



Boy Scouts of America

TROOP 640



BYLAWS

Littleton, CO 80127

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Article I - Introduction

Purpose of the Bylaws

The purpose of the Troop 640 bylaws is to establish both rules and guidelines for the operation of a successful Boy Scout troop. Within this document, use of terms such as “shall” or “must” denotes a rule or requirement and “should” or “may” denotes a guideline. These bylaws are intended to help provide a program that will give the Scouts of Troop 640 the opportunity to achieve the three aims of Scouting (***while having fun!***):

- 1) *Build character*
- 2) *Foster citizenship, and*
- 3) *Develop fitness.*

Troop 640's Bylaws are intended to agree with the rules and policies of all levels of the Boy Scouts of America (BSA). In the event of conflict, Troop 640's Bylaws will be superseded by BSA's policies. Any situation that is not addressed in these bylaws, shall be discussed by the Patrol Leaders Council (as appropriate), and then discussed and resolved by the Troop Committee with input from the adult Scout leadership.

The troop bylaws and other supporting publications such as the ***Code of Conduct***, ***Yearly Planning Calendars***, Weekly Troop Announcement Emails and ***the Troop Website*** are to provide further communication among the members of the Troop 640 family. These publications will be distributed to all troop families. Their contents are developed and updated by the troop's adult leaders. The bylaws govern the administration of the troop and will be reviewed and approved by the Committee regularly (targeted to be completed annually) to ensure that they continue to accurately reflect our troop's aims and policies.

Article II – Troop Committee

In accordance with Boy Scouts of America policy, the Troop Committee, hereafter called the Committee, is the governing body of the Boy Scout troop and responsible to the Charter Organization for all facets of troop policy and activities. Leadership of the Committee resides with the Troop Committee Chairperson elected through majority vote of Committee members on an annual basis. The primary responsibility of the Committee is to establish policy and strategic direction for the troop. Collateral duties of the Committee include overall supervision and ensuring adequate support of the Scoutmaster in troop administration and troop programs.

Committee Organization and Responsibilities

1. Committee membership is open to any adult properly registered with Troop 640. The Scoutmaster and the Assistant Scoutmasters are, by BSA rule, not voting members of the Committee but may be in attendance at all Committee meetings in an advisory and consultative role.
2. Annually during the 1st quarter of the year, the Committee shall elect a Committee Chairperson, Secretary, and Treasurer for a term of one year.
3. The Committee Chairperson shall appoint all other committees upon approval of the Committee.
4. A defined chain of authority being necessary for good order and smooth operations of the troop, the Committee Chair, the Committee Secretary, and the Troop Treasurer shall form the Troop Management Committee. The role of the Management Committee is to approve urgent expenditures that need to be completed before the next normally scheduled committee meeting.
5. All Committee positions shall be filled as soon as practical.
6. The Committee shall hold regular and special meetings as requested by the Committee Chair. Decisions of the Committee shall be determined by a majority vote of the active committee members in attendance. Active Committee members are defined as registered committee members who have attended at least 50% of the last six Committee meetings. A current roll of “active” members shall be recorded at each meeting by the Secretary.
7. Through a formal petition signed by at least 50 percent of the parents of registered Scouts in the Troop, the Charter Organization Representative may be requested to conduct a meeting

to hear any issues of concern regarding the performance and/or conduct of the Committee or Scout Troop.

8. The Committee shall work with the Charter Organization to ensure meeting facilities and other logistical support agreed upon meet troop and Charter Organization expectations. The Committee will maintain an active liaison with the Charter Organization such that good communication exists at all times between the Charter Organization and the troop.
9. The Committee shall approve the troop program prior to implementation.
10. The Committee shall be responsible for fiduciary activities of the troop to include but not limited to approving expenditures, collecting and distributing dues, and the planning and organizing troop fund raising activities.
11. The Committee is responsible to ensure timely and appropriate recognition is awarded. The Committee will recommend up to the allotted number of qualified adults for Order of the Arrow.

