

# BSA Troop 365 Guidelines



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# **1 Name and Purpose**

## **1.1 Name.**

This organization shall be known as Scouts BSA Troop 365, Knightdale, North Carolina, Occoneechee Council.

## **1.2 Chartering Organization.**

Troop 365 is sponsored by Two Green Thumbs Garden Club, Knightdale, North Carolina.

## **1.3 Purpose.**

The purpose of Troop 365 shall be to further the constitution and Guidelines and Bylaws of the Boy Scouts of America (BSA). No article of these guidelines shall in any way conflict with those of the BSA.

# **2 Troop Membership and Responsibilities**

## **2.1 Membership.**

Troop membership shall be in accordance with the current Scouts BSA *Handbook* membership guidelines.

## **2.2 Meeting Schedule and Location.**

Regular Troop meetings shall be held on Tuesdays from 7:00 to 8:30 PM unless notified to the contrary. Regular meeting location is Knightdale United Methodist Church; during summer months the meeting location may be located outside or in alternate locations and is determined by PLC and Scoutmaster.

## **2.3 Patrol Leaders' Council.**

The Patrol Leaders' Council (PLC) will meet on the third Wednesday of each month under guidance of the Scoutmaster or ASM designee. Attendance to the PLC is expected for Senior Patrol Leaders, Assistant Senior Patrol Leaders, Patrol Leaders and Troop Scribes or representatives. Other scouts are encouraged to attend to learn the process and how they may be engaged in future roles.

## **2.4 Uniform.**

A Scout should wear their Field Uniform to all Troop meetings, unless otherwise specified by the PLC. The Scout should bring their *Scouts BSA Handbook*, pencil or pen, and notebook to all meetings. In addition, field uniforms are to be worn, unless decided otherwise by PLC, Scoutmaster or Troop Committee, when in transit to or from events. Field Uniforms shall be buttoned, fastened, tucked in and squared away at all times. Activity uniforms may be worn at the discretion of the PLC or SPL as needed, such as for summer meetings in an outdoor environment.

# **3 Outings and Transportation**

## **3.1 Camping.**

Camping is a regular and vital activity fhi or the Troop. Scouts are encouraged to participate as often as possible in Troop camping activities.

## **3.2 Transportation to Outings.**

Parents are responsible for transporting their scouts to camp outs and other Troop activities. Carpools will be

coordinated by the Troop whenever possible; however the ultimate responsibility for transportation will lie with the parents. All carpool drivers must carry liability insurance to the amount required by BSA and the State of North Carolina. All riders must wear seat belt(s) while traveling. The age of drivers must follow BSA policy regarding minors/ minimum age to drive others.

### **3.3 Transportation Home.**

Transportation is the ultimate responsibility of the parent. Parents are responsible for picking up their scouts after a Troop activity. Parents are also responsible for retrieving a scout in the event of illness, accident or disciplinary issues. Adult leaders will use implied consent as noted in the Health Form to consider what is in the best interest of the troop and the scout, should the occasion arise that a parent is not available when a scout must be dropped off, or no parent is available to pick up the scout. The parents are expected to be present at the required pickup time and will make arrangements to pick up a scout when called for early pickup from any trip regardless of location.

## **4 Conduct and Discipline**

### **4.1 Behavior.**

All scouts shall exhibit behavior consistent with the Scout Oath and Law. Disruptive behavior by a scout at Troop meetings or other scouting events may result in the scout's parent/guardian being notified to come pick up the scout. It shall be the responsibility of the scout's parent/guardian to respond immediately to the situation by conferring with the Scoutmaster or their designee.

### **4.2 Disciplinary Actions.**

The Scoutmaster or Scoutmaster designee shall have the authority and discretion to contact parents and send home any scout who refuses to carry out the instructions of the Scoutmaster or their designated representative, or who, through their actions endangers lives, causes physical harm or damages property. In the event this occurs, the parents/guardians of the scout will be required to make arrangements to take custody of the scout. The Troop shall not be liable for any costs involved; these will be solely the parents'/guardians' responsibility.

Any actions which might involve disciplinary action should be dealt with in strict confidence. The scout's parents should be fully informed of the issue. Because serious or recurring behavioral problems may require the Troop Committee's involvement, the Scoutmaster should share discipline problems with the Committee. Such problems should be addressed in a firm and fair manner with the goal to integrate the youth into the scouting program. Problems that may lead to a youth's permanent removal from the Troop should be handled by the Troop Committee and the Scoutmaster, and should involve the scout's parents/guardians. Together, the Troop Committee, parents, and Scoutmaster should work toward a solution with the Troop's best interest in mind. (*Troop Committee Guidebook*, 1998).

