

BYLAWS

TROOP 339

FOUR RIVERS DISTRICT
BALTIMORE AREA COUNCIL
BOY SCOUTS OF AMERICA
SEVERNA PARK, MD

1.1 Purpose

Troop 339 Bylaws establish troop policies, procedures, and guidelines as expressed in the Boy Scout Handbook and other official BSA publications. Some information contained herein is in addition and supplemental to the charter and bylaws of the Boy Scouts of America and is intended to provide guidelines for Troop operations.

1.2 Responsibility

The Troop Committee is responsible for the content of Troop 339 Bylaws and for all modifications to the same. Recommendations for changes or enhancements to this document should be made in writing to the Troop Committee Secretary for consideration by the Troop Committee.

2. Troop Organization

2.1 Troop

- 2.1.1** The Troop will be composed of one Senior Patrol Leader (SPL), one or two Assistant Senior Patrol Leaders (ASPLs), and one or more patrols, each with a Patrol leader.
- 2.1.2** The SPL is elected to his position twice a year, in December and June, by members of the troop present at the meeting during which the election is held, after at least a one-week notice of the forthcoming election. Included in this election notice will be a list of those scouts who have met the criteria for SPA. Candidate for the position of SPL and ASPL must be at least 1st Class Scout rank, must have at least 1 year tenure with the troop, must meet all of the patrol leader qualifications, and are subject to the approval of the Scoutmaster. No Scout can hold the position of SPL for two consecutive terms without Scoutmaster approval, which can only be granted when there are no other qualified Scouts wanting to stand for the SPL election. A new SPL takes his post not sooner than 2 weeks following the election, in order to have time to choose his staff and prepare for his responsibilities.
- 2.1.3** The SPL appoints one or two ASPLs within 2 weeks of the SPL's election. Like the SPL, ASPLs are subject to Scoutmaster approval. Each ASPL

will be given a succession number to provide a chain of command in case of absence at an activity.

- 2.1.4 The responsibilities of the SPL are to work with the Scoutmasters to develop strategy and tactics for running the troop. The SPL delegates authority in order to execute the plan.
- 2.1.5 The responsibilities of the ASPLs are:
- Advancement of others within the troop. Troop Instructors and the Troop Guide all report to him.
 - Functions relating to possessions of the troop. The Quartermaster and Troop Librarian report to him.
 - Recordkeeping and communication of the troop. The Troop Scribe and Troop Historian report to him.
- 2.1.6 The following troop officers will be appointed by the SPL within 3 weeks of his election, after approval by the Scoutmaster: Troop Librarian, Troop Scribe, Troop Historian, Troop Bugler, Troop Quartermaster, and other troop positions as may be created by the SPL in consultation with the Scoutmaster. All of these selections should be reviewed with affected Patrol Leaders prior to conclusion.
- 2.1.7 Troop Guides, Troop Instructors, Den Chiefs, and QA Representative will be appointed by the Scoutmaster.

2.2 Patrol

- 2.2.1 As described in the Boy Scout Handbook, each patrol shall consist of no more than 10 scouts who enjoy scouting together, but should contain no fewer than 5 scouts in order to efficiently use troop camping equipment.
- 2.2.2 All scouts will be members of a patrol, except the SPL and his one or two ASPLs who are temporarily out of their patrols while serving as SPL or ASPL.
- 2.2.3 Each patrol will have one Patrol Leader (PL) and one Assistant Patrol Leader (APL). Other patrol positions?

2.2.4 PLs are elected to their positions twice a year, coinciding with election of the SPL, by member of their patrol present at the meeting during which the election is held. For the New Scout Patrol, the term is 2 months. Candidates for the position of PL must be active members of the troop for at least 6 months out of the prior year, must be of good character and exemplify the scout law and oath, must wear their uniform consistently to meetings, must possess a good understanding and be proficient in scout skills representative of his rank, must demonstrate scout spirit by regularly being involve din service projects and must be cheerful even in the face of irksome tasks. Scouts can hold the position of PL multiple times, but not consecutively.

