

Troop 10 By-laws

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Introduction

Welcome to Troop 10, Boy Scouts of America

Every Scout needs to know what is expected of him. The success of having an adventurous and safe outdoor program rests in the ability of the Boy Scout takes responsibility for his own behavior. Boy Scout accident, medical and liability insurance depends upon planned activities conducted with regard for safety and protection of property. All Scouts need to know what is "OK" and what is not. In order to guarantee acceptable conduct all adult Scouters need to know what is expected of them. The policies outlined in this document establish the procedures for running Troop 10's program.

The emphasis of Boy Scout program is to promote and encourage boy leadership. In support of this program Troop 10 adult leaders are present as advisors, insuring safety and keeping the program oriented toward Scouting ideals. Troop, patrol and patrol council meetings, camping trips and day trips shall be run by boy leaders, not by the adults.

But, boys are "boys," and there may be many times when you will question, "Why are they so disorganized?" "Why are the meetings so noisy and unproductive?" and "Why don't the adults step in and do something?"

In Scouting we believe that the best way to develop leadership is to let the boys have as much freedom as possible; applying just enough adult authority to keep them safely focused on the task at hand. As long as they are sincerely trying to accomplish the duties of their positions they are learning the rudiments of leadership.

This booklet outlines the application of general BSA policy to specific situations regarding Troop 10. BSA guidelines supersede the Troop guidelines contained within these by-laws.

BSA policy is written in various official publications and is the final authority for resolving questions of policy. The troop committee is the final authority for implementing BSA policy in Troop 10. Proposed changes to Troop 10 policy can be submitted to adult leaders, the troop committee chairman or a committee member for review at a troop committee meeting. Any changes to these by-laws will be discussed and voted on by the committee. If amendment is required, a revision will be made to the by-laws.

Once again, Welcome to Troop 10. Keep in mind, Scouting is a family activity and we encourage parents to be involved in their Scout's development.

Chapter 1

Parent Participation

1. General: The adults who provide supervision, support and time to make Troop 10 a success are volunteers. They will need your help. How you support your son's troop depends on your talent and available time. Both mothers and fathers can give a few hours to provide transportation, help maintain troop equipment, be a merit badge counselor, serve on our troop committee or serve in some other leadership positions. Whatever your volunteer role, our troop needs you to keep operating as a quality unit, which makes our troop worthy of the fine Scouts it serves. Please complete the troop resource survey and return it to the Scoutmaster, committee chairman or troop secretary.

2. Personal growth agreement: The Scoutmaster will discuss with your son his strengths and interests and recommend ways he can use these in his Scouting activities. It will be up to your son to decide the goals he sets for himself as a growth agreement. The Scoutmaster will encourage and counsel your son along the way. Your interest in his growth in Scouting is vital in helping him to realize his personal responsibilities.

3. Funding: Each Scout is asked to share the cost of camping trips. Encourage your Scout to look for jobs where he can earn his own money for the cost of activities. "A Scout is thrifty."

Chapter 2

New Scouts

1. General: Troop 10 is a relatively small troop with a dynamic membership. Currently, the troop enrolls 4-8 new Scouts per year. While a majority of the new members advance from the Webelos program, the troop does acquire boys transferring from other troops, districts and councils.

a. The Scoutmaster, senior patrol leader or representative members from Troop 10 will attend Webelos bridging ceremonies of those Dens giving advance notice of boys intending to join Troop 10. Each Webelos who has stated his intent to join Troop 10, and filled out a BSA application, will be presented a Troop 10 neckerchief from the troop and will be officially welcomed to the troop.

b. Boys, ages 10 years and six months, advancing from Webelos will be introduced into a New Scout program, which will be geared to take the new Scout to the rank of First Class in his first year of attendance. Not all Scouts will progress at the same rate due to their extracurricular activities, and attaining the rank of First Class in his first is not automatic.

2. Troop information/permission requirements: Prior to any Scout participating in his first Troop 10 event, the following shall be returned to the Scoutmaster or one of his assistants:

- Completed BSA application along with prorated share of the annual dues to pay for registration, Boys' Life subscription and insurance
- BSA Medical Release Form (Parent's authorization for emergency treatment)

3. Troop Uniform Policy.

It is not the purpose of the Scout uniform to hide the differences between the boys or make them feel that they are all the same. But there is one way in which all Scouts are alike. Whenever a Scout sees another person in a Scout uniform he knows he is like that person because both have committed themselves principles of the Scout Oath and Law. The Scout Oath and Law bind all Scouts of the world together in a common purpose.

By wearing the uniform, Scouts give each other strength and support. Beyond accenting the common bond between Scouts, by wearing the uniform Scouts are declaring their faith and commitment to some important beliefs that bind them to all people. It is a way of making visible their belief in God, their loyalty to our country and their commitment to helping other people who need them.

How the uniform can help the troop:

- When smartly worn, the uniform can help build good troop spirit.
- By investing in a uniform, a Scout and his parents are really making a kind of a commitment to take Scouting seriously.
- The uniform makes the troop visible as a force for good in the community.
- When properly worn on the correct occasions, it can attract new members.
- Scouts in uniform create a strong, positive, youth image in the neighborhood, thus helping to counteract the negative feeling some adults have about youth.

a. BSA policy allows a troop several options regarding uniforms. Troop 10 has elected the following:

(1) Class A

Scout shirt (long or short sleeve)

Scout trousers (long or short). If short pants are worn, Scout stockings or Scout socks shall be worn.

Scout neckerchief, Troop 10 neckerchief (presented to new Scouts at the bridging ceremony).

Troop 10 designated headgear.

Any closed-toe shoes or boot (as a safety precaution Troop 10 policy precludes the wearing of sandals at Scouting events.)

Scout belt

Scout socks

Scout rope

Note: Order of the Arrow (OA) sashes are only worn at OA functions, not at regular troop meetings.

Wearing of inappropriate (distasteful) jewelry at any Troop activity is discouraged.

(2) Class B (may be prescribed for summer events/meetings or travel to/from Scouting events.)

Scout T-shirt

Scout trousers (long or short).

Scout hat is optional.

