

# TROOP 405 BYLAWS

## I. INTRODUCTION

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Omaha Troop 405 was organized and chartered in April 2004 pursuant to the guidelines established by the Boy Scouts of America. The purpose of the Boy Scouts of America is to promote citizenship, develop character, and increase the mental and physical fitness of America's young men.

The Troop is chartered with Living Faith United Methodist Church located at 5310 South 182<sup>nd</sup> Avenue, Omaha, NE, 68135 and is affiliated with the Boy Scouts of America Mid-America Council Black Hawk District. The Troop charter runs on a calendar year from January 1<sup>st</sup> to December 31<sup>st</sup>. Its governing body is the Troop Committee which is composed of Scouting officials, parents, and guardians of its Scouts. In keeping with the Scouts BSA Motto "Be Prepared," the goal of the Troop Committee is to provide opportunities for each Scout to attain their greatest potential as an individual and contributor to tomorrow's society.

## II. TROOP COMMITTEE

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- A. The Troop Committee is the governing body of the Troop. It is responsible for providing Adult Leadership and support for Troop activities. Committee functions include approving and coordinating activities, communications, fundraising, fiscal matters, advancement reporting, and equipment purchases.
- B. The Troop Committee consists of the following positions:
  - 1. Chartered Organization Representative
  - 2. Committee Chair
  - 3. Activities Chair
  - 4. Advancement Chair
  - 5. Eagle Advancement Chair
  - 6. Fundraising Chair
  - 7. Health Forms Chair
  - 8. Membership Chair
  - 9. Popcorn Kernel
  - 10. Quartermaster
  - 11. Secretary
  - 12. Training Chair
  - 13. Treasurer
  - 14. Webmaster
  - 15. Committee Members
- C. Committee Officers will be elected at the November Committee Meeting and serve one (1) year terms from January 1<sup>st</sup> to December 31<sup>st</sup>. Committee Officers will not serve more than three (3) consecutive years in the same office unless no other candidates are available.
- D. Committee Members are entitled to one vote. All resolutions will be passed by quorum majority. A quorum is defined as all eligible voting members present at a Committee Meeting but in no case fewer than five (5) members.

- E. The Senior Patrol Leader, Scoutmaster, and Commissioner are encouraged to attend Troop Committee Meetings but do not have a vote.
- F. The Committee will follow the Boy Scouts of America Troop Committee Guidebook whenever possible. Committee Members will complete position-specific leadership training as set forth in Scoutbook and my.scouting.org [06-2019].

### **III. SCOUTMASTER AND ASSISTANT SCOUTMASTER**

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- A. The Scoutmaster is responsible for conducting the Troop program and obtaining approval for activities and calendars.
  - 1. The Scoutmaster will be elected at the November Committee Meeting from a list of approved candidates.
  - 2. The Scoutmaster will serve a one (1) year term from January 1<sup>st</sup> to December 31<sup>st</sup>. The Scoutmaster will not serve more than three (3) consecutive years unless no other candidates are available.
  - 3. If not already completed, the Scoutmaster will complete position-specific leadership training as set forth in Scoutbook and my.scouting.org within three (3) months of their election.
  - 4. The Scoutmaster is encouraged to complete Introduction to Outdoor Leadership Skills (IOLS) and Wood Badge training [06-2019].
- B. The Scoutmaster will appoint a registered Adult Leader as an Assistant Scoutmaster to provide support and assistance in conducting the Troop program during meetings, campouts, and other activities.
  - 1. An Assistant Scoutmaster will be assigned to the first-year Patrol, and when possible, to each other Patrol to provide counsel as needed. An Assistant Scoutmaster or Committee member will be assigned to coordinate High Adventure trips and Venture Patrol activities. They may be the same individual.
  - 2. If not already completed, the Assistant Scoutmaster will complete position-specific leadership training as set forth in Scoutbook and my.scouting.org within (3) months of their election.
  - 3. Assistant Scoutmasters are encouraged to complete Introduction to Outdoor Leadership Skills (IOLS) and Wood Badge training [06-2019].

