

**THE BY-LAWS OF
TROOP 524
BOY SCOUTS OF AMERICA**



Boy Scout Troop 524

**SPONSORED BY THE USERS CLUB
CHURCH OF THE EPIPHANY**

**COON RAPIDS MN
2/26/2006**

THE SCOUT OATH

On my honor
I will do my best
to do my duty to God and my country
and to obey the Scout law;
to help other people at all times;
to keep myself physically strong,
mentally awake
and morally straight.

THE SCOUT LAW

A Scout is:

Trustworthy
Loyal
Helpful
Friendly
Courteous
Kind
Obedient
Cheerful
Thrifty
Brave
Clean
Reverent

TROOP 524 BY-LAWS

ARTICLE I – GENERAL

These by-laws are guidelines for all youth and adult members of Boy Scout Troop 524. Troop 524 is chartered by the Church of the Epiphany Ushers club and operates in accordance with the policies of the Northern Star Council, and the Boy Scouts of America (BSA).

ARTICLE II – PURPOSE

Troop 524 and the Boy Scouts of America exist to provide boys an effective program designed to build desirable qualities of character, to train in the responsibilities of participating citizenship, and to enhance the development of physical, mental, and emotional fitness.

SCOUT SECTION

ARTICLE III – MEMBERSHIP GUIDELINES

SECTION 1 – ELIGIBILITY. Membership in the Troop is available to boys who have completed the fifth grade or are at least eleven years old. Boys remain eligible until they are eighteen years old. Boys do not have to be Catholic, be a member of Church of the Epiphany, or attend Epiphany School to join Troop 524.

SECTION 2 – PRINCIPLES. All registered Scouts must abide by the Scout Oath and the Scout Law.

SECTION 3 – APPLICATION. Boys apply to the Troop by completing an official application with their parents/guardians and submitting the application to the Scoutmaster. A boy becomes a member of the Troop when he has paid the required fees (see Article IV) and his application is approved by the Scoutmaster.

SECTION 4 – PROSPECTIVE MEMBERS. Any boys, particularly Webelos Cub Scouts, interested in joining the Troop are encouraged to attend Troop meetings or other Troop activities. The boy's parents/guardians or den leader must accompany the boy and must obtain the Scoutmaster's permission to attend the event. The boy must pay any necessary fees for activities that he attends. Prospective members are not covered by the Troop's insurance

ARTICLE IV – FINANCES

SECTION 1 – FEES. Troop 524 charges fees as described below. All checks should be made payable to "Troop 524". A separate sheet is available from the Troop Committee listing the dollar amounts of the various fees.

TROOP FEE: This one-time fee is used principally by the Troop to pay for a new Scout packet which includes the official Scout handbook, patches and uniform insignia, troop neckerchief and slide, and all badges of achievement, rank or

office while the boy is a member of Troop 524.

REGISTRATION FEE: This yearly fee includes BSA registration and Boy's Life subscription (if desired). The fee is passed by the Troop directly to Northern star Council and is used to fund council and national BSA programs. This fee is due in full each February when the Troop recharterers.

DUES: Paid yearly in September. This fee goes into the general Troop Fund. It should be paid by the boy to the Troop, Scribe (another boy) who turns it over to the Troop Treasurer (an adult leader). Dues may be paid by drawing on the boy's Scout Fund, or by cash or check. Scouts are encouraged to personally earn the money for their dues. Scouts may at any time pay dues in advance for the remainder of the year.

SPECIAL FEES: Boys will be charged for some of the troop's special events such as camping and trips. These fees pay for camp facilities and special event patches and will be announced prior to the event. Food costs are normally prorated to the number of Scouts involved.

SECTION 2 – FINANCIAL ASSISTANCE. Troop 524 is committed to providing the Scouting experience to any boy who wants to join, regardless of family financial situations. Any Scout or parents/guardians may request financial assistance by contacting the Scoutmaster. Requests will be handled discreetly by the Scoutmaster.

SECTION 3 – SCOUT FUND. Scouts may earn money through Troop-approved fundraising events like Donut Sundays, Christmas wreath sales, popcorn sales, etc. This money will be credited to the boy's Scout Fund by the Troop Treasurer. The funds may be used for dues, registration fees, campout or summer camp fees, camping equipment, Scout uniforms, or other Scout-related expenses. If a Scout transfers to another troop or leaves Boy Scouts, the Treasurer will return the funds to him if he makes a written request within 3- days of the next time the Troop recharterers. If no request is made within this period, the Scout forfeits the balance of his Scout Fund to the Troop.