Any closed-toe shoes or boot (as a safety precaution troop policy precludes the wearing of sandals at Scouting events.)

Scout belt

Scout socks

3) Class C (Civilian clothes or everyday clothes) Worn for functions or activities when the BSA uniform is not required, such as work details or clean-up events. NO distasteful t-shirts may be worn that promotes alcohol, drugs or drug abuse, pornography, or any item not in accordance with Scouting values. Any closed-toe shoes or boot (as a safety precaution troop policy precludes the wearing of sandals at Scouting events.)

b. Scouts should wear their uniform for all Scouting activities. Encourage your Scout to comply. An entire uniform will be required for courts of honor, some district, council and out-of-council events, e.g., summer camp. A merit badge sash is recommended after six merit badges are earned, and will only be worn over the shoulder.

c. If for any reason a Scout is unable to afford such a uniform the troop will help arrange for one. A note, signed by the Scout's parents or guardian, stating financial circumstances shall be presented to the Scoutmaster or troop committee chairman. Personal details will remain confidential.

d. The boy leaders will conduct uniform inspections at least once a quarter.

4. Dues policy: Troop dues are \$5 per month. Scouts who are delinquent in their dues within three (3) months will not be permitted to advance or participate in troop camping trips or events. As with any organization activities require money. Financial problems are understood. If such occurs let us know so we can work out an agreeable payment plan and keep your Scout active. Dues include BSA membership dues, insurance and Troop 10 dues.

5. Semi-annual calendar of events: Troop meetings and monthly events are planned for a 6-month period at Patrol Leaders Council and approved at Parents Committee Meetings.

a. Meetings: Meetings are held weekly at 7:00 p.m. until 8:30 p.m. every Monday unless otherwise denoted on the calendar. Parents are responsible for arranging transportation for their Scout. Scouts should not arrive any earlier than 6:30 p.m. and should be picked up by 8:45 p.m. unless otherwise directed by the Scoutmaster. Parents are responsible for their own child's safety before and after Scout meetings. Do not leave your Scout at the meeting place if no adult leader is present. Loitering is not permitted. Scouts are not permitted to loiter outside during meetings. If the Scout does not report to the Scout meeting, Troop 10 is not responsible for him.

b. Courts of honor: Troop 10 conducts Courts of Honor on an as needed basis to recognize our Scouts' hard work. Courts of Honor are family affairs and parents are encouraged to attend to honor the boys for their achievements.

Eagle Courts of Honor are conducted separately from the regularly scheduled events for individual Scouts as needed.

c. Summer camp: To give Scouts the opportunity to achieve BSA goals for long-term camping, Troop 10 attends at least one week of camp at an approved BSA facility during the summer. It has been a Troop 10 policy to attend a camp for three years, and then seek out a new camp in order to expose the boys in the Troop to various and different Scouting environments and facilities. Whether to attend a particular camp for consecutive years is decided by the boys, by a vote during the current summer camp they are attending. It is not necessary to attend any camp longer than the current year if it is voted that they wish to attend a new location the following year.

d. Short-term camping: Troop 10 conducts a camping trip or special event each month. When possible these events will take advantage of events planned by the district or council. Short-term camps promote advancement opportunities, fun, fitness and comradeship.

e. In preparing the semi-annual calendar the senior patrol leader will canvas the troop for desired events. The senior patrol leader will then hold a meeting of the Patrol Leaders' Council with the troop's Scouts and adult leadership, and prepare a proposed calendar for approval by the troop committee. The troop committee will consider the boys' desires for an semi-annual program with respect to the ability to support the program. Once the calendar of events is approved by the troop committee, the Scoutmaster will arrange for printing and distribution of the calendar.

Chapter 3

Troop Organization

1. General: Troop 10 is organized in accordance with BSA guidelines. The following descriptions highlight areas within the troop's organization.

2. Organization

a. Chartering organization: Morton Memorial United Methodist Church is the chartering organization (CO) for BSA Troop 10. The charter allows the Church to host a BSA troop for its community and youth objectives. In turn the Church agrees to support the troop by providing a safe meeting place with adequate facilities. The primary function of the CO is to select and approve all adult leaders (SM, Assistant Scoutmaster, Committee Chairman and members). The chartering organization is responsible for background checks of all adult applicants and will have the final approval for adults filling positions with the troop.

b. Chartering organization representative: A member of the church who serves on the troop committee and acts as a liaison between the troop and the chartering organization. He or she assists in selection of a troop committee chairman and encourages training, helps recruit other adult leaders, assists in unit re-chartering, encourages service to the organization and is an active member of the committee.

c. Troop committee: The troop committee is a group of adults, generally parents of the Scouts, who support the troop by insuring that the troop's adult leadership is adequate, by providing various support functions, delivering quality troop program and handling troop administration, and by insuring that the troop is functioning according to official policy. Committee meetings are held on the First Monday of each month, as indicated on the calendar. The troop committee consists of a chairman, a secretary, a treasurer, an outdoor activities coordinator, an advancement coordinator, a fund-raising coordinator, a transportation coordinator and a quartermaster. (See BSA Troop Committee Guidebook for further information.)

d. Troop committee chairman: The committee chairman serves as the "chairman of the board," the board being the troop committee.

e. Scoutmaster: The Scoutmaster is responsible for overseeing the operations of the troop. The Scoutmaster serves as the "chief executive officer." His main responsibility is the Scouts of the troop and all assistants Scoutmasters assigned. The Scoutmaster attends troop committee meetings and reports the status of the troop and the annual program of events.

f. Assistant Scoutmaster: Aside from being responsible for a particular function each assistant Scoutmaster acts as an advisor to a pre-assigned patrol.

(1) Assistant Scoutmaster (New Scout Patrol): Insures that all new Scouts are properly oriented to the troop by providing the boys with necessary information, forms and counseling. Also maintains new boy tracking sheets.

