

Troop 7220



By-Laws and Policies

Adopted: [set adopt date here]

Table of Contents

Troop 7220 By-Laws

I.	Introduction	3
II.	Troop Organization	3
III.	Membership	4
IV.	Training	5
V.	Review and Adoption	5

Troop 7220 Policies

Member Participation	5
Youth Attendance	6
Parent/Guardian Participation	6
Troop Committee	6
Committee Meetings	6
Finances	7
Troop Program	8
Troop Meetings	8
Courts of Honor	8
Trips, Campouts, and Special Activities	9
Advancement	10
Uniform	10
Elections	11
Summer Camp	11
High Adventure	11
Definitions	11
General Policy for High Adventure Crews	12
Policy for Initial Selection of High Adventure Crew Participants	12
Treatment of Persons not selected for participation	12
Deposit	13
Conduct	14
Electronic Devices	14
Troop 220 Behavior Plan	14

Troop 7220 By-Laws

I. Introduction

- A. The Information contained in this document is in addition and supplemental to the charter and By-laws of the Boy Scouts of America. It is intended to provide guidelines for Troop 7220 (hereinafter called Troop or Troop 220) operations.
- B. The purpose of these By-laws and Policies is to provide guidance to the Senior Patrol Leader (SPL), Scout Leadership, the Scoutmaster, the Troop Committee and all adult leaders on the proper operation of Troop 220. The Scoutmaster and the Troop Committee are responsible and have the authority to enforce these By-laws and Policies and encourage compliance by using the tried and true advice available in Boy Scouts of America (BSA) publications. In addition to these By-laws, the "Scouts BSA Handbook", the "Scoutmaster Handbook", the "Guide to Safe Scouting", and BSA published policies will guide Troop 220.
- C. Troop 220 embraces the "Youth Led" philosophy which encourages confidence, leadership skills and allows the Scouts the opportunity to both succeed and fail (except in those cases where life or limb is jeopardized), helping them prepare to be leaders in both business and the community.

II. Troop Organization

- A. Troop 220 is a chartered unit in the High Trail District of the Heart of America Council (HOAC) of the Boy Scouts of America.
- B. Troop 220 is sponsored by Lee's Summit Christian Church (LSCC), Lee's Summit Missouri and is chartered annually. LSCC provides a Chartered Organization Representative (COR). The COR is the liaison between the Troop and the chartered organization.
- C. The Troop Committee consists of all adults registered as adult leaders with the Heart of America Council, Boy Scouts of America, Troop 220. This committee has leadership from the Troop Committee Chairperson.
 - i. Committee meetings are open to all parents of registered Scouts of Troop 220.
 - ii. Voting members of the committee are defined as any registered adult leader in Troop 220 who has an active registered Scout in the Troop as well as any registered leader holding an Adult Leadership position in the Troop.
 - iii. A quorum shall be defined as 20% or more of the voting members as defined in the previous paragraph. All issues put before the committee shall be decided by a simple majority vote of eligible voting committee members present (no proxy votes). In the unlikely event of a tie, the Committee Chair shall be the tiebreaker.
 - iv. Troop Committee is responsible for governing the business of Troop 220, including finances, By-laws and Troop planning activities in accordance with accepted BSA practices.

- v. The Committee Chairperson will be appointed by the Chartered Organization Representative with final approval by the Chartered Organization.
- D. The Scoutmaster is the designated adult Troop leader and is responsible to the Troop Committee and the sponsoring organization for the overall Scouting program provided for the scouts in Troop.

The Scoutmaster will be appointed by the Chartered Organizational Representative with final approval by the Chartered Organization.

The Scoutmaster is assisted by and appoints the following:

- i. Adult Assistant Scoutmasters
- ii. Junior Assistant Scoutmasters (JASM/Youth). Junior Assistant Scoutmasters shall be at least 16 years of age.
- E. The Committee Chair is responsible for filling leadership positions needed to run an effective Troop program. Some of these positions may be, but are not limited to: Advancement Chair, Quartermaster, Secretary, Treasurer, Camping Coordinator and High Adventure Coordinator.
- F. The Troop Committee shall be responsible for the quality of the adult leadership in the Troop. The Troop Committee may at any time vote to remove any Troop 220 Adult Leader from their leadership position if the Troop Committee believes it would be for the betterment of the Troop 220 Scouting program. Any meeting that rules on the removal of an Adult Leader from a position of leadership shall conform to the requirements for a quorum of voting members as defined in Section II.C.3 and decided by a simple majority of voting members present.