Adult Troop Leaders

1. A Sub-Committee shall be formed to review the credentials of and interview prospective nominees for the position of Scoutmaster. The Committee will elect the position of Scoutmaster by majority vote of a quorum of the Committee. A quorum is defined as two-thirds of Active Committee members (refer to Article II).
2. Once approved, the Scoutmaster has authority to coach, mentor, and lead the troop in an appropriate manner with the full support of all members of the troop committee and Scouting parents. The role of the Committee is to facilitate success of the plans and objectives expressed by the Scoutmaster and developed by Scouts through the Patrol Leaders' Council.
3. The Scoutmaster's role is essentially that of managing and directing the operations of the Scout troop. At regular intervals the Scoutmaster will present a report to the Committee that will address the operations of the troop.
4. The Scoutmaster shall initiate requests of the Committee through the Committee Chairperson.
5. The Committee has the authority to replace the Scoutmaster or other adult leaders if deemed necessary. Any actions to initiate suspension or replace any adult troop leader should include prior consultation with appropriate Denver Area Council representatives and the

troop's Chartered Organization Representative. Prior to final determination, the Committee must specifically identify the issues or charges in writing and afford the opportunity for rebutting written and/or verbal statements to be presented before those adjudicating the issue.

6. If there is a specific concern, incident, or issue involving the immediate safety and welfare of Scouts, the Committee Chair may immediately suspend the Scoutmaster or any other adult leader, pending full resolution and disposition by the Committee.
7. Assistant Scoutmasters shall be appointed by the Scoutmaster and approved by the Committee Chair and the Chartered Organization Representative.

Article III – Adult Leadership

Specific responsibilities of adult leaders are described in the following paragraphs:

- 1) All elected Committee members and registered adult leaders are **strongly urged** to complete appropriate BSA position-specific leadership training and are required to be current with BSA Youth Protection Training.
- 2) The Scoutmaster, with the support of the Assistant Scoutmasters, shall have the following specific responsibilities:
 - a) Train and guide boy leaders to run the troop.
 - b) Work with and through responsible adults to bring Scouting to boys.
 - c) Help boys to grow by encouraging them to learn for themselves.
 - d) Guide boys in planning the troop program.
 - e) Recruit Assistant Scoutmasters.
 - f) Conduct Scoutmaster conferences.
 - g) Recruit new Scouts.
 - h) The Scoutmaster may delegate his responsibilities as he sees fit.
- 3) Using the Scoutmaster Handbook as a guide, the Scoutmaster, with the support of the Assistant Scoutmasters, shall conduct Youth Leadership Training at least twice each year. This training shall include all youth leaders.

- 4) The troop shall be accompanied by at least two trained adult leaders on each outing and overnight campout to assist in supervising the event.

Parent Responsibilities

- 1) Parents (including legal guardians and caretakers) are expected to participate in troop activities and fulfill certain responsibilities to their Scout and the troop as follows:
 - a) Procure and maintain appropriate Scout uniforms, clothing, and personal equipment such that the Scout can safely and positively participate in troop Scouting events.
 - b) Provide completed permission slips as required by troop leadership for troop events. Completed permission slips acknowledge acceptance of all financial charges related to the event.
 - c) Annually submit and maintain current medical information on file with the troop.
 - d) Provide a completed Automobile Information Form with accurate insurance and license information.
- 2) Parents of a new Scout member are encouraged to accompany their Scout to the first meeting he attends, and any other meetings of their choice.
- 3) Parents of Scouts shall arrange transportation for their Scout to and from troop and patrol meetings. Parents are encouraged to carpool.
- 4) Transportation to and from troop outings shall be organized by the Tour Leader and provided by the parents of the Scouts. Carpooling is encouraged.
- 5) Each Scout's parent is expected to volunteer their services during troop outings and campouts and to familiarize themselves with BSA and Troop 640 policies.
- 6) Parents are encouraged to participate in the troop. Adults participating in troop activities are required to meet BSA Youth Protection Training requirements.

Article IV - Youth Leadership

To the maximum extent possible, the troop shall be governed by the Patrol Leaders' Council (PLC). Membership of the PLC shall include the Senior Patrol Leader (SPL), who shall also serve as the chairman, Assistant Senior Patrol Leaders (ASPLs), Patrol Leaders (or Assistant Patrol Leaders in the absence of Patrol Leaders), Troop Guides, and Troop Scribe. The SPL, ASPL(s) and Patrol Leaders shall constitute the voting members of the PLC. The Scoutmaster shall serve as coach/counselor to the PLC, and may veto any of its decisions. The Scoutmaster or his representative must attend all PLC meetings.