ARTICLE V – MEETINGS AND ACTIVITIES

SECTION 1 – GENERAL. The meetings listed below will be held during the months of September through June, generally aligning the Troop year with the school year. Additional Troop activities may be held during the summer. The Troop leadership (Scout and adult) will conduct a planning session at the beginning of the year, then publish a calendar with all meetings and activities. All Troop meetings are considered "open" to parents/guardians, family members, and all Scout leaders.

SECTION 2 – TROOP MEETINGS. Troop 524 meets weekly on a designated day from 7:00 to 8:30 p.m. in the Epiphany School gym, cafeteria, or other designated meeting room/classroom. Exceptions to this will be announced in advance of a meeting.

SECTION 3 – COURTS OF HONOR. Approximately once a quarter, the Troop will hold a Court of Honor. At this special meeting, advancement, merit badges and leadership positions are awarded. Families and special guests are strongly encouraged to attend all Court of Honor.

SECTION 4 – CAMPING TRIPS. Camping is a vital ingredient of Scouting and Troop

524 will camp frequently.

SECTION 5 – RELIGIOUS OBSERVANCE. Troop 524 will schedule activities such to allow time for worship service attendance. When a worship service is provided during the activity all Scouts will be expected to attend.

SECTION 6 – OTHER ACTIVITIES. Troop 524 will conduct or participate in many special activities during the year. Examples of these are events for fun (Twins game outing), to perform community service (Scouting for Food), to raise money (Donut Sundays), or for education (TV station field trip). Generally, a Scout and an adult will organize the event and publish information to include date, time, overall plan, equipment, cost, and family participation guidelines.

ARTICLE VI – UNIFORMS

Scouts in Troop 524 wear two uniforms as described below. The Scoutmaster or Senior Patrol Leader will announce the uniform prior to each event or activity. At a minimum, Scouts will travel to/from Troop activities in one of the two uniforms.

Dress Uniform: Consists of the official Scout shirt with all badges and insignia; neckerchief (scarf) with slide or bolo tie; and neat pants or shorts. Optional items include a cap (either the official green-and-red Scout cap, the Troop cap, or other BSA cap), the official pants or shorts, official socks, merit badge sash, and red patch vest.

Activity Uniform: Consists of either the Troop t-shirt or BSA t-shirt worn with neat pants or shorts. Optional items include a cap (either the official green-and-red Scout cap, the Troop cap, or other BSA cap), the official pants or shorts and official socks.

O/A Sash requirement: O/A functions and special Scouting activities including Courts of Honor. It is not to be worn at regular unit meetings. The sash should only be worn on occasions when members need to be identified as arrowmen rendering special services.

ARTICLE VII – ADVANCEMENT

SECTION 1 – GENERAL. Scouting provides a series of surmountable hurdles through the opportunity to advance in rank. The steps in the advancement system help a boy grow in self-confidence, self-reliance and the ability to help others.

SECTION 2 – ADVANCEMENT. Scouts are encouraged to advance one rank or earn three merit badges each year.

SECTION 3 – ELIGIBILITY. To be eligible for any rank, the Scout must meet the requirements specified in the official Boy Scout Handbook. Any registered adult leader (except a boy's parents/guardians or sibling) in the Troop can sign off requirements.

SECTION 4 – SCOUTMASTER CONFERENCE. After satisfying all skill, knowledge, service project, merit badge, leadership and longevity requirements for a particular rank, a Scout will meet with the Scoutmaster in a Scoutmaster Conference.

SECTION 5 – BOARD OF REVIEW. The final step in earning rank advancement is to

appear before a Board of Review. For all ranks below Eagle, the Board of Review consists of the Advancement Coordinator (or his/her designee) and two other registered adult committee members. Boards of Review take approximately 30 minutes and will normally be held during normal Troop meetings, except those for Eagle rank. The Troop Advancement Coordinator will coordinate all Boards of Review for Eagle rank.

ARTICLE VIII – TROOP LEADERSHIP

Scouts will serve in leadership positions within the Troop and patrols in accordance with BSA guidelines. Scouts will be elected to leadership positions twice a year in elections conducted under the supervision of the Scoutmaster.