(2) Assistant Scoutmaster (Venture): Provides guidance to the troop's Venture crew by insuring all their intended functions are being carried out in accordance with BSA policy.

g. Senior patrol leader: The senior patrol leader is the boy leader of the troop elected by his fellow Scouts. He sets the agenda and presides at all Patrol Leaders' Council meetings, runs the weekly troop meetings and appoints other boy leaders assigning specific responsibilities as needed.

h. Assistant senior patrol leader: The assistant senior patrol leader, appointed by the SPL, assists the senior patrol leader in conducting meetings and acts as the senior patrol leader in the senior patrol leader's absence.

i. Patrol leaders: Patrol Leaders are responsible for their individual patrols at all times. They preside at patrol meetings, as well as control their patrol during troop functions. They represent their patrol at Patrol Leaders Council meetings and report to the senior patrol leader for all matters concerning their patrol.

j. Instructors: Older Scouts who have advanced in rank and training provide a corps of skills and knowledge on which the senior patrol leader can develop training programs in support of the troop's annual training objective.

k. Venture Scouts: To insure the continued interest and participation of our senior Scouts, Troop 10 will participate in a Troop 10 Venture program, organizing a troop affiliated Venture crew to pursue activities of interest to older or more senior Scouts. Scouts must have attained the rank of First Class Scout. Venture allows concentration on Merit Badges and high adventure activities. Members will continue with regular Scouting advancement programs, troop activities and troop leadership responsibilities. Venture activities should be planned and performed in addition to the regular troop requirements. An assistant Scoutmaster will be appointed to oversee activities.

l. Troop guide: An older, experienced Scout appointed by the Scoutmaster and the assistant Scoutmaster. He will help younger Scouts progress through the ranks of Scouting as assigned by assistant Scoutmaster (New Scouts). Usually two are assigned to each patrol to help the patrol function. He is responsible for training and giving direction to the quartermaster, scribe, troop historian, librarian and instructors.

m. Other appointed jobs: For additional job description see the Junior Leader Handbook.

3. Forming New Patrols

a. The "patrol method" gives Scouts an experience in group living and citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The patrol method builds patrols into strong active units. This is best accomplished through long-term association with shared, common experiences from camping or special events. Troop 10's goal is to maintain a patrol's integrity through as much of a Scout's career as possible. Given the dynamics of the people of our community that is not always possible. If it becomes necessary to reorganize patrols as a result of attrition then the Scoutmaster and adult leadership will determine new patrol organization.

b. Troop 10's goal is to maintain patrols of approximately eight Scouts each. The formation and/or reorganization of new patrols will be at the discretion of the Scout leadership. This will be discussed at the Patrol Leaders Council.

4. Intratroop transfers: After troop elections a Scout may request to change patrols. The decision will be made by the senior patrol leader and the Scoutmaster.

Chapter 4

Adult Leader Policy

1. General: The adult leadership of Troop 10 has two major goals:

- Provide an environment for the boys to live the ideals of Scouting, including a chance to develop and demonstrate leadership abilities.
- Provide an adult organization structure that can adapt to changes in its staffing requirements.

In keeping with these goals the adult leaders will act primarily as advisors giving maximum opportunity for the Scouts to show responsibility.

2. Adult leader positions:

The following positions reside at the committee level:

Committee Chairman -- The committee chairman serves as the "chairman of the board," the board being the troop committee.

Secretary -- Attends all committee meeting, takes minutes and types and distributes minutes for approval. Secretary is also responsible for gathering articles from the boys for the newsletter. The secretary will print and distribute the newsletter on a by-monthly basis if enough articles have been submitted.

Chartering Organization Representative -- A member of the church who serves on the troop committee and acts as a liaison between the troop and the chartering organization.

Treasurer -- Responsible for all of the troop's financial records (this includes the recording of all incoming and outgoing moneys) and provides a monthly written report on troop finances to the troop committee. The yearly projected troop budget is to be compiled and submitted to the committee for review.

Advancement -- Responsible for the administration of the troop advancement program, keeps records and prepares reports for submission to the Council (as required).

Fund Raising -- Researches and recommends fund raising project to meet the troops financial requirements. Organizes volunteers to assist in fund raising. Obtains approval from Lincoln Heritage Council.

Quartermaster -- Responsible for working with the troop Quartermaster in the organization, control and maintenance of troop equipment. Maintains a troop inventory to be submitted to charter organization for insurance purposes.

Transportation -- Works with the outdoor activities coordinator to determine transportation requirements for camping trips/special events and organizes drivers and vehicles for events.

Outdoor Activities – Works with the Scoutmaster to determine details for camping trips and special events. Responsible for proving reservations for these trips and events, and securing tour permits as required.

3. Adult leader training: Any adult who becomes involved with the troop at a leadership level or who deals directly with the Scouts, is strongly encouraged to take advantage of Scoutmaster Fundamental Training courses offered by the Chief Old Ox District, LHC Council, BSA. This training insures the troop's adult leaders remain on target with the aims of Scouting. Until leadership training can be arranged, adult leaders will be familiar with the Youth Protection Program guidelines for Boy Scout leaders.

4. Adult leaders' meetings: Adult leaders are encouraged to become involved with all aspects of the Scouting program. The following is a list of some of the suggested meetings that adult leaders may attend:

Troop committee meetings

Adult district roundtables

Special "called" troop committee meetings

Weekly troop meetings

Training sessions

5. Adult leader conduct: Adult leaders shall exhibit the ideals of Scouting when working with boys. They will strive to set the example in their handling of the boys. Standards of conduct in personal habits, language, hygiene and interaction with Scouts will be in accordance with the Scout Oath and Law.

The Scoutmaster is responsible for the conduct of adult leaders.

Chapter 5

Boy Leader Policy

1. General: Like any other activity, a leadership role within Scouting requires an extraordinary commitment. A leadership role with Troop 10 demands time and sacrifice of the Scout. Although Scouting is open to any boy at least 10 years and six months of age, those boys who demonstrate the proper example and live by the Scout Oath & Law should only consider Troop 10 leadership positions.