III. Membership

- A. Membership for Scouts and Adult Leaders shall follow BSA National Guidelines.
- B. Youth membership in Troop 220 is open to all scouts who are 11 years old, or one who has completed the fifth grade or who have earned the Arrow of Light Award and is at least 10 years old but is not yet 18 years old.
- C. Adult membership in Troop 220 is open to all parents and/or guardians of youth members, members of the sponsoring organization, and other persons interested in serving the youth of this Troop. Adult membership must be approved by the Chartered Organization Representative, the Troop Committee Chairman, the Scoutmaster and the Heart of America Council. All adults applying for membership are subject to a background investigation as per BSA policy.
- D. Registration Requirements
 - i. 1. All applicants must meet the membership requirements established by BSA and HOAC at the time of registration and register for membership with the Heart of America Council, including completion of Youth Protection Training prior to registering with the Troop.

- ii. A parent or legal guardian must accompany each youth applicant when presenting an application to become a member of Troop 220.

IV. Training

- A. All Troop adult leaders are required to be trained and complete all training courses required by HOAC and National BSA policies.

V. Review and Adoption

- A. These By-laws can be amended by a two-thirds majority vote of a quorum of voting members of the Troop Committee Members.
- B. Troop 220 policies and attached appendices can be amended by a simple majority vote of a quorum of voting members of the voting members of the Troop Committee Members.
- C. Notice of impending changes to Troop By-laws and policies will be provided in writing at the regularly scheduled monthly Troop Committee meeting prior to the Troop Committee meeting when the vote will occur.
- D. The By-laws and policies shall be under the guardianship of the Troop Committee Chair. Each family of a Scout registered with the Troop, all registered Troop leaders, members of the Troop Committee and the Chartered Organization (LSCC) shall be provided access to these By-laws and policies.
- E. The By-laws and policies shall be reviewed annually by the Troop Committee at the September Troop Committee Meeting.

Troop 7220 Policies

VI. Membership Participation

A. Youth Attendance

- i. To be considered an active participant in Troop activities, a Scout must attend more than 50% of all Troop meetings (including service projects and special activities) and must camp overnight at more than 50% of the Troop campouts. This will be measured during each Scouting year (which starts at the first of September),
- ii. Attendance at meetings will be counted once the actual meeting starts. A Scout that arrives after the start of a meeting will still be counted as attending if they arrive in time to participate in the evening's activities and takes the personal responsibility to ensure their attendance is recorded by the Troop Scribe. Likewise, if a Scout misses part of a campout to participate in a sport, school or other important activity, they will be counted as attending if they spends the night at the campout.
- iii. If a Scout cannot attend a meeting or activity, they should inform their patrol leader in advance to let them know so the Scoutmaster, and their patrol, can be informed. However, the Scout will still be counted as absent from the activity unless the absence was caused from sickness, family obligations, church obligations, or school obligations (where the school activity is mandatory or part of a grade). Part of the responsibility of a Scout is to manage their time so that they can meet their school, sporting and other obligations and still actively participate in Troop activities.

B. Parent/Guardian Participation

- i. Troop 220 is a volunteer organization that depends upon parents and/or legal guardians for support. A fair and equitable share of assistance is expected from each parent and/or guardian.
- ii. Parents and/or guardians are expected to help furnish transportation to and from campouts and Troop activities.
- iii. Parents and/or guardians are expected to attend Courts of Honor.
- iv. Parents and/or guardians are encouraged to attend and assist with Troop meetings and activities, including campouts and service projects.
- v. Parents and/or guardians are encouraged to participate as adult leaders and are welcome at Troop Committee meetings. Only Committee members, as defined in the Troop By-laws, Section II may vote on issues before the Committee.