### **IV. SCOUT OFFICES AND ELECTIONS**

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- A. Elections for Scout offices will be held each December and June at the third Monday meeting. Officers will serve six (6) month terms from January 1<sup>st</sup> to June 30<sup>th</sup> and July 1<sup>st</sup> to December 31<sup>st</sup>.
- B. Candidates must have the Scoutmaster's approval.
- C. Candidates will be announced in advance.
- D. Minimum requirements for elected offices are as follows:
  - 1. Senior Patrol Leader:
    - a. Make a six (6) month commitment to attend meetings and Scout events.
    - b. Earned the Star Rank or above and be at least thirteen (13) years old.
    - c. Previously served as Assistant Senior Patrol Leader, Patrol Leader, or Assistant Patrol Leader.
    - d. Attended two (2) long-term campouts.
    - e. Senior Patrol Leader candidates are encouraged to attend National Youth Leadership Training (NYLT).
  - 2. Assistant Senior Patrol Leader:
    - a. Make a six (6) month commitment to attend meetings and Scout events.

- b. Earned the Star Rank or above and be at least thirteen (13) years old.
  - c. Attended one (1) long-term campout.
- 3. Patrol Leader:
  - a. Earned the First Class Rank or above and be at least twelve (12) years old.
  - b. Attended one (1) long-term campout or six (6) monthly campouts.
- 4. Assistant Patrol Leader:
  - a. The Assistant Patrol Leader will be appointed by the Patrol Leader.
- E. The Scoutmaster and Senior Patrol Leader will appoint Scouts to serve as:
  - 1. Chaplain's Aid
  - 2. Den Chief
  - 3. Historian
  - 4. Leave No Trace Trainer
  - 5. Librarian
  - 6. Outdoor Ethics Guide
  - 7. Scribe
  - 8. Troop Guide
  - 9. Troop Instructor
  - 10. Other positions as needed
- F. The Scoutmaster is encouraged to hold Introduction to Leadership Skills for Troops (ILST) after each election to explore the functions of leadership and provide instruction regarding office responsibilities. Appointed and elected officers are encouraged to attend ILST.
- G. The Scoutmaster may remove an Officer from office if the Scout fails to perform or exhibits behavior detrimental to the Troop.

## **V. SCOUT ELIGIBILITY**

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- A. A Scout is not required to have been a Cub Scout or Webelos Scout to join the Troop. Scouts must be under eighteen (18) years old and:
  - 1. Completed the fifth grade and be at least ten (10) years old;
  - 2. Earned the Arrow of Light Award and be at least ten (10) years old; or
  - 3. Be at least eleven (11) years old.
- B. Upon receipt of a completed Scouts BSA application, permission, waiver, and payment of the initial dues, each Scout will be assigned to a Patrol by the Scoutmaster.
- C. Only Scouts whose registrations are current may participate in Troop activities.
- D. No one will be excluded from joining the Troop because of inability to pay dues.

## **VI. FINANCIAL AFFAIRS AND TROOP ACCOUNT**

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- A. Only the following Officers are authorized to incur costs on behalf of the Troop:
  - 1. The Advancement Chair for purchasing awards, badges, and other special recognition.

2. The Quartermaster, Scoutmaster, or Treasurer to the extent necessary to carry out functions of their offices. This is limited to \$100.00 per month. Expenditures greater than \$100.00 per month require prior approval from the Committee.
  3. The Popcorn Kernel to the extent necessary to carry out functions of their office. This is limited to \$100.00 per year. Expenditures greater than \$100.00 per year require prior approval from the Committee [11-2017].
  4. The Webmaster to the extent necessary to carry out functions of their office. This is limited to \$250.00 per year. Expenditures greater than \$250.00 per year require prior approval from the Committee [06-2019].
  5. Emergency expenses greater than \$100.00 may be approved by the Committee Chair, Scoutmaster, or Treasurer.
  6. Any other expenses to be incurred on behalf of the Troop must receive prior approval from the Committee.
- B. Upon approval of the Committee, the registration cost for Adult Leaders attending local resident summer camps on a full-time basis will be prorated and charged as an expense to the Scout accounts of the participating Youth [02-2020].
1. The number of full-time Adult Leaders eligible for reimbursement will be determined by the camp's guidelines [02-2020].
  2. Eligible Adult Leaders must be registered members of the Boy Scouts of America and fully trained as set forth in Scoutbook and my.scouting.org [02-2020].
- C. Upon approval of the Committee, both Adult and Youth Leaders will be reimbursed one-half of the registration cost for Scout related training [02-2016].
- D. Unless otherwise authorized by the Committee, reimbursements for Scout related expenses will be made only upon presentation of proof of payment and successful completion of the training course. [04-2019].
- E. Only the Committee Chair, Scoutmaster, and Treasurer are authorized to issue checks from Troop accounts.
- F. The balance of the Troop Account, excluding Scout account balances, will not be permitted to drop below \$500.00 without prior approval from the Committee. This will serve as an "emergency fund" for the Troop.

