

**BOY SCOUTS OF AMERICA
NATIONAL CAPITAL AREA COUNCIL
BULL RUN DISTRICT**

TROOP 1372B and 1372G BYLAWS

Preamble

Section 1. These bylaws are to be used as an adjunct to the rules, guidelines, and regulations of the Boy Scouts of America (BSA), for the operation of Scouts BSA Troop 1372B and 1372G, hereafter referred to as "the Troop or Troop 1372."

Section 2. These bylaws are approved by a majority of the Troop 1372 Committee in a scheduled meeting and accepted by the Chartering Organization Representative, Committee Chair, Committee Secretary, and Scoutmasters.

Section 3. Any change to these bylaws will be governed by Article 9.

Article 1 - Name, Location and Affiliations

1.1 Scouts BSA Troop 1372B and 1372G

1.2 Meetings are generally held at Manassas Park Middle School during the school year and other locations as needed.

1.3 Organizational Affiliation: Scouts BSA

1.4 Council: National Capital Area Council

1.5 District: Bull Run District

1.6 Charter Organization: Veterans of Foreign Wars (VFW) Post 7589

Article 2 - Purpose

2.1 The purpose of the Troop is to grow, learn, gain life skills, and have fun by adhering to the BSA values as found in the Scout Oath, Law, Motto, Slogan and Outdoor Code. We want to develop young men and women to reach their full potential and become better leaders, citizens and contributors to society.

2.2 These bylaws are for the sole purpose of describing how the Troop will operate.

2.3 The Troop goal is to meet the standards of the Journey to Excellence Gold Award each year. The Scoutmasters and Committee Chair will work with the Troop Committee and the Patrol Leaders Council to ensure success.

Article 3 - Objective

3.1 To establish basic guidelines as to how the Troop is organized and the responsibilities of the Scouts, adult leaders and parents.

3.2 Outline the financial operations of the Troop.

Article 4 - Membership

4.1 All Scouts and adult leaders must be registered with the BSA to become a member of the Troop.

4.2 All members must uphold the standards of the Scout Oath, Law, Motto and Slogan.

4.3 All members must behave in a manner consistent with traditional scouting values.

4.4 The Troop goal is to have all registered adult leaders fully trained and eligible to wear a "Trained" strip on their uniform. All registered adults will complete on-line training at

MyScouting.org within 90 days of registration. All “real-world” training will be completed within six months of registration, examples include Assistant Scoutmaster Leader Specific Training (SM/ASM Specific), and Introduction to Outdoor Leaders Skills (IOLS). Copies of all training certificates must be turned in to the Committee Training Chair or the Committee Chair.

- 4.5 Scouts or adult leaders who complete National Youth Leadership Training (NYLT), National Advanced Youth Leadership Experience (NAYLE), Wood Badge or other advanced training in support of Scouts BSA are eligible to receive back 50% of the cost of the course from the Troop. Receipts must be submitted to the treasurer after the completion course per paragraph 10.10.
- 4.6 All new Scouts coming into the Troop will receive a Scouts BSA Handbook, a rank advancement binder, a Troop neckerchief and woggle, and green shoulder tabs.

Article 5 - Dues

- 5.1 Membership Dues are \$150.00 per Scout, each scouting year beginning on September 1.
- 5.2 The Troop Treasurer will maintain a list of all Scouts and the status of their yearly dues.
- 5.3 Dues may be paid all at once by the last Troop meeting in October or in two installments, \$85.00 due no later than the final October meeting of the current scouting year and \$65.00 due no later than the last meeting in January of each scouting year. Multiple scouts in a family will receive a 25% discount on each additional younger scout.
- 5.4 Transfer Scouts will pay dues, prorated based on the length of time remaining of the scouting year in which he joins.
- 5.5 Webelos crossing over into the Troop in February will pay \$75 in dues for the rest of the scouting year and will include their annual registration.
- 5.6 Scout families with financial hardship may request to have their membership dues reduced or waived entirely. (See the Troop Treasurer or Committee Chair.)

Article 6 - Registration

- 6.1 This is a yearly fee required by the Boy Scouts of America to be registered in Scouts BSA or adult leader. The registration fee is due to the National Capital Area Council, Boy Scouts of America each December.
- 6.2 Scouts BSA registration fees are part of the first installment of dues.
- 6.3 Previously registered Scouts, transferring to the Troop from another Scouts BSA Troop, will be required to pay membership dues, as appropriate.
- 6.4 *Boy's Life* magazine, one per household, is included in the registration fee.