2. Available boy leader positions:

a. Elected positions:

Senior patrol leader -- Elected by the troop
Patrol leader -- Elected by individual patrols
Scribe – Elected by the Troop
Chaplain's aide -- Elected by the troop
Quartermaster – Elected by the troop
Librarian -- Elected by the troop
Historian -- Elected by the troop

b. Appointed positions:

Assistant senior patrol leader -- Appointed by the senior patrol leader
Junior assistant Scoutmaster -- Appointed by the Scoutmaster
Assistant patrol leader -- Appointed by the patrol leader

3. Troop elections: Troop elections are held semi-annually during summer camp and at the start of the new calendar year in January. Newly elected leaders will be announced and retiring leaders will be recognized for their work at the court of honor. Newly elected leaders assume their new posts at the first regular meeting following summer camp, and after the first of year elections.

a. A general election of the entire troop will be conducted for Senior Patrol Leader. The Senior Patrol Leader may not serve two consecutive terms in office at that position. The outgoing senior patrol leader will preside over the election, accepting nominations and supervising the collection of ballots. Voting will be conducted by secret ballot. Election for senior patrol leader will be conducted first to allow candidates not elected to run for assistant senior patrol leader and/or patrol leader. The Scoutmaster and assistant Scoutmaster or a junior assistant Scoutmaster will count and verify the vote. The candidate receiving a simple majority of the members present will be declared winner.

b. Individual Patrols will elect their Patrol Leader. The Patrol Leader may not serve two consecutive terms in office at that position. A patrol leader election will be held immediately following the election of the senior patrol leader and appointment of assistant senior patrol leader. Only patrol members will vote for their respective patrol leader. Votes will be by secret ballots. Ballots are will counted and verified by two assistant Scoutmasters or registered leaders.

c. All other leadership positions will be voted on by the entire Troop as stated in the guidelines above. All leadership positions will be rotated every six months to give each member of the troop maximum opportunity to serve.

d. An attempt will be made to get 100 percent of the troop's membership in attendance during the night of the election. No election will be conducted if less than fifty percent (50%) of the general membership is present.

4. Qualifications

a. Senior patrol leader: Each Scout running for the office of senior patrol leader must be a First Class Scout, must have served as a patrol leader, must have been at least one year active in the Troop and must have attended (or agree to attend) Troop junior leader training.

b. Assistant Senior patrol leader: Each Scout running for the office of assistant senior patrol leader must be a First Class Scout, must have served as a patrol leader, must have been at least one year active in the Troop, and must have attended (or agree to attend) Troop junior leader training.

c. Patrol leader: Each Scout running for the office of patrol leader must be at least First Class Scout and must have been at least one year active in the Troop.

5. Junior Leader Training: When instructors are available the troop will offer a Junior Leader Training (JLT) course once per year. In addition Lincoln Heritage Area Council usually offers JLT once a year in the summer. Troop 10's troop committee has agreed to pay 50 percent camp fee for the troop's quota (usually two boys) to this council course. For a Scout to be eligible to hold a troop leadership position he must have attended at least one of these above mentioned courses or agree to attend the next available course.

Scouts must have attended Troop JLT, and must present a letter of nomination expressing "why" he desires to attend Junior Leader Training at the Council level. Council JLT letters will be read and evaluated by the Scoutmaster, Committee Chairman, and an Assistant Scoutmaster.

6. Impeachment: The seriousness of impeachment must be understood before proceedings are begun. Impeachment will be initiated only when the situation can not be reversed with direct leadership and the added supervision by the adult leadership. Given the above; impeachment proceedings against a patrol leader, assistant patrol leader and/or senior patrol leader can be initiated at any time during his tenure in office. To initiate an impeachment a written petition must be presented to the Scoutmaster, including:

Specifically why it is thought the boy leader in question is not fit for office
Background circumstances regarding the problem. Signature of two-thirds of the membership of either the patrol, in case of a patrol leader impeachment or patrol leaders, in the case of the assistant senior patrol leader/senior patrol leader. The Scoutmaster and his assistants will determine final judgment. The troop committee and parents of the boy will be advised of all actions and circumstances behind the action.

7. Patrol Leaders' Council

a. The Patrol Leaders' Council is responsible for planning and conducting the troop's activities. The troop committee interacts with the Patrol Leaders' Council through the Scoutmaster. The Patrol Leaders' Council comprises the following members:

Senior patrol leader -- Leads the Patrol Leaders' Council

Assistant senior patrol leader

Patrol leaders -- One for each patrol

Troop guides

Scoutmaster and assistant Scoutmasters

Other Scouts in leadership positions (i.e. scribe, quartermaster, etc.) who may be required by the senior patrol leader as approved by the Scoutmaster.

b. The Patrol Leaders' Council meets monthly to:

Plan the semi-annual calendar of events

Plan monthly events

Plans and organizes weekly meetings and assigns responsibility for planned events in accordance with the monthly activity

Completion of the weekly meeting plan for each weekly meeting.

Discuss problems

Make recommendations on improving troop operations

Chapter 6

Advancement

1. Advancement program defined: Advancement is the process by which youth members progress from rank to rank, a means to an end, not an end in itself. It is designed to help the boy have an exciting and meaningful experience.

a. Education is the chief function of the Scouting movement and the basis of the advancement program. A fundamental principle of advancement is that the boy's progress is a natural outcome of his activities in his patrol and troop. The rank requirements shall furnish the basis of the activities of the unit. Recognition is gained through leadership in the troop, attending and participating in its activities, living the ideals of Scouting and proficiency in activities related to outdoor life, useful skills and career exploration.

b. All advancement procedures shall be administered under conditions that harmonize with the aims and purpose of the BSA; to strengthen character, body, mind and the concept of being a participating citizen.

c. The Boy Scout requirements for rank advancement shall be the basis for the Scouts' advancement. There are four steps in the procedure: learning, application, review and recognition.

d. Ranks are Tenderfoot, Second Class, First Class, Star, Life and Eagle. Eagle Palms may be awarded for additional merit badges until the Scout's 18th birthday.

e. The responsibility of the troop committee is to ensure the troop's program is conducted in such a way that the Scouts have an opportunity to advance on the basis of learning, application, review and recognition.

f. The responsibility for merit badge qualifications shall rest with the counselor. Merit badge counselors shall be registered adult members of BSA, or qualified through the Lincoln Heritage Council. The merit badge counselor shall prepare and qualify youth members. There is no board of review procedure for merit badges, but public recognition may be given at a court of honor.