VII. Troop Committee

A. Troop Committee Meetings

- i. Monthly Troop Committee meetings are held at the LSCC on the first Thursday, following the first Tuesday, of every month.
- ii. The Troop Committee Chair or the Scoutmaster may schedule special meetings. Written notice of special Troop Committee meetings will be sent to all Troop

Committee members no less than seven days prior to the scheduled special meeting unless the urgency of the meeting topic is so extremely urgent that the meeting must be held on a shorter schedule. In such an event, all members of the Troop Committee will be notified of the special meeting via phone call or personal face to face notification.

- iii. The Troop Committee Chair; Chartering Organization Representative; Scoutmaster; Unit Commissioner, Committee Treasurer; and Committee members in charge of Advancement, Fundraising, Camping, Membership, and High Adventure Camping are expected to attend Troop committee meetings. Parents of Scouts, adult leaders, and other adults associated with the Troop are encouraged to attend. The Senior Patrol Leader is invited to attend but is not considered a voting member of the Committee.

B. Finances

- i. The troop financial policies shall be determined by the troop committee and reviewed periodically.
- ii. The Troop Treasurer shall make available a yearly troop financial statement at the September Court of Honor.
- iii. Recharter costs for all the scouts and leaders will be set annually. Recharter fees will consist of the amount set by the HOAC plus an additional amount as deemed appropriate by the Troop Committee to help offset the costs of the annual operating costs.
- iv. A currently registered scout transferring from another scout unit or a Webelos Scout will be charged the HOAC transfer fee along with a pro-rata share of the Troop 220 operating fee amount as defined by the Troop Committee. scouts Life subscriptions are in addition to the above fees.
- v. Summer camp payments must be made as follows:
 - 1. Deposit as required by HOAC, by October 1 to reserve a spot at camp,
 - 2. Approximately 50% of the remaining fee 1 week prior to when the 2nd camp payment is due HOAC,
 - 3. Remaining amount 1 week prior to when the final camp payment is due HOAC.
- vi. The Committee Chairman and Charter Organization Representative will appoint a Troop Treasurer who will be responsible for all troop financial records.
- vii. The Troop Treasurer will maintain all financial records. They will be responsible for making sure all dues are paid, all summer camp fees are paid, and any special overnight fees are collected to cover the necessary troop expenses.
- viii. The Troop Treasurer will have the responsibility to pay all bills and maintain receipts for same.
- ix. The troop will maintain the necessary bank accounts and have 3 members authorized to sign the checks or draw from the savings account. They will be the Committee Chairman, the Troop Treasurer and Charter Organization Representative.

- x. The Committee Chairman or the Troop Treasurer will approve normal operational expenditures. All capital expenditures require approval of the troop committee.
- xi. The Troop Treasurer will prepare a monthly report to be given at the monthly troop committee meeting, detailing the activity of the past month, including monies received, monies paid out and monies committed.
- xii. All fundraising projects must be approved by the Charter Organization Representative of the sponsoring institution and Boy Scouts of America.
 - 1. Fundraising activities should be within the established rules of the Chartered Organization, in that there should be no elements of gambling or chance. This is interpreted to include such things as carnivals with booths that have cake walks, bingo, raffles or any other such activity where chances are to be sold.
 - 2. Distribution of proceeds from a fundraiser will be determined by a majority vote of the troop committee.

VIII. Troop Program

A. Troop Meetings

- i. The Troop shall have regular meetings. The time, schedule and agenda for these meetings shall be established annually during a planning session led by the Troop's Scout leadership and guided by the Troop's adult leadership.
- ii. Special meetings and activities may be held when desired by the Scout led leadership of the Troop and shall be coordinated with the Scoutmaster to ensure Adult Leader supervision in accordance with HOAC and national BSA policies. Notice of special meetings and activities to Scouts and Adult Leaders of the Troop will be the responsibility of the Scout led leadership.
- iii. All Troop and Patrol meetings, outings and activities shall be conducted in conformance with all the provisions of the BSA Guide to Safe Scouting for Unit Activities.

B. Courts of Honor

- i. A minimum of four (4) Courts of Honor will be held throughout the year (March, May, September and December).
- ii. Courts of Honor are held to formally recognize Scout achievement and advancement. Leadership induction and other Troop recognitions may be conducted at these times.
- iii. All Scouts, parents, Troop leaders, and committee members are urged to attend. Family members and friends are also welcomed. Commissioners and members of the Heart of America Council and the High Trail District are encouraged to attend.
- iv. Eagle Courts of Honor will be held twice each year in April and October.
- v. All Courts of Honor are considered regular Troop meetings and attendance will be taken.