ARTICLE IX – RULES

SECTION 1 – SAFETY. No Scout may carry a knife or ax of any kind until he receives and carries the Totin' Chip. Prior to participating in any water activity, each Scout must demonstrate his ability to swim. No Scout may operate a boat or canoe alone, and each Scout will wear a life jacket when he is in a boat or canoe. Scouts will wear helmets when riding bicycles. Troop 524 will employ the buddy system at all troop activities other than normal Troop meetings. Troop 524 will follow all other safety guidelines in the Safe Scouting program.

SECTION 2 – PHYSICALS AND PERMISSION SLIPS. Prior to participating in Troop activities other than normal meetings, Scouts will have current physicals (Class 1 or 2, as appropriate) and permission slips on file with Troop adult leadership.

SECTION 3 – DUES. A Scout who does not pay his dues may not receive awards or participate in troop-financed activities.

SECTION 4 – PROHIBITED EQUIPMENT. Scouts may not wear camouflage-patterned clothes to Troop activities, especially camping trips. This does not prevent Scouts from using normal government surplus camping gear other than clothing. No weapons (other than pocket knives) may be brought to any Troop meeting or activity. Pocket knives will not be brought into the school building unless specifically authorized by the Scoutmaster for a Troop activity. Scouts may not bring electronic gear (radios, games, etc.) to Troop activities, an exception may be authorized by the Scoutmaster only.

SECTION 5 – BEHAVIOR. All Scouts will behave in accordance with the principles of the Scout law. The Scoutmaster may expel from a meeting or activity any Scout who is misbehaving or endangers the safety of others. In serious cases, the Scoutmaster may request that the Committee suspend or terminate the membership of a Scout in accordance with the Behavior Plan.

SECTION 6 – ATTENDANCE. Scouts should attend all regular troop meetings and Courts of Honor. Scouts are encouraged to participate in all other camping trips and special activities as time and other commitments permit. The Troop encourages boys to participate in sports, music and other extracurricular activities as long as best effort is made to attend Troop activities.

SECTION 7 – SUPERVISION. Scouts must remain in the immediate vicinity of any meeting or special activity, leaving the area only with the permission or knowledge of the Scoutmaster or supervising adult.

ADULT LEADER SECTION

ARTICLE X – ADULT LEADERSHIP

SECTION 1 – ELIGIBILITY. Adult leadership is available to anyone who volunteers and meets the requirements for adult leaders by the BSA. The Troop reserves the right to set additional requirements as necessary – for example level of experience, attendance at training sessions, ability to allot time to Troop activities, etc. Term of office is one year (generally the recharter year); however, leaders may be reappointed in the same position or in different positions the following year. All adult leaders must be approved by the Troop Committee Chair, the Chartered Organization Representative, and the District Scout Executive.

SECTION 2 – POSITIONS AND RESPONSIBILITIES. At a minimum, the Troop will select adults to fill the positions of Scoutmaster, Committee Chair, Treasurer, Secretary, Quartermaster, and Advancements Coordinator. The Epiphany Ushers Club will appoint a Chartered Organization Representative. Other leadership positions will be announced and filled as needed. Assistance leaders (e.g., Assistant Scoutmaster, Assistant Committee Chair, etc.) have the full authority of the primary leader in that person's absence.

SECTION 3 – COMMITTEE MEMBERSHIP. All registered leaders and all Scout's parents/guardians are "committee members" and are encouraged to attend all committee meetings.

SECTION 4 – PARENTAL INVOLVEMENT. Parents/guardians are strongly encouraged to participate in Scouting as role models, mentors, teachers and organizers. It is rare for a Scout to attain Eagle rank without active parental involvement.

ARTICLE XI – CONDUCT OF BUSINESS

SECTION 1 – GENERAL. The Committee will pre-approve all Troop activities and all expenditure of funds over \$50. Troop adult leaders will not obligate funds, commit Troop involvement, or make requests for resources without the authority of the Troop

Committee. After-the-fact requests for reimbursement of expenses may be considered by the Committee on a case-by-case basis.

SECTION 2 – QUORUM. The Committee will conduct business and vote only when at least five registered committee members are present including at least two of the following leaders: Scoutmaster, Committee Chair or Treasurer or their representative.

SECTION 3 – VOTING. All Committee members shall have one vote for any decision before the Committee. Committee members holding more than one office have only one vote. A proposal is "approved" if a majority of members present vote in favor of it.