2.2.5 The PL appoints an APL, subject to Scoutmaster approval.

2.3 Patrol Leaders' Council

2.3.1 The Patrol Leader's Council (PLC) is the planning and decision-making team within the troop made up of junior leaders. In order to have a quorum, the following must be present:

- At least 2/3 of the patrols must be represented.
- At least 6 scouts must be present.
- A troop officer (Scribe, Quartermaster, Historian, Librarian, Troop Guide, Troop Instructor, etc.) must be present.
- A senior patrol leader, or assistant senior patrol leader must be present.
- Scoutmaster or Assistant Scoutmaster must be present.

2.3.2 The PLC addresses the needs and concerns of each Scout, each patrol, and the troop as a whole, in its decision-making and planning process.

2.3.3 As the top junior leader in the troop, the SPL, with the advice of the Scoutmaster, leads the PLC and chairs its meetings.

2.3.4 Besides the SPL, other voting members of the PLC include ASPLs, PLs, and APLs. Each Patrol is represented by its PL and APL on the PLC, so that each Patrol has two votes. Votes should be cast as representative of the patrol. The SPL can vote to break a tie.

- 2.3.5 Although he has no vote, the Troop Scribe should attend PLC meetings to keep a log of each meeting. Other scouts in positions of responsibility may be invited to PLC meetings on an as needed basis.
- 2.3.6 Scoutmasters cannot vote, but can participate in the discussion leading up to the vote. The scoutmaster staff has an overriding veto power on any decision made at the PLC. The PLC can appeal any veto by bringing the issue before the troop committee. The troop committee has final judgment.
- 2.3.7 Any decision made by the PLC or PLC bylaw can be overridden by a vote from the majority of the troop's scouts.

2.4 Adult Scouters

- 2.4.1 Scouters are the Scoutmaster, Assistant Scoutmasters, Chartered Organization Representative, Troop Committee Memebers, and any registered adult.
- 2.4.2 Scoutmaster is the adult leader responsible for the image and program of the troop.
- 2.4.3 Scoutmaster and his assistant Scoutmasters are appointed by the Troop Committee with approval from the head of the chartered organization.
- 2.4.4 Scoutmaster and his assistant Scoutmasters work directly with scouts in implementing the troop program.

2.5 Troop Committee

- 2.5.1 Committee shall function in accordance with the National Committee Guidelines.
- 2.5.2 DO WE WANT THIS SECTION? - electing adult leadership positions...etc...

3 Troop Uniforms

3.1 Uniforms

Troop 339 recognizes two categories of Boy Scout Uniform;

Class "A"

- **Shirt** - Official BSA long- or short- sleeve tan shirt, clean and reasonably pressed, no tears, all proper patches and pins neatly attached in the proper places.
- **Pants** - Official BSA Scout pants or similar.
- **Belt** - Official BSA Scout belt and buckle.
- **Neckerchief** - Any official BSA Scout neckerchief with any slide unless the scout is an Eagle Scout. The Scout may then wear the official Eagle Rank Neckerchief.
- **Merit Badge** - Official BSA merit badge sash, all proper merit badges neatly attached in the proper places. Required at "dress" occasions such as Courts of Honor for all Scouts that have earned merit badges.
- **Socks** - Official BSA socks.
- **Shoes** - Leather or canvas. Neat and clean.

Class "B"

- **Shirt** - Troop 339 red shirt. Clean, no tears.

3.2 Uniform Wear

- 3.2.1 For normal meetings Scouts should wear Class A uniform without Merit Badge or OA Sashes.
- 3.2.2 For activities outside normal meetings, Scouts should wear Class A uniforms unless wear of Class B uniform has been approved by the Scoutmaster.

4 Troop Meetings

4.1 General Troop Meetings

- 4.1.1 Troop meetings will begin promptly at 7:30 PM every Wednesday night at the meeting place designated by the Troop Committee.
- 4.1.2 Troop meeting plans are the responsibility for the SPL and the PLC.
- 4.1.3 The agenda for a regular troop meeting will typically include the following:

- Pre-opening (before the meeting) and set-up.
- Opening ceremony
- Skills instruction
- Patrol meetings
- Inter-patrol activity
- Closing ceremony
- Post-closing (after the meeting) and meeting clean-up