With regard to the above guidelines, a special Troop Committee meeting may be convened by the Troop Committee Chair (or Scoutmaster if the Committee Chair is the parent of the subject scout), so that disciplinary actions can be dealt with on a timely basis. The parents of a scout involved in a disciplinary action, who is the Scoutmaster, outing leader involved, or the Committee Chair, shall defer to another leader or Troop Committee member during problem resolution. Committee members shall recuse themselves from participating in the special meeting if the issue involves their own child or dependent.

Any disciplinary action will include conditions, if any, under which the scout may return to the Troop's regular program.

### **4.3 Expulsion and Suspension.**

The registered and active Troop Committee members, with the agreement of the Scoutmaster, shall determine expulsion and suspension recommendations. Upon such recommendations, the Scoutmaster and the Troop Committee shall determine any disciplinary action.

### **4.4 Hazardous Devices.**

Potentially hazardous devices shall be regulated in accordance with the current edition of the BSA *Guide to Safe Scouting*.

## **5 Advancement**

### **5.1 Board of Review.**

A Board of Review shall be held as needed and possible to arrange.

### **5.2 Court of Honor.**

A Court of Honor shall be conducted up to four times during the calendar year, or as needed. Dates of the Court of Honor shall be announced at least two weeks prior to conducting the Court of Honor. Eagle Scout Courts of Honor shall be held separately from all other Courts of Honor.

## **6 Finances**

### **6.1 Fiscal Year.**

The annual fiscal year shall be from January 1 to December 31.

### **6.2 Treasurer.**

The Troop Treasurer shall pay all bills upon recommendation of the Scoutmaster and/or Committee Chair. The Treasurer shall be responsible for the Troop funds and maintaining these funds in a checking and/or savings account.

### **6.3 Signature.**

The Troop account(s) shall require the Treasurer's signature for withdrawals and disbursements as the Troop Committee directs.

## **7 Scout Expenses**

### **7.1 Fees and Dues.**

Each scout registering with the Troop shall pay dues bi-annually in Spring and Fall of each year. The committee will use the dues to pay Council fees and Troop operating costs. The committee will evaluate dues amounts twice a year, considering changes in inflows and expenses.

New Scouts. New scouts join at the Council and pay the Council pro-rated amounts depending on the month they join, in addition to incurring expenses for purchase of uniform and camping supplies. To reduce this burden, the Troop will wait until the next normal dues collection cycle to request Troop dues. Scouts who join between January and June will first be asked for dues that Fall and scouts who join between July and December will first be asked

for dues the following Spring.

Scouts turning 18. If a scout ages out during the SEMESTER (not year) for which dues are collected, they are expected to pay the full Troop dues for that semester. Four scenarios are outlined below, for clarification. These are based on dues as of January 2023 which are \$150 twice a year.

- Scout A turns 18 in February 2023. They are asked to pay the Spring 2023 dues (by March 31) but not the Fall 2023 dues. \$150 total for 2023.
- Scout B turns 18 in July 2023. They are asked to pay the Spring 2023 dues but not the Fall 2023 dues. \$150 total for 2023.
- Scout C turns 18 in September 2023. They are asked to pay the Spring 2023 and Fall 2023 dues (by Oct 31). \$300 total for 2023.
- Scout D turns 18 in December 2023. They are asked to pay the Spring and Fall 2023 dues. \$300 total for 2023.

Scholarships. Families unable to pay dues will be asked to apply for a needs based scholarship through Council. Families that are unable to pay Troop dues may sign a written statement to that effect to apply for a scholarship, which will be held in confidence by the Committee.

## 7.2 Uniform.

Each scout should obtain a Field uniform, if possible. Rank advancement is not contingent upon wearing uniform.

The Field uniform shall consist of regulation BSA for First Class Rank and above.

- long or short sleeved shirt with appropriate patches
- long or short pants
- belt
- socks
- Troop approved neckerchief & slide (reference section 8.1, Troop Expenses)

The Activity uniform shall consist of:

- Troop approved shirt, or
- BSA T-shirt
- scout shorts/ pants

## 7.3 Summer Camp.

Each scout will be encouraged to earn money through participation in Troop fundraisers and/or their own enterprises in order to minimize the financial burden of paying for summer camp.