## **VII. FUNDRAISING AND SCOUT ACCOUNTS**

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- A. The allocation of proceeds from fundraising between Scouts and the Troop will be determined by the Committee.
- B. Funds earned by Scouts from fundraising will be placed in a long-term account designated for that Scout and at the discretion of the Treasurer may be used for any Scout-related expenses or fees.
1. Scout account funds may not be given directly to the Scout or their family or utilized for Eagle Scout projects.
  2. Any request for a Scout account disbursement which is denied by the Treasurer may be appealed to the Committee for approval.
  3. Scouts transferring to another Troop may transfer these funds to that Troop.
  4. Scouts who have turned eighteen (18) years old may continue to use these funds until the age of nineteen (19); however, the Scout may no longer add to these funds.
  5. Unexpended funds remaining when a Scout leaves the Troop or turns nineteen (19) years old revert to Troop general funds.

- C. The Treasurer reserves the right to debit from a Scout's account funds needed to satisfy debt incurred by the Troop on the Scout's behalf. The Treasurer will contact the Scout's parents or guardians upon doing so.
- D. The Treasurer will contact the Scout's parents or guardians if the balance becomes negative.

## VIII. DUES

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- A. The Committee will set dues for the subsequent calendar year no later than the October Committee Meeting. Dues will include Boy Scouts of America registration fees, Boy's Life subscriptions, awards, Merit Badges, patches, Troop insurance, and Troop dues.
  - 1. Dues will be prepaid into Scout accounts prior to November 15<sup>th</sup>, or upon entry into the Troop.
  - 2. Dues will be \$80.00 per year for all Scouts except Eagle Scouts [12-2014].
  - 3. Dues will be \$63.00 per year for additional Scouts from the same family [12-2014].
  - 4. Dues will be \$40.00 per year for Eagle Scouts [12-2014].
  - 5. Dues will be \$5.00 plus the re-charter fee charged to the Troop each year for Adult Leaders [02-2016].
  - 6. In the event Mid-America Council permits a Scout to effect a Unit transfer, Scouts transferring into the Troop shall pay the Troop's scheduled dues less Council expenses.
- B. The Treasurer will recommend a Scout not be re-chartered in the event such Scout's account does not contain a sufficient prepaid balance to deduct dues required at the time of re-chartering.
  - 1. The Treasurer will provide at least one notice of the insufficient balance to the Scout's parents or guardians prior to October 15<sup>th</sup> to allow reasonable time for the Scout to deposit funds or petition the Committee for relief under Article V, Section D.
  - 2. Any such recommendation will be approved by the Committee Chair and Scoutmaster prior to refusing to re-charter said Scout.

## IX. MEETINGS

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- A. Troop Meetings will be held from 7:00 P.M. to 8:30 P.M. each Monday evening at the Living Faith United Methodist Church except for holidays and school or weather cancellations.
- B. Committee Meetings will be held at least once per month at the call of the Committee Chair.
- C. Courts of Honor will be held at least three (3) times per year at:
  - 1. A March or April Troop Meeting;
  - 2. The August Family Campout; and
  - 3. The Troop Meeting before Christmas break.
  - 4. The cutoff date for earning awards will be the Monday one week prior to the Court of Honor.
- D. Patrol Leaders' Council Meetings will be held at 6:30 P.M. at the discretion of the Scoutmaster and Senior Patrol Leader. The Patrol Leaders' Council will plan Patrol Meetings and camping trips for the following month. The Patrol Leaders' Council consists of [04-2019]:
  - 1. Senior Patrol Leader (Chair)
  - 2. Assistant Senior Patrol Leader
  - 3. Patrol Leaders
  - 4. Assistant Patrol leaders
  - 5. Scribe

- 6. Troop Guides
- 7. Scoutmaster (Advisor)
- E. The Patrol Leaders' Council will hold a semi-annual planning session to plan activities for the next six months.