Article 7 - Committee

- 7.1 Scouts BSA Troops 1372B and 1372G shall have a shared committee consisting of one Charter Organization Representative, one Committee Chair, one Membership Chair, one Training Chair, one Secretary one service Chari and a Treasurer.
- 7.2 As members of the Committee, each of Troops 1372B and 1372G shall have a Scoutmaster and Advancement Chair.

Article 8 - Meetings

- 8.1 Weekly Troop meetings will be held from 6:59 – 8:30 pm on most Monday's at Manassas Park Middle School during the school year. Check the troop website for specific dates.
- 8.2 Monthly Patrol Leaders Council and Troop Committee meetings will be held. The Scoutmasters will meet with the Assistant Scoutmasters on an "as needed" basis.
- 8.3 Adult leaders should try to attend at least one monthly District Roundtable leaders meeting each quarter. The District Roundtable meets the second Thursday of each month at Manassas Presbyterian Church at 7:30 pm.
- 8.4 The Troop Committee will approve an annual calendar as a result of the Annual Planning Meeting which is held by the Patrol Leaders Council each spring (usually in May or June), prior to the upcoming scouting year that begins September 1. The annual plan will be reviewed in mid-year, usually in December.

Article 9 - Bylaws

- 9.1 These bylaws are subject to change.
- 9.2 Any registered Scout or adult member of the Troop can propose changes to the bylaws at a monthly Troop Committee meeting. A written proposal must be provided to all Committee Members present and emailed to all others not in attendance. The Scoutmasters and Senior Patrol Leaders must also receive the written proposal. They will provide comments to the Committee.
- 9.3 Changes to the bylaws will be voted on no later than the Committee meeting following the meeting at which the change was proposed, typically one month later.
- 9.4 Any bylaw changes must be agreed to by $\frac{3}{4}$ of registered Committee Members present at the meeting with at least 50% of registered Committee Members in attendance.
- 9.5 Any changes will be announced at the next Troop meeting and posted on the Troop website.
- 9.6 A new copy of the complete bylaws will be distributed to all Scouts and adult leaders within one month of the date in which the change was adopted.

Article 10 - Finances/Treasurer

- 10.1 A majority vote of Troop Committee members present at any monthly meeting can allocate funds. Purchases under \$100 may be approved by the Committee Chair, in conjunction with the Treasurer in between Troop Committee meetings.
- 10.2 The Troop will maintain a bank account in a bank with a local branch. Statements will be mailed to the Treasurer who will review and file the statements. The Treasurer will reconcile the bank account monthly. A digital log in will be shared with the Treasurer, Committee Chair, and Scoutmasters.
- 10.3 A current signature card of registered adult leaders will be maintained at the bank. The Troop Committee Chair and the Treasurer will determine which names should be placed on the signature card. The names will be approved by the majority of Committee Members present at a monthly Committee meeting before the card is changed. The names will be recorded in the meeting minutes.
- 10.4 Two signatures are required to sign all Troop checks. The two signers cannot be from the same family.

- 10.5 The Troop Treasurer will maintain a debit card for purchases. The debit card can be used by any approved Troop member or Registered Adult Leader. Purchases using the debit card must be pre-approved by the committee and/or Scoutmaster, Treasurer and Committee Chair. Any online purchases are to be copied to all account signers.
- 10.6 The Troop will follow an "open books" policy. Any Troop member or parent may review bank statements, monthly reports and other financial documents of the Troop by appointment with the Treasurer.
- 10.7 There is a fee charged for any returned check made payable to the Troop. The individual will reimburse the Troop for all additional fees.
- 10.8 Scouts will be able to maintain an individual Scout points record that may be used for scouting related expenses, for example, dues, summer camp fees, uniform items, etc.
- 10.9 The Treasurer will work with the Committee, the Scoutmaster and the Patrol Leaders Council to determine an annual budget as part of the annual planning meeting process each spring for the upcoming scouting year.
- 10.10 All reimbursements require a receipt. If the receipt is lost, the Committee Chair must approve the reimbursement and a written statement for record must be submitted.
- 10.11 The Treasurer will maintain a separate line to keep track of Eagle project funds, high adventure funds and/or other special event funds.
- 10.12 The Troop will provide a contribution to Friends of Scouting in the amount of \$20.00 per Troop member.

