the BSA High Adventure Bases or other alternate programs approved by the Troop Committee and the Scoutmaster.

8.7.2 High adventure programs are open to scouts age 13 or older (or as otherwise specified by the program) that have achieved the rank of First Class.

8.7.3 The high adventure program will be operated as an “extracurricular” activity outside the normal troop activities. Scouts and adults will be required to plan and prepare for high adventure activities outside the normal troop meeting schedules.

9 Campout Rules and Regulations

9.1.1 Scouts will not be permitted to participate in campouts without a current permission slip that has been signed by his parent or legal guardian prior to the campout.

9.1.2 Scouts are also required to have on file with the Troop the record of emergency data and a current BSA Health and Medical Form parts A and C for participation in the scouting activity.

9.1.3 The parent or guardian of a Scout who misbehaves or disturbs a campout will be called to come and pick him up from the campsite.

9.1.4 All Scouts will travel to and from the campsite in a “Modified Class A” uniform.

9.1.5 Adult leaders are also expected to wear Scout uniforms. Scouts will be permitted to change into other clothes after arriving at the campsite unless otherwise directed by the Scoutmaster.

9.1.6 The following items are prohibited on troop or patrol activities:

- a. Sheath knives
- b. Switch blade knives
- c. Butterfly knives
- d. Folding knives with a blade longer than four inches
- e. Hand axes (other than troop supplied checked out from the Quartermaster)
- f. Fireworks
- g. Firearms of any type, include air soft or BB guns
- h. Pepper spray or mace
- i. Camouflage clothing
- j. Inappropriate literature or material of any kind. Appropriateness is determined at the sole discretion of the Scoutmaster.
- k. Personal Electronic Equipment (radios, CD players, MP3 players, video players, video game systems)
- l. Cell Phones may be brought along for emergency contact purposes only, and the scout is solely responsible for any loss or damage.

9.1.7 Folding knives with a blade of less than 4 inches may only be used by or found in the possession of a scout that has earned and is in possession of a Tot'n Chip certificate.

9.1.8 Butane lighters and matches may only be used by or found in the possession of a scout that has earned and is in possession of a Fireman Chit certificate.

10 Equipment

10.1.1 The Troop furnishes all patrol or shared equipment required for camping. This includes tent, cooking equipment, and dining fly.

10.1.2 All Troop equipment is managed by the Quartermaster and the supporting Assistant Scoutmaster. All equipment must be checked out from the Quartermaster and promptly returned clean, dry and in good condition.

10.1.3 The Quartermaster and supporting Assistant Scoutmaster are responsible for maintaining troop equipment and making recommendations to the troop committee regarding repairs and replacements.

10.1.4 Each scout must provide his own:

- Scout uniform
- Outdoor clothing including boots
- Mess kit and utensils
- Canteen/water bottle
- Flashlight
- Pocket knife
- Compass
- Personal items including sun protection and insect repellent
- Personal first aid kit
- Sleeping bag
- Scout handbook

11 Uniform

11.1 Youth Uniform Requirements

11.1.1 The Scoutmaster will define the uniform of the day as appropriate for the event or activity.

11.1.2 A scout is required to be in proper uniform for all Troop events. Scouts not in the required uniform for an event may be sent home. Scouts not in uniform should provide a reason to the Scoutmaster and Senior Patrol Leader as to why they are not in uniform.

11.2 Full Class A Uniform

11.2.1 All scouts are expected to have a complete Boy Scout uniform, referred to as a "Full Class A" uniform. The Troop defines the Full Class A uniform to include the following: BSA uniform shirt, Troop neckerchief and slide, merit badge sash, BSA pants or shorts, BSA belt, BSA socks, and hiking boots or dress shoes depending on the occasion.

11.2.2 BSA headgear is an optional element of the uniform and may be worn at the scout's choice. Any headgear worn must be BSA headgear.

11.2.3 The uniform must have proper and correct insignias located per BSA guidelines.

11.2.4 Leadership position emblems may only be worn for a position which the scout currently holds.

11.2.5 The trained emblem may only be worn if the scout is in good standing with JLT training for his current leadership position.