2. Advancement policy: Advancement in BSA, is totally dependent upon the boy. Each boy is expected to pursue the various advancement requirements, awards, badges and ranks at his own pace. We encourage him to involve his family, other Scouts, the Scoutmaster and any other sources to help him.

a. The troop's routine program will emphasize Scouting skills and leadership training; both at weekly meetings and at camping trips. As a matter of routine, merit badges will be taught as part of Troop 10's regularly scheduled Venture meetings.

b. Advancement requirements for the first three ranks are listed in "The Boy Scout Handbook." Advancement to Tenderfoot, Second Class and First Class concentrate on Scouting skill rather than merit badges. Other Scouts and adult leaders shall teach skills. The Scoutmaster shall hold Scoutmaster conferences not later than the second Monday of each month. A board of review shall be conducted monthly, on the third Monday of each month, as organized by the Assistant Senior Patrol Leader and troop committee's advancement chairman with the assistance of the Assistant Scoutmaster and other committee members.

c. Advancement requirements for Star, Life and Eagle ranks are covered in "The Boy Scout Handbook." These higher ranks emphasize merit badge work only after a boy has a solid foundation of basic Scouting skills.

d. Eagle advancement: An advancement packet discussing Eagle requirements can be obtained from the Scoutmaster upon completion of the Life Scout award. The packet contains the following items:

- National BSA application
- Letters of recommendation (four required)
- Eagle service project work book
- Other guidelines for National Capital Area Council's requirements.

3. Merit badges

a. Earning merit badges give Scouts self-confidence by teaching them to overcome obstacles to achieve a goal. The Scout also learns career skills, develops socially and may develop physical skills and hobbies that give a lifetime of healthful recreation. To earn merit badges the following sequential procedures shall be followed:

- Obtain merit badge application ("blue card") from the Scoutmaster or assistant Scoutmaster. The Scoutmaster or assistant Scoutmaster showing his approval must sign the card
- Contact the merit badge counselor and arrange meetings.
- Complete the merit badge requirements under the guidance of the counselor.
- Ensure the counselor signs the card verifying completion of all requirements.
- Return the card to the Scoutmaster or assistant Scoutmaster and obtain his signature to indicate completion of the merit badge requirements.
- Present the completed card to the advancement chairman for forwarding to the council for registration and procurement of the badge.

b. Youth Protection Program: The BSA Youth Protection Program policy requires that a Scout must have at least one other person with him at each meeting with the merit badge counselor. BSA policy prohibits one-on-one situations between adults and Scouts. The buddy can be a parent or guardian, brother, sister, relative, friend or another Scout.

c. Group instructions: While merit badges may be earned in individual instruction, the group method is encouraged for most merit badges.

d. Merit badge counselor: A counselor working with a Scout acquaints the boy with an adult knowledgeable in one or more fields, an experience invaluable to a Scout. The counselor introduces subjects that may lead to a career choice or to a lifetime pursuit. The troop advancement chairman and the Scoutmaster will maintain a list of approved merit badge counselors. The troop has approved merit badge counselors other than those on the council's approved list. The council and district advancement committee must approve merit badge counselors, even those parents only serving one unit (Troop 10). Counselors must register through the Troop and be approved by Council. In all cases the advancement chairman must have a completed Merit Badge Counselor Application on record for each applicable person.

4. Service Projects

a. Star and Life: Work on service projects for credit toward advancement to Star and Life ranks shall be approved by the Scoutmaster in advance of starting the project. Only adult leaders are authorized to sign-off service project requirements. If there is any doubt as to the validity of the project the matter will be referred to the troop committee for resolution.

Life Scouts will keep records of their service projects to include information including, but not limited to events and attendees, and submit a report to the Scoutmaster at the conclusion of their project.

b. Eagle: Eagle service projects shall be of lasting value to the community rather than completion of routine upkeep and preventive maintenance. The project shall be approved by the troop committee and the District Committee in advance of beginning any work. The Troop 10 Committee requires that the Eagle candidate brief the Troop committee on his project at a regularly scheduled committee meeting. The Eagle candidate must take into consideration the lead-time required for troop and district committee approval in planning work schedules. The brief shall outline the scope, scale and requirements of the proposed project. The committee will review the candidate's plan for completeness in planning and ability of the troop to support the project to completion. The schedule of work should be examined in detail to ensure there are no major conflicts with other planned troop activities. Upon completion of the service project, The Eagle candidate shall provide the advancement chairman with a written description of the project and, where appropriate, a schedule of participants and hours worked.

c. Scouts of any rank can arrange for service projects that benefit the community. However, if the project will require Troop 10 resources then the project should be presented to the Patrol Leaders' Council for discussion, scheduling and Scoutmaster approval.

5. Position of responsibility requirements for Star, Life and Eagle Rank

a. One or a combination of the following positions will be accepted as fulfilling the leadership requirements for the above ranks:

(1) Star and Life ranks -- one or more positions with six months in office

Troop chaplain
Troop scribe
Troop quartermaster
Troop librarian
Troop historian
Troop guide
Patrol leader

(2) Eagle rank -- one or more positions with six months in office

Assistant senior patrol leader
Senior patrol leader
Junior assistant Scoutmaster
Troop chaplain
Troop scribe
Troop quartermaster
Troop librarian
Troop guide
Patrol leader

b. In addition to simply holding a position, the officers holding scribe, quartermaster, librarian and historian will be required to perform one major project to improve his respective area. The Scoutmaster or assistant Scoutmaster must approve this project. These projects will be separate and distinct from the "service projects" required for above ranks. For example a new historian may construct his own record of the troop during his tenure.

6. Requirements for Scout Spirit and Participation

a. Scout Spirit -- In order to fulfill the requirements for Scout spirit, the Scout must demonstrate Scout spirit by living the Scout Oath and the Law in his everyday life.

b. Participation -- All Scouts of Troop 10 are welcomed and encouraged to take advantage of all troop activities.