- 1) Youth leadership of the Troop shall include the positions listed in the Scoutmaster's Handbook, which are: Senior Patrol Leader, Assistant Senior Patrol Leader, Scribe, Librarian, Historian, Quartermaster, Chaplain's Aide, Leave No Trace Trainer and Webmaster's Aide. The Scoutmaster may also assign other leadership positions that will be included in the youth leadership structure of the troop, e.g., troop guides, instructors
- 2) The Senior Patrol Leader (SPL) is the youth leader of the Troop. In his absence, the Assistant Senior Patrol Leader (ASPL) shall assume the SPL's responsibilities.
- 3) With the assistance of the Scoutmaster and the Assistant Scoutmasters, the PLC shall develop the annual troop program plan. The plan must be submitted to the Committee for approval.
- 4) The Scoutmaster will evaluate all interested SPL candidates. All candidates must be First Class or above, Big Horn trained, and receive the Scoutmaster's approval. The SPL is elected by the Scouts.
- 5) The candidates for Assistant Senior Patrol Leaders (ASPLs) must be at least First Class rank, Big Horn trained, and received the Scoutmaster's approval. The ASPLs will be appointed by the SPL. The ASPL(s) shall serve for a six-month term. All other youth leaders except Patrol Leaders and Patrol positions shall be appointed by the SPL with the approval of the Scoutmaster.
- 6) Patrol Leader and Assistant Patrol Leader elections will be conducted every six months by secret ballot.
- 7) Should an elected or appointed youth leader become inactive or fail to fulfill the responsibilities of the position, he shall be replaced in that office at the discretion of the SPL in consultation with the Scoutmaster. Should the SPL become inactive or fail to fulfill his

responsibilities, he will be replaced at the discretion of the Scoutmaster.

- 8) The Patrol Leaders Council shall hold regular meetings as scheduled by the Senior Patrol Leader. Short review meetings may be held as required. PLC members are expected to attend PLC meetings.

Article V - Membership Requirements

- 1) To become a member of Troop 640 a boy must:
 - a) Meet BSA requirements
 - b) Submit a completed Boy Scout application and health history signed by a parent or guardian
- 2) Membership will become effective upon:
 - a) Receipt by the Committee of a completed application accompanied by joining fees and the first six months dues.
 - b) Receipt by the Committee of a statement of acknowledgement and acceptance of these bylaws and the Code of Conduct.
- 3) A Scout may have his membership in the troop terminated due to any of the following reasons:
 - a) He transfers to another troop.
 - b) He decides not to remain active.
 - c) His membership in Troop 640 is terminated by the Committee due to actions that are unbecoming of a Boy Scout as defined by the Scout Oath and Scout Law, and are in conflict with the Code of Conduct and/or the Bylaws. Any action to terminate a Scout will be done in compliance with the Code of Conduct and BSA guidelines.
 - d) He does not fulfill his financial obligations to the troop.
 - e) He is not re-chartered due to lack of regular participation at troop activities without prior notification to the Scoutmaster for his absence.

Article VI - Fees and Dues

- 1) The total annual dues are \$75.00. The fee is paid in two installments of \$37.50 each. The first installment is due March 1. The second payment is due September 1. For those members who join during the calendar year, dues will be prorated. At the time a Scout joins the troop, a \$75.00 joining fee is collected.
- 2) If an active Scout's family is in financial distress, they are encouraged to contact the Committee Chair. The Committee Chair may defer payment of the Scout's financial obligations.
- 3) All adult leaders' annual registration fees shall be paid by the troop. All adult training (beyond the basic requirements) and camping fees is the responsibility of each adult.
- 4) There shall be no refund for dues.
- 5) Camping fees and other expenses associated with Scouting events are charged to the Scout's account. There must be sufficient funds in the Scout Account prior to the event. The Troop will not advance fees or funds for a Scouting event, unless previously approved by the Committee Chair.
- 6) Once a completed permission slip has been submitted for an event, fees are not refundable.
- 7) A Board of Review for rank advancement will not be performed unless the Scout Account is current.

Article VII – Troop and Patrol Meetings

- 1) Troop meetings are normally held weekly at Genesis Presbyterian Church. Planned meeting schedules and subjects are contained in the Troop 640 calendar. The normal meeting time is from 7 p.m. to 8:30 p.m.
- 2) The Senior Patrol leader, or designee, shall conduct troop meetings.
- 3) Patrols will be allotted time to conduct Patrol business during "Patrol Corners" at each regular troop meeting.
- 4) Patrols are encouraged to hold patrol meetings to plan patrol activities, to conduct pack-checks prior to campouts, to develop teamwork, and to provide the Patrol Leader with leadership opportunities.