11.2.6 A scout must present himself in a Full Class A uniform for any scoutmaster conference or Board of Review (the exception being when the uniform requirement is waived on a troop campout).

11.2.7 The Full Class A uniform is the Troop dress uniform and is worn at Courts of Honor, events where the Troop is presenting itself as a unit in public, and special events or occasions as designated by the Scoutmaster.

11.2.8 In addition, the Full Class A uniform must be worn at any event which takes place on Federal Government property.

11.3 Modified Class A Uniform

11.3.1 The Troop defines the Modified Class A uniform to include the following elements of the Full Class A uniform: BSA uniform shirt, Troop neckerchief and slide, and BSA belt.

11.3.2 The “Modified Class A” uniform is the standard uniform for troop meetings and most activities.

11.3.3 Unless otherwise specified, all scouts will depart and return from camping events in the Modified Class A uniform.

11.4 Class B Uniform

11.4.1 The Troop defines the Class B uniform as a Troop 997 t-shirt. Other elements of the Full Class A uniform may be added at the scout’s discretion. Non BSA Headgear and pants or shorts worn with the Class B uniform must be appropriate and maintain the spirit of scouting.

11.4.2 The “Class B” uniform is worn during physical activities and during campouts or for other events as specified by the Scoutmaster.

11.5 Bolo Tie Alternate Uniform Guidelines

11.5.1 Scouts with the rank **Star and above**, may substitute a bolo tie in place of the Troop neckerchief under certain circumstances. The bolo must represent a significant scouting event accomplished by the scout. The following are considered significant scouting events for which a bolo can be worn:

- Attaining the Eagle Scout rank (also includes National Eagle Scout Association (NESA) member bolo);
- Achieving Order of the Arrow (OA) membership;
- Attending one of the 3 BSA National High Adventure Bases - Philmont, Sea Base, Northern Tier;
- Attending a National Order of the Arrow Conference (NOAC);
- Attending a National Jamboree or World Jamboree.

11.5.2 The bolo tie can be substituted for the troop neckerchief in, and only in, the following circumstances:

- Standard Troop meeting;
- Travel to/from weekend camping trip in the case where the Troop is not camping on Federal property.

11.5.3 The bolo tie is not to be worn in situations where the troop will be observed as a group in public. This includes:

- Court of Honor;
- Camping on Federal Property;
- Troop visit to public building or event;
- Hikes in/around a city or suburban area;
- Travel to/from summer camp;
- Community service project.

11.6 Adult Uniform

11.6.1 All registered adult leaders are authorized and encouraged to wear the official adult uniform.

11.6.2 The Scoutmaster and Assistant Scoutmasters are expected to wear a uniform consistent with the uniform of the day.

12 Advancement

12.1.1 Each scout in Troop 997 is expected to advance as rapidly as his individual circumstances permit. Advancement is the scout's responsibility.

12.1.2 Rank advancement requirements may be signed off by the Scoutmaster, any Assistant Scoutmaster, or any scout that is at least two ranks above the advancement level to be signed off (e.g. a First Class scout may sign off Tenderfoot requirements).

12.1.3 Scouts must contact the Senior Patrol Leader or his designee to obtain a review of rank advancement requirements and request a Scoutmaster conference be scheduled.

12.1.4 Scouts must contact the Advancement Chairman or his designee to request that a Board of Review be scheduled. The contact must be in person or a telephone call – e-mail request will not be honored. The Advancement Chairman will assess the availability of committee members and inform the scout when the Board of Review is scheduled. A minimum of three committee members comprise the Boards of Review.

12.1.5 Scouts seeking to complete a merit badge must obtain a Blue Card from the Committee Advancement Coordinator and receive Scoutmaster approval prior to beginning the merit badge.

12.1.6 The troop maintains a list of troop and other merit badge counselors. It is up to the scout to contact a merit badge counselor prior to beginning work on the merit badge. Scouts should seek a buddy to accompany them on merit badge counseling sessions.

12.1.7 The troop Librarian maintains a limited number of merit badge books. Scouts may

borrow these books.