## **X. CAMPOUTS**

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- A. Campout expenses include a flat, per person charge plus a pro-rated portion of any additional, one-off expenses such as event registration fees, equipment rentals, facility reservations, professional services, etc. [04-2019].
- B. Once a Scout registers for a campout, the Scout's account will be charged for the full cost of the campout unless the Scout cancels prior to the purchase of food [04-2019].
- C. Patrol Leaders will notify the Senior Patrol Leader of the number of Scouts attending the campout, preferably two (2) meetings prior to the campout.
- D. Unless otherwise announced, the Troop will meet at the designated location at 5:45 P.M. on Friday for weekend campouts. Departure will be at 6:00 P.M. sharp. The Troop will return on Sunday after 10:00 A.M.
- E. The Senior Patrol Leader will dismiss the Troop after all business is complete. Otherwise, Scouts will be required to obtain permission from the Scoutmaster or other Adult Leader in charge prior to leaving.
- F. A Boy Scouts of America health form must be completed and on file for all Adult Leaders and Scouts prior to attending a campout. Health forms must be taken on all campouts.

## **XI. UNIFORM**

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- A. The official uniform consists of the following:
  - 1. Class "A" Scout shirt:
    - a. Boy Scouts of America uniform shirt
    - b. American flag patch
    - c. Mid-America Council patch
    - d. Patrol patch (optional for Adult Leaders)
    - e. Forest Green shoulder loops
    - f. Troop numerals
    - g. World Crest emblem
  - 2. Footwear consisting of a closed heel, closed toe style which attaches securely to the foot.
- B. The Class "A" uniform will be worn at all Boards of Review, Courts of Honor, Flag Ceremonies, meetings, Scoutmaster Conferences, during travel, and upon request of the Adult Leader in charge.
- C. Scout Handbooks will be brought to all Boards of Review, meetings, and Scoutmaster Conferences.
- D. The Boy Scouts of America Merit Badge sash is recommended after a Scout has earned the Star Rank or at least four (4) Merit Badges. Merit Badge sashes will be worn only during formal events.
- E. Members of the Order of the Arrow may wear the Order of the Arrow sash at Order of the Arrow sponsored events and upon request of the Adult Leader in charge.
- F. Class "B" uniforms may be worn at the discretion of the Adult Leader in charge. Class "B" uniforms will be Boy Scouts of America affiliated clothing.

## **XII. DISCIPLINE**

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- A. Patrol Leaders are expected to maintain discipline. If a Scout will not cooperate, the Senior Patrol Leader will ask the Scout to behave. If further disciplinary action is required, the Scout may be sent home.
  - 1. The Senior Patrol Leader will contact the Scoutmaster or other Adult Leader regarding the removal process.
  - 2. Once a Scout has been warned about inappropriate behavior, any subsequent occurrence may constitute grounds for sending the Scout home. A Scout will be sent home only with approval from the Scoutmaster or other Adult Leader.
  - 3. If a Scout is sent home, the Scout's parents or guardians must contact the Scoutmaster before the Scout will be allowed to attend future activities.
  - 4. Any Scout sent home will not be allowed to attend the next campout.
  - 5. A parent or guardian will be required to attend the next campout once the Scout becomes eligible.
  - 6. In the event a Scout's inappropriate behavior is discovered after an activity; the Scout may be disciplined as above.
- B. If a Scout is not living up to the Scout Law by using tobacco products:
  - 1. First infraction:
    - a. The Scout will not be able to attend any activities for one (1) month.
    - b. The Scout will not be able to attend any campouts for two (2) months.
    - c. A parent or guardian will be required to attend the next campout once the Scout becomes eligible.
  - 2. Second infraction:
    - a. The Scout will be subject to removal from the Troop.
- C. If a Scout is not living up to the Scout Law by using alcohol or illegal drugs, the Scout will be subject to removal from the Troop.
- D. Inappropriate content posted to any Troop social media accounts will be removed and reported to the Committee Chair and Scoutmaster. The posting of inappropriate content and violations of Youth Protection may constitute cause to revoke an individual's access to all Troop social media accounts [04-2019].

## **XIII. REMOVAL FROM THE TROOP**

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A Scout's removal from the Troop may be recommended on an individual basis by the Chartered Organization Representative, Committee Chair, or Scoutmaster. Any removal must be approved by a vote of the Committee.

## **XIV. POLICY REVIEW**

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- A. On an annual basis, the Committee will appoint a Bylaw Review Committee to review the Troop Bylaws and present suggestions for improvements and updates.
- B. Current Troop Bylaws were motioned, voted upon, and passed on February 10, 2020.