4.2 Patrol Leaders' Council

4.2.1 PLC meetings are held after each regular troop meeting.

4.2.2 An agenda for a PLC meeting can include the following:

- Opening (by Senior Patrol Leader)
- Roll Call (by Troop Scribe)
- Previous PLC meeting log review (by Troop Scribe)
- Patrol Leaders' reports (on patrol activities and advancement progress since last PLC meeting)
- Scribe's report (on troop finances, options)
- Quartermaster's report (on troop equipment, optional)
- Review of any old (unfinished) business
- Review/finalize plans for upcoming events (troop meetings, campouts, etc) and discuss any other new business
- Scoutmaster's minutes and meeting adjournment (by SPL)

5 Ceremonies and Protocol

5.1 This section describes Scoutmaster Conferences, Boards of Review, and Courts of Honor. It also defines associated protocol with respect to uniforms, hats, and saluting in accordance with policies and guidelines stated in the Boy Scout Handbook, and as practiced by Troop 339.

5.2 Scoutmaster Conferences

5.2.1 A Scoutmaster conference is a formal review of a Scout who is a candidate for rank advancement conducted by the Scoutmaster in an open, public area.

- 5.2.2 Scout is responsible for initiating a Scoutmaster conference when he is ready.
- 5.2.3 Scout can wear any uniform authorized for troop meetings to a Scoutmaster conference, but he must wear a uniform.
- 5.2.4 Unless unavoidable, a Scoutmaster or Assistant Scoutmaster should never conduct a Scoutmaster Conference for his own son. This avoids conflict of interest and gives the scout the opportunity to interact with other adults.

5.3 Boards of Review

- 5.3.1 A Board of Review is a formal review of a Scout who is a candidate for rank advancement conducted by a board of a least three adults drawn from the troop committee.
- 5.3.2 Advancement Chairperson will normally schedule on a regular basis a Board of Review.
- 5.3.3 Scout is responsible for being prepared and attending his Board of Review as scheduled. A Scout may only advance one rank at a Board of Review.
- 5.3.4 Scout must wear Class A uniform to a Board of Review.
- 5.3.5 Unless unavoidable, a committee Member should never serve on a Board of Review for his/her own son. This avoids and conflict o interest and gives the Scout the opportunity to interact with other adults.

5.4 Courts of Honor

- 5.4.1 A Court of Honor is a major troop ceremony conducted quarterly for the purpose of formally recognizing Scouts for rank advancement, merit badges, and other award earned since the last Court of Honor.
- 5.4.2 Courts of Honor may be planned and conducted by Scouts working on the communications merit badge. The SPL must arrange for such a Scout, or Scouts, to organize each Court of Honor. When no Scouts are

available for this task, the SPL can solicit assistance from the Advancement Chairperson and/or Scoutmaster.

- 5.4.3 A Court of Honor requires at least an opening and a closing as well as participation by other Scouts and presentation of award.
- 5.4.4 Scouts are required to wear their best Troop Class A uniform to a Court of Honor and it should be clean and complete. This is a formal occasion.

6 Troop Campouts and Activities

6.1 Rules - The following rules apply on troop campouts:

- Pillows must be in a Scouts pack or luggage and not loose.
- Campsites must be kept clean, neat, and safe.
- All garbage must be secured nightly, and during the day if left unattended.
- Wastewater must be disposed of properly.
- Food must be properly stored in containers and coolers.
- Cooking equipment and eating utensils must be cleaned and stowed after each use.
- Troop, patrol, and personal items must be stored neatly when not in use.
- Unauthorized items on a campout will be confiscated and returned to the Scout's parents after return from the campout.
- Physical obstacles in a campsite must be removed or marked.
- Always wear shoes (except when sleeping). Footwear used outside the campsite must have a closed toe.

6.2 Unauthorized Items - The following items are not allowed on troop campouts, unless specifically allowed by the Scoutmaster:

- Electronics of any sort (radios, Game Boys, Walkmans, etc). Two-way radios can be used with Scoutmaster approval.
- Flammable liquids other than propane provided by Troop.
- Carbonated beverages (Pepsis, Cokes, etc)
- Chewing gum and candy.
- Obscene material as defined by the Scoutmaster.
- Any knife other than a folding or lock-blade knife.
- T-shirts with off-color remarks.
- Foul or abusive language