SECTION 4 – PARLIAMENTARY PROCEDURE. The Committee will normally conduct business in an informal manner. However, the Committee Chair may invoke standard parliamentary procedure if necessary to maintain order.

SECTION 5 – EXCEPTIONS. The Committee may allow exception to any Article of these By-Laws, on a case-by-case basis, except those related to safety.

ARTICLE XII – FINANCES

SECTION 1 – FISCAL YEAR. The Troop's fiscal year is defined as September of one year through August of the following year.

SECTION 2 – BUDGET. The Troop Treasurer will maintain a budget that identifies projected income and expenses for the fiscal year. The Committee will approve the budget at the beginning of the fiscal/school year. The budget provides general guidance only; it does not authorize anyone to spend money.

SECTION 3 – RECEIPTS. A receipt is needed for all Troop expenses; all receipts will be turned over to the Troop Treasurer. When requested, the Treasurer will also issue a receipt to acknowledge cash paid to the Troop in excess of \$5.00.

SECTION 4 – CHECK APPROVAL. The Committee will designate those members authorized to sign checks drawn on the Troop's checking account. In and of themselves, these "signature card" designations do not constitute authority to spend money; they identify those leaders who may commit funds once an expense is approved by the Committee. No person shall sign a check if he/she is the payee.

SECTION 5 – AWARDS PURCHASE. The Advancement Coordinator has blanket authority to purchase advancement awards without prior approval of the Troop Committee.

SECTION 6 – FUNDRAISERS. Patrols will not conduct fund raising activities without Committee approval. All fundraisers conducted by the Troop will be done in accordance with BSA policies.

SECTION 7 – EXPENSE REIMBURSEMENT. Reimbursement of expenses will be in accordance with the Reimbursement Policy.

SECTION 8 – AUDIT. The Committee Chair, or his/her appointed representative, will review the Troop financial records yearly (at the end of the fiscal year) and upon a change of Treasurer. The Chartered Organization Representative may inspect the Troop's financial records at any time.

ARTICLE XIII – MEETINGS

SECTION 1 – COMMITTEE MEETINGS. The Troop Committee will normally meet once a month at a date and time convenient for as many members as possible. Typical agenda items for the Committee meeting include review of minutes from previous meeting (Secretary), membership report (Membership Coordinator), financial report (Treasurer), review of upcoming events (Scoutmaster), and general business (Committee Chair). Parents/guardians are invited and encouraged to attend the Committee meetings.

SECTION 2 – SPECIAL MEETINGS. The Troop Committee may convene special

meetings to conduct business. Such meetings include the annual Troop planning conference, planning sessions for special events such as membership rallies, or subcommittee meetings to review finances or By-Laws. All special meetings will be open to parents/guardians.

ARTICLE XIV – TRAINING

SECTION 1 – GENERAL. As soon as possible after registering, adult leaders are strongly encouraged to attend training appropriate for their position. Such training typically includes, but is not limited to, Scoutmaster Fundamentals and Youth Protection training. The Troop will reimburse fees after completion of the training session in accordance with Article XI, Section 1.

SECTION 2 – YOUTH PROTECTION TRAINING. All participating adults will attend Youth Protection Training at a minimum of every two years.

SECTION 3 – ROUNDTABLE. The Scoutmaster or his/her appointed representative will attend monthly District Roundtable training/information sessions. All other adult leaders are encouraged to attend the Roundtable to gain ideas and experience in the ways of Scouting.

ARTICLE XV – UNIFORMS

At a minimum, the following leaders should wear a correct Scout uniform, as defined in Article VI, to Troop meetings and other special events as appropriate: Scoutmaster, Assistant Scoutmaster(s), and Committee Chair. All other adult leaders are encouraged but not required to wear a correct Scout uniform.

ARTICLE XVI – INTERNET SAFETY

(Approved 6/6/2011)

SECTION 1 – INTERNET YOUTH PROTECTION. Youth safety is Troop 524's number one priority, and this includes internet safety. Troop 524 will abide by the Boy Scouts of America "two deep" leadership policy that governs all Scouting activities also applies to use of social media. Two-deep leadership means two registered adult leaders, or one registered leader and a parent of a participating Scout or other adult, one of whom must be 21 years of age or older, will monitor the unit website and Troop 524's social media outlets.