## 7.4 Outing Costs.

Each scout shall pay for their own food costs for each campout or other activity. Patrols will assume responsibility for purchasing their food for campouts during Patrol planning. The Troop will collect a GrubFee from each person for food expenses and the GrubMaster will be reimbursed at up to said GrubFee per person.

Patrols should organize carpools to assist parents. Outing costs must be paid by the due date set for the event itself. A scout that has not paid fees and registered for the event by the deadline (or as decided by PLC and/or Troop Committee) may be excluded from participation in the outing. Refunds will only be reimbursed up to the registration deadline date, unless otherwise dictated by the program registration guidelines. Any exceptions to this must be approved by the Committee Chair and Treasurer, with input from the Scoutmaster, where needed.

Exception: Costs associated with events such as Camporees and Summer Camp may be organized as deemed necessary by the Troop Committee.

## **7.5 Additional Expenses.**

Each scout is expected to provide their own water bottle, knife/fork/spoon set, cup, and necessary personal articles for each outing. Each scout is strongly encouraged to acquire a backpack, sleeping bag, sleeping pad and tent (as needed) as soon as possible.

## **7.6 Special Events Outside Troop.**

Each scout and adult shall pay costs for special events outside the Troop such as National Jamboree and High Adventure Camps.

## **7.7 Order of the Arrow Fees and Dues.**

Members of the Order of the Arrow shall pay costs for Order of the Arrow Ordeal fees and annual membership dues.

# **8 Troop Expenses**

An annual budget plan shall be created and adopted.

## **8.1 Major Expenses.**

The Troop shall be responsible for paying the following expenses from the general fund:

- Troop Registration (annually)
- Troop leader registration (annually)
- Scout registration (annually)
- Scout Life (annually)
- Scout Insurance (annually)
- Troop property insurance (annually)
- Troop Equipment (as needed - Troop Committee approval required)
- Advancement rank patches, merit badges, etc.
- Summer Camp fee for 2 adult leaders (Troop Committee approval required)
- Leadership Training Costs (partial) for selected scouts from the Troop (Troop Committee approval required)
- One (1) Troop Neckerchief, slide, handbook, cotton t-shirt, and epaulets will be provided to each scout. One (1) Ribbon/ Lanyard will be provided with Scout's Scout Pin.
- Leadership Training Costs (partial) for selected Troop adult leaders (Troop Committee approval required).

## **8.2 Routine Expenses.**

The Troop has ongoing expenses which shall be normally paid from the general fund:

- Printing, copying and postage.
- Bank charges and check printing
- Office Supplies
- Propane and other outing necessities
- Court of Honor expenses

## **8.3 Scoutmaster's Fund.**

The Scoutmaster may be provided funds or reimbursements for PLC and training event refreshments, and other program related expenses. The Scoutmaster shall submit receipts to the Treasurer for all expenditures, adhering to the annually adopted budget.

## **8.4 Expenditure Approval.**

A majority vote of a Troop Committee Quorum is required to approve any expenditure of Troop funds beyond the major and routine expenses described above, and the Scoutmaster's Fund. Approval must occur prior to the expense.

# **9 Adult Membership and Responsibilities**

## **9.1 Troop Committee.**

The Troop Committee shall conduct themselves in accordance with *The Troop Committee Guidebook*.

## **9.2 Scoutmaster Appointment.**

The Troop Committee shall provide an annual review (at a Troop Committee meeting) and recommend the Scoutmaster for appointment by the Chartering Organization (at a Troop Committee meeting). These reviews will only take place when there is no identifiable replacement for the existing Scoutmaster of either troop.

## **9.3 Scoutmaster Term.**

The Scoutmaster shall maintain the position for one (1) year but not more than three (3) consecutive years unless waived by the Troop committee. The Committee Chair and Nominating Committee shall have an annual review to see if they want to continue with their current role, having the COR and Committee Chair and this can be waived if approved.

## **9.4 Scoutmaster Non-Voting Troop Committee Member.**

The Scoutmaster shall attend (if possible) Troop Committee meetings but is not a voting member of the Troop Committee.