12.1.8 The Troop Advancement Chairman will maintain complete advancement records.

13 Discipline

13.1.1 Discipline within Troop 997 should not be a problem since all members are scouts and as such have pledged to live by the Scout Law, Scout Oath and Outdoor Code. The Troop Committee and the Patrol Leaders Council have adopted the policies established by the National Organization of Boy Scouts of America.

13.1.2 The spirit of Scouting dictates high expectations for the behavior of Troop members – higher than the standards we often experience in our daily lives. Self-control and self-discipline are attributes expected from all Scouts and Scouters. In order to ensure the health and safety of Troop members (youth and adult) and in order for the Troop to function effectively, disciplinary actions may be necessary.

13.1.3 Discipline and control must be treated as an individual matter, realizing that the basic discipline is preventative in nature rather than regulatory or restrictive. Disciplinary actions will be conducted away from the Troop, with "*two deep adult leadership*" (Praise in public - criticize in private).

13.1.4 Adult leaders will never use corporal (physical) punishment, nor subject a scout to ridicule or embarrassment in front of his peers.

13.1.5 Troop adults are expected to enforce a fair and consistent disciplinary plan – keeping in mind this is not a "three strikes and you're out" system.

Misconduct

13.1.6 **Acts of Misconduct** include but are not limited to the following:

- Vandalism
- Verbal Misconduct or Abuse
- Dishonesty
- Hazing
- Cyber-bullying
- Willful Disobedience
- Violations of the Scouting Code of Conduct

13.1.7 **Serious Acts of Misconduct** include but are not limited to the following:

- Possession or Use of Weapons
- Illegal Drug Possession or Use
- Alcohol Possession or Use
- Physical Assaults
- Improper use of fire
- Violations of Common Law that are classified as either Misdemeanors or Felonies

13.1.8 These disciplinary guidelines do not limit the adult leaders from taking immediate action at any level deemed necessary and appropriate for the benefit of the other scouts and leaders. Parents may be requested to immediately remove their son from any troop activity where he

constitutes a hazard or threat to himself or others.

Levels of Discipline

13.1.9 Progressive discipline may be used for repeat violations (Level 1 to Level 4 accordingly). Offenders will be offered due process.

13.1.10 **Level 1 – Counseling.** Action taken for a first offense involving a violation of less serious Acts of Misconduct. It consists of a Scoutmaster conference with the Scout.

13.1.11 **Level 2 - Written Warning.** This action is taken when Level 1 actions are not successful, there are multiple offenses, or for more serious Acts of Misconduct. It consists of writing a letter to parents with a copy going to the Committee Chairperson. The letter will contain the following:

- A description of the inappropriate behavior
- A description of immediate disciplinary action
- A Request for the parents' cooperation in the matter and an offer to counsel with both the Scout and his parents

13.1.12 **Level 3 - Board of Review** This action will be taken when Level 1 and/or Level 2 have not been successful at correcting behavior, or for Serious Acts of Misconduct. This Board of Review will consist of a meeting between the Scout, his parent(s), the Scoutmaster, and appropriate representatives of the Troop Committee. A written letter of this meeting and any agreements reached will be forwarded to all parties at the conclusion.

13.1.13 **Level 4 - Termination or Expulsion.** If the above actions fail to correct the behavioral problems, or in cases of Serious Acts of Misconduct, the Committee will notify the Scout and his parents that the Scout is no longer welcome to participate in any Troop functions. This action will require a meeting and vote of the COR, Committee and Scoutmaster.. A Scout who has been terminated may attempt to transfer to another troop. However, his permanent advancement records and a statement of his accomplishments will be forwarded to the new troop or the National Capital Area Council, along with a letter explaining why he was terminated from Troop 997.

14 Training

14.1 Mandatory Child Protection Training

Troop 997 supports two child protection training classes for the safety of our children. The first is the Boy Scouts of America's Youth Protection Training, and the second is our Charter Organization's Virtus Training. The BSA Youth Protection Training is an online only course. Virtus is a best practices program to educate volunteers on preventing, recognizing and reporting child abuse and sexual misconduct involving children and others required by St. Theresa's, our Charter Organization, for all adult volunteers who have contact with children.