- 5) All Scouts are expected to be in full uniform, as defined in Article XI, at all troop meetings, patrol meetings and activities, except when specifically excluded by the Scoutmaster.

Article VIII – Outdoor Program

- 1) It is the goal of Troop 640 to hold one weekend campout each month.
- 2) The troop shall schedule a one-week summer camp each year. When sufficient interest can be generated, the troop will also provide the opportunity for older Scouts to attend a BSA High Adventure Camp.
- 3) Attendance at all troop or patrol-sponsored outdoor activities is highly encouraged, but may be restricted or limited to those Scouts who meet certain medical, experience or rank requirements established by the Committee or BSA.
- 4) Scouts must meet the requirements of any troop activity. Permission slips must be completed, current medical information must be provided on the appropriate medical form, sufficient funds must be in the Scout Account, and any other outing specific forms must be completed before a Scout is allowed to proceed on a Scouting activity. The parent of the scout must provide complete and accurate information for any required medical form and/or permission slip. .
- 5) Parents will provide complete and accurate contact information (phone, cellphone, email, etc.). This information may be made public to other troop members for the use of troop communications only (no non-troop related fundraising or other solicitation, etc.). If there is a form of contact information that the parent requests remain private, then they are not to provide that information.
- 6) For all outdoor outings, the troop shall strictly adhere to the BSA policy of two-deep adult leadership and all adults will be Youth Protection trained.
- 7) The policy of Troop 640 is that neither adult leaders nor the troop are responsible for replacement of lost or damaged personal equipment if the loss or damage is due to a registered adult leader of Troop 640. This policy does not cover damage due to negligence or damage after borrowing another person's personal equipment.

Article IX - Rank Advancement

- 1) The troop shall provide a program that will provide a Scout with the opportunity to attain First Class rank within one year.
- 2) Any trained adult leaders may elect to meet with and counsel any Scout (with his parents in attendance if deemed advisable) who is not advancing.
- 3) Advancement will be granted upon completion and approval of all Scout Handbook required activities. A scout who has attained the rank of 1st Class or higher may approve the completion of scout skills by another scout who is a candidate to earn the rank of 1st Class or lower. Rank requirements for Star, Life, and Eagle candidates must be signed by ASMs or other qualified adults. Parents may not approve or sign off on requirements for their son(s).
- 4) Prior to the Scoutmaster's Conference – a Scout seeking advancement to the next rank, must confirm with the Troop Advancement Chairperson, that all requirements are complete and recorded in Troop Master or other tracking mechanism.
- 5) The Scoutmaster shall hold a personal conference with the advancing Scout following the completion of all other advancement requirements. If the Scoutmaster determines the Scout has satisfactorily completed all of the requirements, he shall recommend the Scout for advancement.
- 6) Scouts appearing before the Scoutmaster, for their Scoutmaster Conference, shall be in full uniform and shall have their Boy Scout Handbook. Failure to be prepared shall result in the cancellation of the Scoutmaster's Conference.
- 7) Once the Scout has been recommended for advancement by the Scoutmaster, he will appear before a Board of Review. This Board of Review is made up of at least three and not more than six members of the Committee. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's Board of Review. A Board of Review will be held as scheduled by the Advancement Chair.
- 8) Prior to a Board of Review being scheduled, a Scout's financial obligations must be current.
- 9) Scouts appearing before the Board of Review shall be in full uniform and shall have their Boy Scout Handbook. Failure to be prepared shall result in the cancellation of the Board of Review.
- 10) An advancing Scout will be presented with his new rank at the next troop meeting following his Board of Review. He will also receive formal recognition for his advancement at the next

Court of Honor.

- 11) The troop shall hold a minimum of three Courts of Honor each year. Scouts and adult leaders shall be in full uniform for a Court of Honor.