C. Trips, Campouts, and Special Activities

- i. Adult leadership shall adequately supervise all activities.
- ii. At least one week prior to leaving on the overnight, each scout will give a commitment to their patrol leader as to their going or not going on the overnight.

The money for the meals will be paid to the patrol's grub master when:

1. The Troop convenes for the campout/activity
2. When the troop returns from the campout/activity.
3. The Monday meeting immediately following the campout/activity.

If a scout cannot pay at one of these 3 times, then arrangements should be made to have the money given to the grub master at a better time

- iii. If a scout notifies their patrol leader before they buy the food that they cannot go, they will receive their money back. If they do NOT notify their patrol leader before food is purchased, their money will not be refunded. If a scout does not pay before the patrol leader buys the food, they will NOT go on that particular overnight unless they make arrangements with the patrol leader.
- iv. Current BSA medical forms should be on file with the Troop for any Scouts attending a Troop or Patrol activity.
- v. Parents and/or guardians must inform the Scoutmaster or a designated representative of the need for a Scout to receive medication while on a Troop/Patrol activity, including any summer camp or high adventure activity. This notification must be in writing with the medication and dosage listed and kept together in a zip-lock type bag. Both over the counter and prescription medications shall be in their original packaging clearly indicating dosage and administration instructions and shall be given to the adult leader in charge of the Scouting activity. The only medication that a Scout may have on their person is an asthma inhaler, an Epinephrine auto injector, or other lifesaving emergency medications.
- vi. Float trips may be a part of the troop's activities. All scouts are required to have the swimming merit badge to participate in a Troop float trip. All persons participating in the float must wear an approved personal floatation device while on or in the water.
- vii. This troop will not tolerate the presence of alcoholic beverages or illegal drugs on any Scouting activity. Smoking or chewing tobacco by a minor on any Scouting activity is prohibited. Those found in possession of such substances will be asked to leave the activity and will not receive credit for attendance and/or participation; further action may be taken on a case-by-case basis in accordance to the disciplinary policies section.
- viii. The minimum age requirement of drivers on Scouting activities will be 18 years of age or older for hauling equipment on a local basis. The driver must be at least 21 years of age for transporting passengers or for driving on national trips. they must also carry liability insurance that complies with national requirements.

- ix. No Sunday activities shall be carried on without giving the scouts and leaders the opportunity to worship either by attending their own religious services or one held by the unit itself. No scout shall be penalized because they choose their church activity first when it conflicts with the scouting program.
- x. The Patrol Leaders Council will conduct semi-annual planning sessions to develop a 6 month plan for activities and campouts. Planning should be done to ensure that activities and campouts are known and scheduled on a rolling 12 month calendar. Each 6 month plan must be presented to and approved by the Troop Committee. Effort should be made to participate in local District and Council events when possible.

D. Advancement

- i. The Troop Advancement Chair will maintain complete up to date advancement records. It is recommended that the Troop Advancement Chair work with the Scoutmaster and Assistant Scoutmasters and track each Scout's advancement on a weekly or monthly basis, rather than on a rank advancement basis.

The Advancement Chairman will submit all advancement records to HOAC via the prescribed Internet Advancement program.

The Scoutmaster will conduct an Advancement and Recommendation meeting in March and October to review the advancement of each Scout in preparation for their next rank advancement and prepare for camp. Emphasis will be placed on ensuring leadership positions are made available and filled.