Chapter 7 Discipline

1. General: Discipline policy in Scouting is simple, the doors of Scouting are always open to those who strive to follow its law. Adherence to Troop 10 policies will, primarily, be handled by the boy leaders with adult intervention only to maintain safety, preclude property damage, avoid disrupting other organizations' activities and/or restore order in extreme cases of unruliness.

2. Obedience: Obedience in Troop 10 is to the Scout Oath and Law. The Oath and Law make being a good citizen of the troop, camp or community possible. Obedience to the Scout Law includes respect for Scout leadership and adult leadership and all members and guest of the troop. Respect for adult and Scout leadership is expected. Under no circumstances will adult or boy leaders administer punishment for any reason. Hazing, of any type, will not be tolerated. Boys or adults observing such activity will take immediate measures to stop such activity. Meditation may be administered for disciplinary purposes. This will be assigned by the Adult leaders and consist merely of a cooling off period away from the rest of the Troop.

a. PARENTAL SIGNATURE IS REQUIRED FOR ACKNOWLEDGEMENT OF TROOP 10 DISCIPLINE POLICY. Signed acknowledgement sheets will be kept on file in the Troop Office.

3. Enforcing discipline

a. The patrol leaders will handle discipline in the patrols. Patrol leaders have the authority to ask any patrol member to leave a patrol meeting and report to the senior patrol leader.

b. When the patrol leader cannot handle the problem, he must obtain help from the senior patrol leader. The only person the senior patrol leader will accept a complaint from is the patrol leader. The senior patrol leader has the authority to ask that Scout to leave the meeting area and report to the Scoutmaster.

c. When the senior patrol leader cannot handle the problem, he must obtain the help of the Scoutmaster or an assistant Scoutmaster. The only person the Scoutmaster will accept a complaint from is the senior patrol leader.

d. When the Scoutmaster is approached with a complaint, the complaint will be recorded on the Scout's record. Note the following actions:

(1) First senior patrol leader complaint -- Conference with the Scoutmaster.

(2) Second senior patrol leader complaint -- Conference with Scoutmaster and a phone call to parents explaining the problem and stating that one more complaint may result in a suspension for one month. Parent(s) may be requested to attend meetings to help supervise their Scout. The Scout may be assigned to appear before a board of review as a lesser disciplinary action prior to suspension from troop activities.

(3) Third senior patrol leader complaint -- Conference with Scoutmaster and parents. Based on the Scoutmaster's recommendation, the Scout may be suspended from all troop activities for a period of time as recommended by the Scoutmaster.

e. The above steps are not meant to discourage either the patrol leaders or senior patrol leaders from seeking advice from the Scoutmaster or any adult leader when they are having leadership challenges, but are intended to state discipline options in advance. Scout leaders should remember and use their chain of command.

4. Troop Reinstatement Review Board

a. This board evaluates Scouts who have been suspended from the troop as a result of the third senior patrol leader complaint as well as the use of drugs, alcohol and/or tobacco as outlined in the troop discipline policy. After the completion of the defined suspension period and prior to resuming troop activities, the committee chairman will convene a reinstatement review board to meet with the Scout and his parents to assess his intentions regarding pursuit of the Scouting program. The members of the troop reinstatement review board will consist of the committee chairman; Scoutmaster and senior patrol leader and as deemed necessary, respective designated representatives from the committee.

b. Based on the conclusions of the Board, the Scout will either:
Resume troop participation and activities; or continue his suspension for a period as recommended by the Scoutmaster and approved by the board

c. Continuation of the suspension requires a meeting with parents and the committee chairman and Scoutmaster to discuss the position of the board.

d. Upon reinstatement a Scout will be on probation for a minimum of two months. Additional infractions within the probation period are grounds for immediate dismissal by the troop committee.

e. Failure to attend the review board meeting will result in an automatic dismissal from the troop.

5. Drugs, alcohol and/or tobacco

- a. Any Scout or adult leader guilty of using, possessing and/or distributing a controlled substance (drugs and alcohol) will be dropped from the troop roster. Parents of the guilty Scout will be advised of all actions taken. The Scout may later be allowed to return once his problem has been resolved to the satisfaction of the troop Reinstatement Review Board.
- b. No Scout or adult leader will be allowed to use a controlled substance of any type at any Scouting function. This includes those boys who have parental permission to use tobacco.
- c. BSA recommends that leaders not use tobacco products in any form in the presence of the boys, and only in designated areas at any BSA activity.
- d. Parents of Scouts required to take prescription medication over the period of a troop event will discuss the requirement with the Scoutmaster. Serious medical requirements may require a parent to attend an event and administer medication.

6. Do's and don'ts

- a. The Scoutmaster has the authority to confiscate all items deemed inappropriate or dangerous. The Scoutmaster will not be liable for theft or loss of confiscated property.
- b. The Boy Scouts of America prohibits the securing, use and display of fireworks in conjunction with programs and activities except where the display is conducted under the auspices of a certified or licensed fireworks control expert. Scouts of Troop 10 are prohibited from possessing or using fireworks on any Troop 10 activity.
- c. Firearms will only be permitted at a troop meeting only if the troop program calls for such activities. Any such activities will have the approval of the Scoutmaster and the troop committee.
- d. Fixed blade knives are not permitted. Scouts carrying pocket knives will have earned their totin' chit as prescribed by BSA training requirements.
- e. Each Scout is responsible for making restitution for any damage caused by his actions or negligence. A Scout is trustworthy.

f. All leaders and adults responsible for transporting youth to a sanctioned Troop 10 activity must meet the following guidelines:

- Must have a valid drivers license, not having been revoked or suspended.
- Must have proof of insurance as required by Indiana (or current State of residence) State law.
- Must be at least 21 years of age, unless solely transporting themselves, and then must be 18 years of age, or have Pre-established approval of the Troop committee.

g. Scout passengers in vehicles to and from events will remember they are a guests of the driver/owner of the vehicle. Scouts will follow the rules set by the driver/owner, e.g., eating, drinking, seating arrangements and noise levels. Insurance regulations require that seat belts shall be worn at all times.

h. Fighting is not permitted and is grounds for immediate disciplinary action.

i. Sexually explicit materials, including "Playboy," "Penthouse," "Hustler" etc., shall not be brought to Scout activities. If found, such materials will be Confiscated and returned to the parents of any Scout involved.

j. Foul language, swearing, cursing, blasphemy and abusive/suggestive gestures are not in keeping with the ideals of Scouting and will not be allowed. A Scout is Reverent, Courteous and Clean.

k. Troop 10 policy prohibits Scouts from bringing personal radios, televisions, compact disc or cassette players and/or electronic video games on weekend camping trips. For long trips over three hours, arrangements can be made for the use of the above equipment during travel to and from the campsite.

l. No individual soft drinks or food (snacks) will be allowed on camping trips unless given prior approval by the Scoutmaster. The type of outing and the distance to the activity will then determine usage of these items.