Article X – Merit Badges

- 1) The Advancement Chairperson shall maintain a list of all approved Merit Badge counselors. New parents and adult leaders are urged to register as a Merit Badge counselors in one or more areas of interest and to attend Merit Badge Counselor Training.
- 2) When a Scout decides to pursue a particular Merit Badge, he must obtain a blank Merit Badge application and certificate card known as a “blue card” from the Advancement Chair or designee, along with the name(s) of an approved Merit Badge counselor. The Scout must approach the Merit Badge counselor for guidance.
- 3) Merit-Badge counselors, or other Committee-approved persons, may instruct individually or in classes but, in either case, another Scout or registered adult must be present. Counselors may use their own discretion as to the number of Scouts in each class. However, counselors are urged to accept all Scouts who sign up, even if it means holding more than one class. A parent may not sign off as a Merit Badge counselor on their own son’s Merit Badge unless approved by the Advancement chairperson.
- 4) After completing all Merit Badge requirements and having the Merit Badge “blue card” completed by the counselor, the Scout must present the card to the Scoutmaster for signature and then to the Advancement Chairperson for recording.
- 5) As often as possible, the Scout will be presented with the Merit Badges he has earned at the next troop meeting. He also will receive formal recognition for his Merit Badge(s) at the next Court of Honor.

Article XI – Uniforms

- 1) The Field Uniform (also referred to as a Class A uniform) is defined in the Scout Handbook. Scouts are encouraged to wear the Field Uniform to all troop meetings except during the period between Memorial Day and Labor Day, when the Activities Uniform (Class B) may be worn.

- 2) The Activities Uniform (Class B) shall consist of the Troop T-shirt and scout-appropriate shorts or slacks.
- 3) Field Uniforms are required during Scoutmaster Conferences and Boards of Review, and are strongly encouraged at Courts of Honor.
- 4) Neither the field uniform nor the activities uniforms shall be worn by Scouts or adult leaders under the following conditions:
 - a) when a commercial product or service is being sold.
 - b) when the activity would tend to dishonor or discredit the uniform.
 - c) when the wearing of the uniform would tend to imply endorsement by Scouting of a product, service, political candidate or philosophy
- 5) Clothing display inappropriate information are prohibited.

Article XII – Amendment of the Bylaws

- 1) Changes to these bylaws may be proposed by any Scout or adult in the troop and will become effective when approved by majority vote of the Active Committee members (refer to Article II) in attendance at a regularly scheduled Committee meeting. Once approved, notice of a proposed change to these bylaws will be announced at a troop meeting and/or through email.

Article XIII - Acceptance Statement

Each Scout and parent/guardian shall sign this statement of acceptance of the Troop 640 Bylaws. This acceptance statement will be retained by the troop Committee and will indicate that the Scout and his parent(s) or guardian(s) have read and understood the bylaws and agree to abide by them.

In addition for Parent and/or legal guardian:

I understand that participation in Scouting activities involves a certain degree of risk and can be physically, mentally, and emotionally demanding. I have carefully considered the risk involved and have given consent for myself or my child to participate in this troop and related activities including travel to or from any event. I also understand that participation in these activities is entirely voluntary and requires participants to abide by applicable rules and standards of conduct. I release Troop 640, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all claims or liability arising out of participating in the Troop meetings, travel and activities.

I hereby release and waive any and all claims that I may have or that I may accrue against Troop 640, BSA and Scouting's chartered organization and any of their affiliates, agents, servants, employees, officers, directors and volunteers arising out of my use of property under this agreement. I shall indemnify, hold free and harmless, assume liability for, and defend Troop 640, BSA, or Scouting's chartered organizations, and any of their affiliates, agents, servants, employees, officers, volunteers, and directors from any and all costs and expenses, including but not limited to, attorneys' fees, reasonable investigative and discovery costs, court costs, and all other sums that the Boy Scouts of America, Troop 640, or Scouting's chartered organizations, and any of their affiliates, agents, servants, employees, officers, volunteers, and directors incur as a result of any demand for claim or assertion of liability under any municipal, state or federal law or cause of action, including any action under the Americans with Disabilities Act, arising or alleged to have arisen out of any act or omission of, or any use of real or personal property belonging to Troop 640, BSA, or Scouting's chartered organizations, and any of their affiliates, agents, servants, employees, officers, volunteers, and directors.

In case of emergency involving my child, I understand every effort will be made to contact me. In the event I cannot be reached, I hereby give my permission to Troop 640 to secure proper treatment. Medical providers are authorized to disclose to the adult in charge examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program activities. I understand that I am financial responsible for any care provided to my child should expenses be incurred for transportation, diagnosis, treatment, etc.

Signed _____

Scout

Printed Name _____

Scout

Signed _____

Parent or Legal Guardian

Printed Name _____

Parent or Legal Guardian

Date _____