## **9.5 Minimum Troop Committee Members.**

The officers of the Troop Committee (as a minimum) shall be Troop Committee Chair, Secretary, Treasurer, and Advancement Chair. Additional appointed positions, as deemed necessary by the Troop Committee, may include Summer Camp Coordinator, Fundraising Coordinator, Outdoor Activities Coordinator, Equipment Coordinator, Chaplain, and Training Coordinator. All officers are voting members, even if they are ASM. SM and ASM are not voting members (unless holding dual roles.) Duties are in accordance with *The Committee Guidebook*.

## **9.6 Officer Term.**

Officers shall serve for one (1) year or until successors are elected but not more than three (3) consecutive years. During the second year of office, each position should have a replacement committee member or Scoutmaster identified and new person shall shadow this office. Mid-term Officer/SM changes are allowed as deemed necessary. The term of office shall coincide with the annual fiscal year.

# **10 Committee Meetings**

## **10.1 Schedule.**

The regular Committee meeting of the Troop Committee shall be held monthly on the second Wednesday, unless announced in advance to all members, assuming quorum is met. \_Exception: Special Disciplinary Action meetings may be called per section 4.2.

## **10.2 Special Called Meetings.**

Special Troop Committee meetings may be called by the Troop Committee Chair and shall be called upon the request of not less than two (2) adult registered members or parents. The purpose of the meeting shall be stated in the call.

## **10.3 Quorum.**

One more than a third of the registered members of the Troop Committee shall constitute a quorum. For example, if the Troop Committee has 20 registered members, 7 members present at a meeting constitute a quorum.

# **11 Committees**

## **11.1 Purpose.**

The Troop Committee shall coordinate with Scoutmaster and Patrol Leaders Council concerning the overall direction of Troop activities, to provide outdoor program support, and to provide and maintain Troop equipment.

## **11.2 Auditing Committee.**

An Auditing of our books can be requested by Troop members, leaders, or parents.

## **11.3 Ad hoc Committees.**

Other committees and subcommittees, standing and ad hoc, shall be appointed by the Troop Committee Chair as the number of registered members permit, to carry on, and distribute the workload of the Troop Committee. These committees and subcommittees may include but are not limited to Advancement, Finance, Membership, Equipment, Leadership, and Fundraising. Appointment to committees and subcommittees is not limited to registered members but the chairmanship within each committee shall be a registered member.

## **11.4 Troop Committee Chair.**

The Troop Committee Chair shall be, ex officio, a member of all committees and sub-committees except the Nominating Committee and Auditing Committee.

# **12 General Provisions**

## **12.1 Equipment Coordinator.**

The Troop Committee Chair or the appointed Equipment Coordinator shall approve/deny use of Troop equipment for other than Troop activities.

## **12.2 Damaged Equipment.**

The cost of repair and/or replacement of Troop equipment damaged by willful misconduct shall be the responsibility of the responsible scout(s) and the parent(s)/guardian(s) of the responsible scout(s).

## **12.3 Activity Planning - PLC.**

Troop activities, special events, and participation shall be planned by the PLC but shall require approval from the Troop Committee. One annual planning meeting by PLC shall produce the yearly calendar of events.

## 12.4 Rules of Order.

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Troop Committee in all cases in which they are applicable and in which they are not inconsistent with these guidelines and with the charter and bylaws of the Boy Scouts of America.

## 12.5 Amendment of Guidelines.

These guidelines may be amended at any regular Troop Committee meeting by a vote of two-thirds of the registered members. The amendment must be submitted in writing at a previous regular Troop Committee meeting. Absentee Ballots may be accepted but must be in writing or by email to the Troop Committee Chair.

## 13 References

- *Guide to Safe Scouting*
- *Robert's Rules of Order, Newly Revised*
- *Handbook Scouts BSA*
- *The Introduction to Leadership Skills*
- *Troop Leader Guidebook*
- *The Troop Committee Guidebook*
- *Guide to Advancement*

## 14 Revisions

- September 16, 2002:
  - Section 6.3 did state, "The Troop account(s) shall require two (2) signatures for withdrawals and disbursements as the Troop Committee directs.
  - Troop Committee Chair updated.
- October 2016
- January 2023
  - Change of chartered Organization from KUMC to Two Green Thumbs.
  - Removal of references to Scout accounts (which are no longer used).
  - Changing of any reference of boy/son to scout.
  - Removal of nominating Committee and Committee decision on key 3 roles.
  - Elimination of policies no longer a part of BSA guidelines (tour permits, etc)