E. Uniform

- i. The unit will appear properly uniformed for all activities unless otherwise directed by the unit leaders.
- ii. The Troop 220 Scouts BSA Class A uniform shall consist of official Scouts BSA shirt and scarf, appropriate slide, scout pants (scout shorts and socks are acceptable) socks, belt, presentable shoes plus the patches and awards they have earned.
- iii. The Troop 220 leader's Class A Uniform shall consist of official scout pants (long scout pants or scout shorts with scout socks), scout shirt, belt, socks, along with their patches and awards.
- iv. The Troop 220 Class B uniform shall consist of the Troop 220 tee shirt or other scouting tee shirt, scout pants (scout shorts and socks are acceptable), scout socks, scout belt and shoes. This is also the everyday wear for all scouts while at camp.
- v. Class A uniforms are to be worn to:
 1. Investitures
 2. Boards of Review
 3. Campouts
 4. Courts of Honor
 5. 2nd and 4th Monday Troop Meetings

6. Optional uniforms can be worn to all other scouting functions and troop meetings.
- vi. Troop 220 travel to and from all its camp outs, summer camp, and other activities in Class A uniforms unless otherwise advised.

F. Elections

- i. Troop elections for the Scout leadership positions within the Troop and Patrols will be held in May and November of each year.
- ii. Scouts will vote for an Assistant Senior Patrol Leader who will serve under the Presiding Senior Patrol Leader. At the next election, the Assistant Senior Patrol Leader will assume the position of Senior Patrol Leader and serve a 6-month term.
- iii. All other positions will serve a 6-month term of office.

IX. Summer Camp

A. Campsite Scoutmaster

- i. The position of Campsite Scoutmaster at the H. Roe Bartle Scout Reservation is a revolving position designed to allow registered leaders the opportunity to serve in this position. Selection of the Campsite Scoutmaster will be mutually decided by the Scoutmaster, Committee Chairman and Chartered Organizational Representative.

The Campsite Scoutmaster will be selected just prior to the camp season and will need to serve as Assistant Campsite Scoutmaster the year prior to serving as the Campsite Scoutmaster.

X. High Adventure

The purpose of this policy statement is to establish guidelines for participation in High Adventure activities sponsored by Troop 220.

The goal of this policy is to provide for consistent application of objective standards to candidates for Troop 220 high adventure activities, which standards are grounded in fair treatment of interested parties and encourage and reward active participation in Troop activities on a large scale.

A. Definitions

- i. 1. Registration Date: The starting date of the High Adventure lottery; or the crew registration date for High Adventures that do not conduct a lottery, or for crews organized after the lottery has completed.
- ii. 2. Troop Events: All troop meetings, camp-outs and other events at which attendance by the entire troop is expected.
- iii. 3. Scout: A scout age 18 or under, who, as of the Registration Date, has not graduated from high school (or home school equivalent) and is registered in Troop 220.
- iv. 4. Scouter:
 - v. a. An adult age 18-20 who, as of the Registration Date, has graduated from high school (or home school equivalent) and is registered with Troop 220.

- vi. Or an adult, age 21 or older, who is registered with Troop 220 at time of high adventure registration.
- B. General Policy for High Adventure Crews
- i. Notwithstanding the BSA minimum age requirements for various High Adventure Camps, Scouts in Troop 220 must be age 14 or older (or age 13 and have completed the 8th grade) prior to attending a High Adventure Camp.
 - 1. For High Adventure treks taking place during the school year (including Okpik), a Scout who would be eligible to attend the following summer is eligible to attend during the school year.
 - ii. Every Crew shall have at least two adult leaders, age 21 or older.
 - iii. High adventure activities can be physically, and emotionally challenging events and it is the responsibility of each participant to take seriously their or their responsibility to prepare for the event. This policy shall not limit the adult leader(s) ability to later disqualify a participant for failing to properly prepare, if the adult leader(s) believe such decision is in the best interest of the crew.
- C. Policy for Initial Selection of High Adventure Crew Participants
- i. The adult leader(s) in charge of the high adventure activity shall use best efforts to secure crew reservations that will accommodate all Troop 220 Scouts and Scouters who have paid the required initial deposit prior to the Registration Date.
 - ii. If the lottery or reservation process results in fewer available crew positions than paid deposits:
 - 1. The adult leader(s) in charge shall make an effort to secure an additional crew reservation and recruit additional Scouts and Scouters to participate in the high adventure activity and fill the crew, provided that such individuals meet the requirements of the program and its crew sizing parameters. Due to the extreme physical and emotional requirements of high adventure activities, it may not be feasible, or in the best interest of the participating Scouts and Scouters, to “artificially” assemble an additional crew to accommodate all interested parties.
 - 2. b. Selection of Scout participants shall be made in accordance with the following criteria, which shall be evaluated in the sequence given below:
 - a. **Attendance:** A Scout whose attendance at Troop Events is less than 50% for the twelve-month period immediately preceding the Registration Date shall be disqualified from participation.
 - b. **Voluntary Withdrawal:** The adult leader(s) in charge shall ask for volunteers to withdraw from consideration. In the event that a request for voluntary withdrawal produces more volunteers than are necessary to bring the crew to the optimal number, the volunteers allowed to remain shall be selected in accordance with the other criteria in this section.
 - c. **Age Priority:**
 - i. Scouts shall have priority over Scouters.