Article 11 - Fundraisers

- 11.1 Fundraisers generate money to provide the Troop operating funds for camping equipment, activity expenses, awards, handbooks, green tabs, Troop neckerchief, etc.
- 11.2 Fundraisers provide for both the Troop and individual Scout points record. Unless otherwise agreed to by the Troop Committee, all fundraisers will split the profits as follows: 2/3 for the Troop general account and 1/3 divided into individual Scout points record.
- 11.3 The fall fundraiser is the Troop's mandatory fundraiser(s) each year. Scouts must either sell \$300 of the product(s) or pay a \$50 "opt out" fee, if less than \$300 of the product(s) is/are sold, the "opt out" fee will be prorated. As with all other fundraisers, if the Scout sells the product(s), the Troop will receive 2/3 of the profit and the remaining 1/3 will be applied to the individual Scout points record. If a Scout chooses to pay the \$50 opt out fee instead, no points will be added to the individual Scout's points account.
- 11.4 For families with multiple scouts, the scouts must sell \$450 (per family) of the product(s) or pay a \$50 "opt out" fee for the first scout and \$35 fee for each additional scout. If less than \$450 of the product is/are sold, the "opt out" fee will be prorated and divided equally between the scouts.
- 11.5 Rules and guidelines for specific fundraisers will be determined in writing in and approved by the Committee in advance of each specific fundraiser. All participants must adhere to the rules and guidelines. The Troop Committee Chair or Fundraiser Chair has the final say if any last minutes questions or issues arise.
- 11.6 Scouts may not earn points for their individual Scout points record during Eagle Scout project fundraisers. 100% of revenue goes into the Eagle project itself. If funds remain after a project is complete, they will be donated to the receiving organization of the project. All Eagle Scout fundraiser revenue will be turned over to the Treasurer and

deposited into the Troop bank account. The Treasurer will maintain a separate line to keep track of Eagle project funds.

Article 12 - Troop Communication

- 12.1 Scouts will receive information at weekly Troop meetings.
- 12.2 Each Troop maintains a Troop website:
 - 12.2.a Troop 1372B website <http://troop1372.scoutlander.com>.
 - 12.2.b Troop 1372G website <http://bsagtroop1372.ScoutLander.com>
- 12.3 Broadcast announcements will be sent via Scoutlander or Scoutbook as needed.

Article 13 - Advancements

- 13.1 Boards of Review (BOR) will be held by the Committee during the second Monday of each month. Ad hoc boards will be scheduled at the discretion of the Troop Committee Chair. BOR for Tenderfoot through 1st Class should consist of at least three members, Star rank BORs should have four members, and Life rank BORs should have five members. Eagle rank boards will have six members. The Bull Run District Eagle advisor will recommend the board composition for Eagle rank as a back-up measure.
- 13.2 After a Scout has completed a rank, a picture of the advancement page from his BSA handbook will be made and added to the Scout's records.
- 13.3 Each new Scout will receive an advancements binder from the Troop to keep their records, for example, rank cards, merit badge cards, partial merit badge cards (blue cards), etc.
- 13.4 Any Scout, 1st Class rank or above and any SM/ASM may sign off requirements up through 1st Class rank. Star and above must have the scoutmaster or an assistant scoutmaster sign-off in the BSA handbook.
- 13.5 Courts of Honor will be held quarterly.
- 13.6 Scouts earning 1st Class rank will receive a BSA Fieldbook at the next Court of Honor.
- 13.7 Scouts earning Eagle rank will receive a \$25 reimbursement for a cake and up to a \$50 gift and/or the purchase of the Scout's first 5 year membership to the National Eagle Scout Association (NESA)

Article 14 - Photographs

- 14.1 A parent or guardian of every Scout is required to sign a release form authorizing or declining the use of photographs of the Scouts and family members in Troop materials or on the Troop website.
- 14.2 If a family declines the photo release, the Scout may be asked to step out of a group photo.
- 14.3 The Troop will maintain an online account for the storage and retrieval of photos using SmugMug, or a similar service.

Article 15 - Document Handling

- 15.1 It is the intention of the Troop to properly dispose of documents as the adult leaders see fit, but if a parent wishes, he or she may ask to have their application form and other documents with personal information returned to them when the Troop is legally able to do so.

- 15.2 Certain documents must be held for a specific length of time in accordance with BSA policy. It is incumbent on the parent to pick up these documents. If they have moved, they need to provide the Troop a self-addressed stamped envelope and the documents will be mailed to them.

Article 16 - Troop 1372B Uniform and Activities

- 16.1 Troop 1372B utilizes a black t-shirt with the approved Troop logo as the shirt for the Activity Uniform (Class B). Scouts may also purchase t-shirts in other colors with the Troop logo as an optional wear item when new t-shirt orders are made. However, each Scout and adult leader should have at least one black Class B uniform t-shirt.
- 16.2 Troop 1372B has adopted the OD Green BSA neckerchief as the official Troop neckerchief. The Troop uses handmade woggles, or neckerchief slides. The woggles match the color of the rank held by each Scout: Tan – Scout Badge; Brown – Tenderfoot; Kelly Green – 2nd Class, red – 1st Class, navy blue – Star; orange – Life; red, white and blue – Eagle; OD green adults, new Scouts and anyone who has lost their rank specific woggle.
- 16.3 All newly registered members (youth and adult) will seal their membership into the Troop 1372B at a Band of Brothers Induction Ceremony which is held around a campfire and under the stars during most Troop campouts. Each new member will receive a certificate of membership in the Band of Brothers and their name will be recorded in the on-line record book of members.