Chapter 8

Outdoor Activities

1. General: The BSA program is designed for fun in the outdoors. The troop committee in support of the Scoutmaster will make every attempt to have at least one outdoor activity per month. These activities will most often be camping trips, but on occasion might be day events. The activities planned for these events will reinforce the skills and ideals of Scouting.

2. Planning for camping: Camping trips and activities shall be planned for an entire year by the Patrol Leaders Council (PLC) as part of the process of planning the troop's annual calendar of events. Camping trip themes/activities shall be related to the troop meeting themes. Camping trip themes are to be planned by the PLC at its regular monthly meetings.

3. Support for camping

a. Two registered adult leaders or one adult leader and a parent of a participating Scout (at least one leader must be 21 years of age) are required for all trips or events.

b. The Scoutmaster, an assistant Scoutmaster or a troop committee member will be assigned responsibility for each camping trip and event.

Responsibilities include:

Notifying Scouts and families, one week in advance of camping trip details to include approximate cost.

Filing camp/facilities request forms.

Filing tour permits with Council two weeks in advance.

Arranging transportation.

Accounting for necessary fees (camp fees and food costs).

Assuring adequate leadership is available.

c. Guidelines for arranging transportation:

All drivers must be licensed

There must be a licensed driver at least 21 years of age in each vehicle

Adult tour leader (21 years of age) will be in charge and accompanied by an assistant

All driving should be done in day light when possible

Owner/driver will have property damage and personal liability insurance with coverage at the dollar limits prescribed by BSA

Occupancy limits of the vehicle will not be exceeded

Each occupant will have a seat belt

Vehicles will travel in convoy, with headlights on for safety.

4. Funding for outings

a. Scouts participating in camping trips will be responsible for the cost of the event. The troop dues does not provide sufficient funds to sponsor troop camping trips and events. The adult leader responsible for a particular camping trip will advise Scouts, one week in advance, of any camp fees required. The troop 10 policy for procuring food for weekend camping trips is \$7 for one night and \$8 for a two-night outing. Additional funds for special activities shall be announced at least one week in advance of the event.

b. Food will normally be the responsibility of the individual or patrol. As part of the camping trip planning process each patrol will determine a camping trip menu, then derive a shopping list approximately one week prior to the camping trip. From the shopping list the patrol will assign a member(s) to purchase food. Scouts participating in the event will bring all moneys by the Monday meeting just prior to the Friday/Saturday departure for the camping trip. This allows the Scout(s) purchasing the food Thursday and/or Friday to purchase supplies for the camping trip.

Scouts intending to participate in a camping trip/event shall be present on the Monday meeting prior to the camping trip with funds or they will not be allowed to participate unless he makes prior arrangements with the Scoutmaster, patrol leader and the Scout purchasing the food.

Any money collected from the patrol and not spent for food shall be turned in to the Scoutmaster at the Monday meeting following the activity. This money is not to be used by the boys for their personal gain.

c. On occasion the troop will practice troop dining rather than the normal patrol method. In these cases the same procedure described above will be used to plan and purchase food.

d. Patrol leaders will prepare a duty roster for each camping trip and post it at the patrol campsite. The Patrol Leader shall maintain a patrol record on menu planning and food purchasing duties to ensure all members share in the responsibility.

e. While we realize the dynamics of family schedules, parents must understand camping with large groups of Scouts requires detailed planning to ensure enough food, water, transportation, tents, funds and adult supervision. Unannounced participants create hardships on the entire troop, who have planned the most minute details and creates disharmony and ill will. Simply put, the troop shall have a firm commitment for camping trip participation, with supporting funds, not later than the last Monday meeting before departure on an event. Any exceptions must be cleared through the Patrol leader and Scoutmaster.

5. The troop on outings

a. Camping: Whenever possible patrols shall camp as individual units and practice the patrol method. The intent is that each patrol will have:
Its own cooking area / Its own Patrol Box and dry box / Its own patrol flag

The adult leaders will also function as a patrol. Each group will strive to provide the better example of camping practices.

b. Scouts will not leave a campsite with out the permission of the Scoutmaster, Assistant Scoutmaster or SPL. The buddy system will be used on all camping trips; a buddy will accompany any Scout leaving the campsite.

c. All Scouts will share in the work and duties of their campsites. Patrol Leaders or equivalentents will establish rotating schedules to assure that work such as cooking, cleaning and wood gathering is shared by all in a fair manner.

d. All members of Troop 10 will observe the outdoor code. This will include leaving the campsite better than found.

e. Cooking: Various forms of cooking will be experienced, including individual, patrol and troop. Camping trip format will be determined by the PLC and will depend on the other activities scheduled.

6. Visitors on outings

a. Adult family members are encouraged to participate in special announced troop camping trips. Guests will pay the same camp and food fees as other members of the troop. Guests may be requested to provide their own camping equipment, i.e., tents, bedding and eating utensils. The troop may be able to provide some equipment but requirements shall be identified in advance and the troop's ability to respond will depend on the number of members participating in the event.

b. Prospective Boy Scouts may be invited to attend camping trips/events in accordance with BSA regulations. A Scout intending to invite guest for a camping trip will notify the patrol leader, senior patrol leader and Scoutmaster to insure the guest is factored in the planning for logistic support. A permission slip from the parent authorizing the guest to attend the event and emergency information will be required.

c. Non-adult female guest under 18 will be permitted on overnight camping trips if they have parental permission and on-site supervision by parents of at least on of the parties. Under no circumstance will unmarried male and female campers share tents.