- Bad tempers
- Bad attitudes

7 Troop Finances

7.1 General

- 7.1.1 The Treasurer will maintain all Troop funds.**
- 7.1.2 Two categories of troop funds will be maintained:**
 - 1. General Funds**
 - 2. Funds for Individual Scouts**
- 7.1.3 Treasurer will provide a written financial report at each troop committee meeting showing new receipts and payments, by category, since the last financial report, and the current balance of each category of troop funds and other reports as requested by the Troop Committee.**
- 7.1.4 Although the Treasure will maintain all troop funds, he or she will only be directly responsible fore budgeting and managing the troop's general funds.**

7.2 General Funds

- 7.2.1 General Funds finance all troop expenses incurred throughout the year.**
- 7.2.2 Troop expense include, but are not limited to, troop camping supplies and equipment, training aids and materials, administrative supplies, item purchased for resale, and other items award to Scouts as they advance through the program (badges, patches, pins, etc.).**
- 7.2.3 General funds are derived from troop dues, money-earning projects, and donations.**
- 7.2.4 Prior to the beginning of a new troop calendar year, and based upon the Troop's approved annual plan, Treasurer, with assistance from Scouters and Troop Committee members, will submit a budget for the management or the troop's general funds for the coming fiscal year to the Troop Committee for approval. Specific fund raising targets will be established.**

- 7.2.5 A portion of the general funds annual budget will include a petty cash amount that the Scoutmaster can draw upon throughout the year for Scouting purposes without special approval. Although special approval is not needed, all expenses should be justified through receipt or thither verifiable documentation.
- 7.2.6 Other than the Scoutmaster petty cash amount, all general funds will be disbursed from the Treasure to the designated Scouter or Committee Member, with approval from the Troop committee, as necessary to finance committee-approved expenditures. Reimbursement of purchases made will be supported by a signed receiving report, invoice, and/or proof of payment.

7.3 Funds for Individual Scouts

- 7.3.1 A fund for each Scout will be maintained.
- 7.3.2 Funds raised through fundraising activities will be split between the Scout and the general troop fund, based upon the amount the Scout raised.
- 7.3.3 Scout funds will be used to support the Scout's troop activities.

8 Code of Conduct and Equipment Care

8.1 General

Misconduct is not permitted at any troop event. Scouts who choose to misbehave, and are not living by the Scout Law, Oath, or Outdoor Code, are making scouting less fun for everyone.

8.2 Equipment Care

- 8.2.1 The scout(s) must demonstrate that they have the proper understanding of the correct behavior and/or care of equipment. This can be accomplished by demos to the troop, inspections, monitoring behavior, or probation.
- 8.2.2 If scout(s) fail to improve, troop equipment will be turned back in to Quartermaster - scouts will not be allowed to use troop equipment.

8.3 Behavior

- 8.3.1 Misbehavior is defined as violating any of the Scout Laws by deed, vocal action, physical gesture, and/or lack of action which offends others, shows disrespect or disobedience to those appointed in authority or causes a serious disruption in troop activities. Examples of misbehavior include: cursing, swearing, obscene or indecent language or gesture, belittling accomplishments, false statements, insults to religious or ethnic customs or traditions, and other such activities which violate one of the 12 Scout Laws.**
- 8.3.2 In the case of behavior problems, the activities the scout is allowed to participate in will be restricted. Parents of the scout may be asked to accompany their son to troop activities.**
- 8.3.3 If there is still no improvement, a Board of Conduct will be called. Suspension of the scout's camping privileges may occur. No scout can be kicked out of the troop.**

8.4 Board of Conduct

- 8.4.1 The scout board of conduct is devised to regulate the code of conduct within the troop. Its purpose is to investigate behavioral problems within the troop and issue recommendations to the scoutmasters as to what course of action should be taken to insure an environment conducive to the principles of scouting. The board of conduct shall be convened as needed by the discretion of the scoutmasters of the troop.**
- 8.4.2 The Scout Board of Conduct shall be made up of the patrol leader of each patrol, and an Assistant Senior Patrol Leader. They shall all have one vote. The Senior Patrol Leader shall preside over the board, but can only cast a tie-breaking vote. At least one scoutmaster must be present, and has only a veto vote.**
- 8.4.3 Decision made by the Board of Conduct are binding, but can be modified by the scoutmaster staff. Administration of decisions by the board of conduct shall be carried out only by the SPL and his staff, and/or the scoutmaster and his staff.**