SECTION 2 – UNIT WEBSITE. Troop 524 maintains and operates a website for the general use of its members and the community. This website is to be monitored by use of data collection to track who visits the site, and shall be overseen by at least two adult leaders keeping with BSA's two deep leadership policy which includes online activity. Troop 524 will also adhere to the following standards set by the Boy Scouts of America when it comes to Unit Websites-

1. The content of the unit site must be appropriate to the Scouting movement.
2. The unit site cannot link to any sites that contain material that is not appropriate to the Scouting movement.
3. The unit site should not contain any advertisements or commercial endorsements.
4. The unit site cannot engage in the electronic sale of BSA Supply Division merchandise or competing products.

5. The unit site cannot replicate any BSA publication currently for sale through the Supply Division.
6. Unit sites must abide by all laws regarding copyrights, trademarks, and other intellectual property, and by those pertaining to the Internet.
7. Unit sites must consider the safety and privacy of their members and participants by obtaining the necessary permissions to release information about or images of any individual.
8. Unit sites cannot engage in fund-raising except as directly approved by, and under the supervision of, the local council.

SECTION 3 – SOCIAL MEDIA. Troop 524 maintains and operates social media sites for the general use of its members and in some instances the community, these include but aren't limited to blogs, picture sharing, video sharing, and specific social media sites such as Facebook and Twitter. These sites are to be monitored for appropriate interactions, such as foul/abusive language. This is to also be overseen by at least two adult leaders keeping with BSA's two deep leadership policy which includes online activity. Troop 524 will also adhere to the following standards set by the Boys Scouts of America when it comes to Social Media-

1. To help ensure that all communication on social media channels remains positive and safe, these channels must be public. This enables administrators to monitor all communication and help ensure there is no inappropriate communication between adult leaders and Scouts or between Scouts themselves. Therefore, no private channels (e.g., private Facebook groups or invite-only YouTube channels) are acceptable in helping to administer the Scouting program. Private channels and private communication put both the youth and you at risk. If you feel the information you seek to share via social media channels should not be shared in public, you should not share that information via social media.
2. Two-deep leadership via social messaging means there should be no private messages and no one-on-one direct contact through email, Facebook messages, Twitter direct messaging, chats, instant messaging (Google Messenger, AIM, etc.), or other similar messaging features provided through social media sites. All communication between adults and youth should take place in a public forum (e.g. the Facebook wall), or at a bare minimum, electronic communication between adults and youth should always include one or more authorized adults openly "copied" (included) on the message or message thread.
3. Scouts should also be aware of general internet safety guidelines, such as posting personal information, and potential dangers of social media. Scouts and parents can view the Internet Safety Form on the Troop 524 website to view recommendations by the Boy Scouts of America.

SECTION 4 – PERMISSION OF TALENT. As defined by the Boy Scouts of America, Unit sites must consider the safety and privacy of their members and participants by obtaining the necessary permissions to release information about/images/video of any individual. Troop 524 will only use the first names of any Scout who appears in online pictures, and will obtain a talent release form to obtain permission to publish images/video through the re-chartering/joining of Troop 524, unless a parent or participant determines not to grant this permission. Troop 524, however does not need to obtain the permission to use names (including full names) that appear on the website as long as no photo/video is included with these names.

ARTICLE XVII – YOUTH PROTECTION

Troop 524 will operate in accordance with the BSA's Two-Deep Leadership and Youth Protection policy. No adult leader will be left alone with a Scout (other than his/her son)

at any time except in the most severe emergencies. This includes merit badge

counseling, Scoutmaster Conferences, or outdoor activities.

ARTICLE XVIII – RIGHT TO APPEAR

Any person who has a grievance against Troop 524 or any adult leader of Troop 524 has the right to appear before the Committee to present the grievance. However, such persons are encouraged to first seek satisfaction through the Scoutmaster and/or Committee Chair.

ARTICLE XIX– REVIEW AND REVISION OF BY-LAWS

These By-Laws will be reviewed at least annually by the Committee at the beginning of the school year. Amendments may be proposed at any time during the year and will be reviewed by the Committee at the next regular meeting.

RECORD OF APPROVAL

The By-Laws were approved by a majority vote during a Committee meeting on February 26, 2006.

Keith Causin
Committee Chair

Tim DeRusha
Scoutmaster



Boy Scout Troop 524