Article 17 - Troop 1372G Uniform and Activities

- 17.1 Troop 1372G utilizes a Navy Blue t-shirt with the approved Troop logo as the shirt for the Activity Uniform (Class B). Scouts may also purchase t-shirts in other colors with the Troop logo as an optional wear item when new t-shirt orders are made. However, each Scout and adult leader should have at least one Navy Blue Class B uniform t-shirt.
- 17.2 Troop 1372G adopted the Blue with Silver BSA neckerchief as the official Troop neckerchief. The Troop uses handmade woggles, or neckerchief slides. The woggles match the color of the rank held by each Scout: Purple/Green—Joining; Forest Green – Scout Badge; Purple – Tenderfoot; Light Blue – 2nd Class, Orange – 1st Class, White—Star; Pink – Life; Black— Eagle; Purple/Green adults, and anyone who has lost their rank specific woggle.

Article 18 - Grievance

- 18.1 Any grievance should be reported to the Scoutmaster or Troop Committee Chair. If that person cannot solve the situation then the Troop Committee will become involved and seek to resolve the issue.
- 18.2 If the issue cannot be resolved by the Committee or if the issue at hand involves the Committee Chair or the Scoutmaster, then the Chartering Organization Representative or VFW Post 7589 Executive Officer must be notified.

Article 19 - Property (Equipment)

- 19.1 All Troop property is ultimately owned by the VFW Post 7589 as our Chartering Organization.
- 19.2 All Troop property will be clearly labeled as belonging to the Troop.

- 19.3 The Quartermaster (QM), and the adult QM advisor, will maintain a current inventory of all Troop property and provide a current copy to the Scoutmaster and Committee Chair.
- 19.4 The Troop trailer is registered in the State of Virginia. The Committee Chair will keep the title and registration in a secure location. A copy of the title and registration is kept with VFW Post 7589.
- 19.5 The adult pulling the Troop trailer for weekend campouts and district camporees does not need to pay for food to offset the expense of pulling the trailer. Camporee or other fees are still required. The Troop will reimburse the individual pulling the troop trailer to summer camp or other long term experience (e.g. high adventure base) \$50.00 to offset expenses.

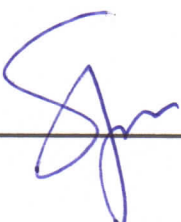
Article 20 - Miscellaneous

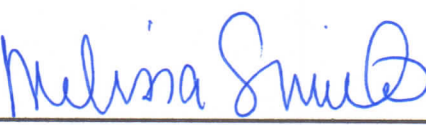
- 20.1 Troop elections will be held twice a year. Star Rank and above Scouts are eligible to run for Senior Patrol Leader (SPL). Any troop leader or officer may only serve for two consecutive terms in the same position.
- 20.2 After each election the new SPL and Patrol Leaders will receive handbooks for their position.
- 20.3 Introduction to Leadership Skills for Troops (ILST) training will be held after each Troop election. Scouts who have completed ILST are encouraged to attend National Youth Leadership Training (NYLT).
- 20.4 The Troop will provide leadership patches (ASM, SM, Committee member, etc.) for registered adult leaders.
- 20.5 The Troop will provide patrol patches for new Scouts. Any patrol changes will be purchased by the Scouts in the patrol.
- 20.6 During Troop activities, including monthly campouts and summer camp, electronic devices are allowed for research and Scouting purposes with Scoutmaster permission. At the discretion of the Scoutmaster, senior adult leader in charge or SPL, electronic devices may be held in a box-of-distractions until the end of an activity or event.
- 20.7 Order of the Arrow (OA) elections will be held once a year, usually around February. Scouts must meet all criteria as determined by the OA to be eligible.

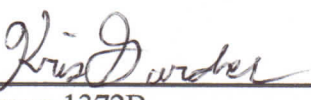
The Troop 1372B and 1372G Bylaws were unanimously approved and accepted by the Troop Committee and Scoutmaster at the regular scheduled Committee meeting on June 14, 2019.


Signature/Date:

Alex Bliem  6/14/19
Chartered Organization Representative Date

Steve Wagner  6/14/2019
Committee Chair Date

Melissa Smith  6.14.19
Committee Secretary Date

Kris Gardner  6/14/19
Scoutmaster Troop 1372B Date

Tina Bliem  6/14/19
Scoutmaster Troop 1372G Date