14.1.1 All Troop 997 registered adults shall complete BSA Youth Protection Training prior to entering into any activities with the troop.

14.1.2 Youth Protection Training must be renewed at a minimum every two years. All Troop 997 registered adults shall maintain current BSA Youth Protection Training.

All Troop 997 registered adults shall complete initial Virtus Training within 3 months of joining the troop. Virtus Training must be renewed annually. All Troop 997 registered adults shall maintain current Virtus Training in cooperation with the Charter Organization.

14.2 Recommended Training

14.2.1 The following on-line BSA training is recommended and highly desired for any Troop 997 registered adults that participate in outdoor activities with the troop.

- Safety Afloat
- Safe Swim Defense
- Hazardous Weather

14.3 Troop Committee Required Training

14.3.1 Active Troop Committee members are expected to complete the BSA position specific training for their position within 3 months of taking on a role on the committee. The following BSA courses (in addition to the Mandatory Child Protection Training) are required to be considered a fully trained committee member.

- BSA Fast Start
- This is Scouting
- Troop Committee Challenge

14.4 Scoutmaster/Assistant Scoutmaster Required Training

14.4.1 The Scoutmaster and all registered Assistant Scoutmasters are expected to complete the BSA position specific training for their position within 3 months of taking this role. The following BSA courses (in addition to the Mandatory Child Protection Trainings) are required to be considered a fully trained Scoutmaster/Assistant Scoutmaster.

- BSA Fast Start
- This is Scouting
- Hazardous Weather
- Scoutmaster Position Specific Training
- Introduction to Outdoor Leadership Skills

14.4.2 As a general policy, new Assistant Scoutmasters will not be registered without having first completed all required training. Exceptions to this policy are left to the sole discretion of a consensus of the Scoutmaster and Troop Committee Chairman.

14.5 First Aid and CPR

14.5.1 The Troop encourages active direct contact adults to maintain certifications in CPR and first aid. At the discretion of the Troop Committee annual training will be funded by the troop for a limited number of adult leaders for some or all of the following training.

- CPR
- Red Cross First Aid
- Wilderness First Aid

14.5.2 Training funded by the Troop will be prioritized to support the requirements of the

Troop's annual High Adventure event with additional candidates as recommended by the Scoutmaster.

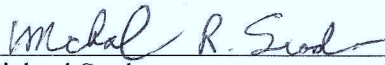
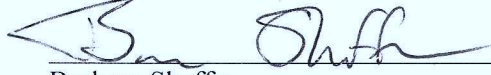
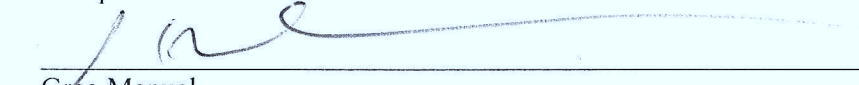
15 Review and Adoption

15.1.1 The bylaws shall be reviewed at the Troop Committee meeting three months prior to our required re-charter date. They shall be approved and adopted each year one month prior to re-chartering.

15.1.2 These bylaws are approved and can be amended by a two-thirds majority vote of the recognized eligible troop Committee Members and the Scoutmaster (SM) present at a regularly scheduled committee meeting. "Recognized eligible committee members" are defined by the registered committee members in Troopmaster. Meetings for voting on By-laws will be announced at least one month in advance and be in the standard meeting window for committee meetings. No quorum is required. All proposed amendments will be investigated by a duly appointed subcommittee, and cannot be adopted prior to the next scheduled committee meeting. Notice of impending changes will be provided in advance of the meeting by email notification to the registered adults.

15.1.3 The bylaws shall be under the guardianship of the Committee Scribe. These bylaws will be made available to each family of a scout registered with the troop, all registered troop leaders, and members of the troop on the Troop 997 website.

APPROVAL SIGNATURES

 Michael Sardo Charter Organization Representative	<u>10/28/10</u> Date
 Barbara Sheffer Troop Committee Chair	<u>10/28/10</u> Date
 Greg Manuel Scoutmaster	<u>10/28/10</u> Date

Version	Date	Changes made
1.0	June, 2010	Original