Chapter 9 Equipment

1. General: Troop 10 operates under the old adage "Take care of your gear and your gear will take care of you." Accordingly each Scout is responsible for providing his own personal camping equipment. The troop committee's responsibility is to secure adequate number of tents, cook kits and other outdoor gear. The outdoor/activities chairman shall work closely with the troop quartermaster to maintain the troop's equipment with adequate repair and storage.

2. Categories of equipment

a. Personal equipment: Includes items such as pack, sleeping bag, individual cooking and eating utensils, canteen, flashlight, foul weather gear, etc. Scouts not in possession of personal equipment, safe for the conditions of an event, shall not be allowed to participate, i.e., rain or cold-weather clothing, sleeping bag suitable for the climatic conditions, etc.

b. Troop equipment: Generally limited to those items necessary to provide for group activities, special events and to support adult participation at camping trips; tarpaulins, ropes, tents, saws, camp shovels, canoes, etc.

c. Patrol equipment: The troop will provide each Patrol the major portion of available equipment to include small group items such as chef kit, large cooking posts and pans, lantern with box, stove, propane bottle with hose and tree, tents with ground cloths, patrol box, dish pans, etc.

3. Control of Equipment

a. Personal equipment: Each Scout is responsible for the purchase and use of his own equipment. It is strongly recommended that individual equipment be labeled or etched with the Scout's name, initials and/or identifying mark to avoid disputes over ownership of similar items.

b. Troop equipment: The troop Quartermaster is responsible for storage and control of troop equipment. The troop equipment is issued to the patrol leader, assistant patrol leader or acting patrol leader and is returned to the troop Quartermaster in clean usable condition.

c. Patrol equipment: For use by members of the patrol. Each item shall be marked with the Patrol number and stored in the Patrol box or locker.

4. Duties and responsibilities

a. Committee quartermaster: Is responsible for:

- Supervising the troop Quartermaster in the responsibilities of his duties
- Providing recommendations to the troop committee on equipment purchases
- Overseeing one major project which the troop Quartermaster must perform during his tenure
- Instructing the troop in safe use of all troop equipment, and having propane bottles filled.

b. Troop quartermaster: Is responsible for:

- Troop equipment, under the guidance of the committee quartermaster
- Ensuring that an accurate inventory of troop equipment is maintained and that equipment is stored in a clean, neat and orderly manner
- Issuing equipment for use by individuals or patrols
- Ensuring that equipment is returned in a clean and serviceable condition
- Making recommendations concerning equipment and its use to committee quartermaster

c. The Troop quartermaster will check out and return troop equipment used by the patrol and will assure that it is stored in a clean and useable condition.

5. Safety considerations with equipment

a. Chemical stoves and lanterns: The troop will furnish compressed-gas (propane) stoves and lanterns for all camping trips. These items will be operated under the supervision of knowledgeable adults and in accordance with the Guide to Safe Scouting and the regulations of the camping trip facilities. A troop fire bucket/ extinguisher shall be maintained in the immediate area of all propane equipment.

b. Liquid or propane fueled heaters are prohibited at troop camping functions.

c. Lanterns and/or stoves shall not be operated inside tents under any circumstances.

d. All axes, saws and hatchets shall be kept in an approved sheath when not in use. The troop quartermaster will ensure that only equipment, which has the required safety sheath, is issued.

e. Personal sheath knives are not authorized at any troop activity.

6. Damage to equipment

a. Willful damage to property is a violation of the Scout Law. "A Scout is trustworthy." Any Scout willfully damaging troop, patrol or personal equipment will be subject to committee disciplinary action and afforded the opportunity to replace damaged equipment.

b. Accidental damage to equipment will be investigated by the troop Quartermaster under the supervision of the Adult Quartermaster. If determined the accident was a result of negligence the negligent party shall be afforded an opportunity to replace the damaged equipment.

c. Gear damaged or worn through normal wear and tear will be replaced by the troop as recommended by the Adult Quartermaster.

7. Gear needs for new Scouts

a. A new Scout should have a Boy Scout Handbook by his first meeting. The Scout should bring the handbook to all Scouting functions unless told otherwise by the Scoutmaster.

b. Uniform requirements as covered under Chapter 1. The shirt with the proper identification symbols should be the first priority.

c. Due to the cost of equipment the purchase should be restricted to essential items until you confirm the level of your Scouts interest in outdoor camping. The following personal equipment items will be required at some time during a Scout's career. Discuss equipment purchases with the Scoutmaster and Scout before you make expensive purchases.

-Sleeping bag

-Mess kit to include plate, cups, spoon, fork and knife

-Canteen

-Backpack

-Flashlight with fresh/extra batteries

-Toilet kit with personal hygiene items to include toothbrush, toothpaste, comb, soap, bath towel, wash cloth, deodorant, etc.

-Sweater/jacket/sweatshirt in fall, winter and spring

-Poncho or rain coat

-Change of socks, underwear and outer wear

-Personal first aid kit as described in the Scout Handbook

d. It is Troop 10 policy that at least two boys will sleep in every tent. This fills safety requirements and promotes working together as a patrol. Troop 10 generally has enough tents to accommodate campers; however, Patrol leaders shall make tent assignments. The patrol leader will adhere to the desires of his patrol for tenting arrangements as much as possible. Personal tents are not allowed unless specified by the Scoutmaster for special activities such as a family campout.

e. Adults desiring to accompany the troop on a camping trip may be able to use troop tents on a first come, first served basis, as approved by the Committee Quartermaster and Scoutmaster.

f. Later gear needs: As your Scout gets into Scouting activities he will have some additional equipment needs. An active troop will do at least 10 days and nights of camping each year. Eventually he could use hiking boots, pocketknife, rain/foul weather clothing, etc., Use your own good judgment. Only you know what you can afford. If you are planning to purchase camping equipment check with our leaders first. They have a good idea of the best type of equipment our troop uses.

END OF BY-LAWS