- ii. Scouters age 18-20 shall have priority over Scouters age 21 and over.

d. **Rank Priority:**

- i. A Scout having achieved higher rank as of the Registration Date for the particular high adventure activity shall have priority for participation over lower-ranked Scouts. In the case of Eagle Scouts, the number of Eagle Palms earned shall determine the higher rank.
- ii. A Scout having held their achieved rank for the longest period of time as of the Registration Date for the particular high adventure activity shall have priority for participation over a Scout of the same rank.

- e. **Ties:** In the event that application of the preceding criteria results in a tie among 2 or more individuals, final selection shall be determined by a coin flip, lottery, or other method approved by the Troop Committee Chairman.

- 3. In the event it becomes necessary to reduce the number of participating Scouters age 21 and over, selection shall be made by the Troop 220 executive team (COR, Scoutmaster, and Committee Chair), taking into account the following factors:

- iii. First priority should be given to a Scouter whose scout is participating in the high adventure activity.
- iv. Only one parent per family should be allowed participate
- v. A Scouter with a greater level of Scout training applicable to the High Adventure activity as of the Registration Date should have priority for participation over Scouters with a lower level of training.

D. **Treatment of Persons Not Selected for Participation**

- i. A Scout who voluntarily withdraws or is not selected to participate in a high adventure activity due to the application of this policy shall have first priority on the next high adventure they apply to while a Scout, provided they meets the attendance criteria given above.
- ii. If a selected crewmember later withdraws or is disqualified from participation, Scouts who were previously not selected to participate in this high adventure will, at the discretion of the adult leader(s) of the crew, be given first opportunity to join the crew.
- iii. Scouts who are disqualified by the adult leader(s) of a crew for failing to prepare shall not be given any preferential treatment for participation in future High Adventures.

E. **Deposit**

- i. A Scout or Scouter who voluntarily withdraws or is not selected to participate in a high adventure activity due to the application of this policy will receive a full refund of their or their deposit.

XI. Conduct

A. Electronic Devices

- i. Troop Meetings – A lot of information will be provided to scouts within the limited time allocated for the meeting. Because of this, we ask that all Electronic Devices be turned off for the duration of the meeting unless permission from the Scoutmaster has been given. If a device however does become disruptive to other scouts, the Scoutmaster – or their designee – may remove the device from the scout for the remainder of the meeting.
- ii. Campouts & Activities
 1. For protection of the device, we ask that electronic devices not to be brought on campouts and activities by the youth without scoutmaster approval.
 2. Should a device be brought and end up becoming disruptive to the program or end up violating the Youth Protection policy against another troop member, the Scoutmaster – or their designee – may remove the device from the scout for the duration of the activity and be returned when the scout’s parent/guardian arrives to pick up their child.
 3. Most, if not all, adults attending these events will have an electronic device and/or cellphone which a scout may use if, and when, needed. For each activity, a point of contact & the contact of the Scoutmaster will be given should a parent/guardian need to get in contact with their scout in the event of an emergency.

B. Troop 220 Behavior Plan

- i. The behavior plan is a behavioral contract between the Chartered Organization (Lee’s Summit Christian Church), Troop 220, and its members.
- ii. Due to the nature of the behavior plan being part of a yearly contract between the chartered organization and the family of the scout, it will be housed separately from this policy document.
- iii. The behavior plan will be signed by the scout and their parent(s)/guardian(s) each year at recharter. If after recharter the scout doesn’t have this document on record, they will not be allowed to participate in scouting events until it is signed.