

BYLAWS

TROOP 728

Boy Scouts of America

Circle 10 Council, North Trail District

St. Paul the Apostle Catholic Church

December 13, 2009

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TROOP 728 BYLAWS

ARTICLE I. INTRODUCTION

Troop History and Objectives

1.01. Troop 728 (the “Troop”) was originally chartered in February of 1958. The troop was organized by parents to provide a quality scouting experience for their sons. The aims of the troop are the same as those established by Boy Scouts of America (the “BSA”):

- (a) To build character and moral strength,
- (b) To foster citizenship, and
- (c) To develop physical, mental and emotional fitness.

Chartering Organization

1.02. The Troop is chartered by St. Paul the Apostle Church of Richardson, Texas, which receives a charter from the BSA which must be renewed annually. St. Paul the Apostle Church owns and operates the Troop, and a Chartered Organization Representative acts as a direct link between the church and the Troop.

Purpose and Scope of Bylaws

1.03. These Bylaws establish the policies and procedures of the Troop, subject to the higher policies of the BSA rules and guidelines. In the event that any guideline set forth in this document contradicts a guideline set forth in any official BSA publication, the BSA publication will always take precedence. Any contradiction should be reported to both the Scoutmaster and the Troop Committee Chairman. The policies and procedures contained in these Bylaws apply to all members of the Troop and to all authorized guests of members of the Troop, when engaged in any sanctioned troop activity. The Troop Committee is responsible for the content of these Bylaws and for all future amendments and modifications to the Bylaws, if any. Recommendations for changes or additions to this document should be made in writing to the Troop Committee Secretary for consideration by the Troop Committee.

ARTICLE II. TROOP ORGANIZATION

Troop

2.01. The Troop will be composed of one Senior Patrol Leader (“SPL”), one to four Assistant

Senior Patrol Leaders (“ASPL’s”), and one or more patrols, each with a Patrol Leader (“PL”).

Senior Patrol Leader

2.02. The Senior Patrol Leader is elected to his position up to twice a year, as determined by the Scoutmaster and the Troop Committee, by members of the troop present at the meeting during which the election is held, after at least a one-week notice of the forthcoming election. Included in this election notice will be a list of those scouts who have met the criteria for SPL. Candidates for the position of SPL and ASPL must be at least Star rank, and are subject to the approval of the Scoutmaster. No Scout can hold the position of SPL for two consecutive terms without Scoutmaster approval. A new SPL takes his post on the first day of the month following his election. In order to be an SPL, a Scout must be at least 13 years of age, Star rank, have previously served as a Patrol Leader, Troop Guide, or ASPL, and have been an active member of the Troop for the previous six months. Oak Leaf and National Youth Leadership Training is preferred but not required.

Assistant Senior Patrol Leaders

2.03. The Senior Patrol Leader may appoint up to four Assistant Senior Patrol Leaders. Like the SPL, ASPL’s are subject to Scoutmaster Approval.

Scoutmaster-Appointed Positions

2.04. Troop Guides, Troop Instructors, Den Chiefs and the Order of the Arrow Representative will be appointed by the Scoutmaster.

SPL-Appointed Positions

2.05. Other BSA Troop level positions of responsibility such as Scribe, Bugler, and Quartermaster will be appointed by the SPL after approval by the Scoutmaster.

Patrols

2.06. As described in the Boy Scout Handbook, each patrol should contain no fewer than five Scouts in order to efficiently use troop camping equipment. All Scouts will be members of a patrol, except for the SPL and any ASPL’s when acting in that capacity.

Patrol Leaders

2.07. Patrol Leaders shall be elected to their positions ordinarily coinciding with election of the SPL, by members of their patrol present at the meeting during which the election is held. Candidates for the position of Patrol Leader must be at least First Class rank (except in the case of first-year patrols), and are subject to the approval of the Scoutmaster. No Scout can hold the position of Patrol Leader for two consecutive terms without Scoutmaster Approval, which can only be

granted when there are no other qualified Scouts wanting to stand for the Patrol Leader election. The new Patrol Leader will assume his role on the first day of the month following his election.

Other Patrol Officers

2.08. Each Patrol Leader shall appoint an Assistant Patrol Leader, subject to the approval of the Scoutmaster, and can fill other positions of responsibility in his patrol from members of his patrol in any manner he chooses, with Scoutmaster approval.

Patrol Leaders' Council

2.09. The Patrol Leaders' Council ("PLC") is the planning and decision-making team within the troop made up of Scout leaders. The PLC, with guidance from the Scoutmaster and his adult assistants, shall lead the Troop in accordance with the guidelines in the BSA Scoutmaster Handbook.

PLC Administration

2.10. As the top Scout leader in the troop, the Senior Patrol Leader, with the advice of the Scoutmaster, leads the PLC and chairs its meetings. Besides the Senior Patrol Leader, other voting members of the PLC include Assistant Senior Patrol Leaders, Patrol Leaders and Troop Guides. Each Patrol is represented by its Patrol Leader on the PLC. Although he has no vote, the Troop Scribe attends PLC meetings to keep a log of each meeting. Other Scouts in positions of responsibility may be invited to PLC meetings on an as needed basis. (See Section [6.04](#), *Patrol Leaders Council Meetings*).

ARTICLE III. REGISTRATION AND FEES

New Scout Registration

3.01. An eligible boy may register as a new member of the Troop at any time during the year. Those eligible, and the process of registration, are as determined by the current BSA rules.

Transfers from Other Boy Scout Troops

3.02. If a scout is transferring into the Troop from another Boy Scout troop, the transfer is noted on the registration form, and advancement records, signed by the previous troop's advancement chairman, are required to be provided. These records must include the dates for all rank advancements, merit badges, leadership positions, service hours, and other awards or honors.

Active Membership

3.03. In order to be judged an active member, the Scout must have attended 60% of the

Troop campouts and Troop meetings over the course of the past year. Absences due to attendance at other BSA events or excused by the Scoutmaster will be counted as attendance. The Scoutmaster may waive this requirement for good cause.

Major Camp Payment Plan

3.04. The troop attends at least one week of summer camp every year, attends winter camp, and other special and long term camps. Since fees for these camps are payable by the troop in advance, in order to avoid late fees the Committee will establish payment due dates.

Dues

3.05. Dues are \$15.00 per month, payable in advance. Dues are payable whether or not the Scout attends the meetings for that month. Any overages paid will be applied to following months' dues. Reconciliation of outstanding dues must be done annually as part of the registration procedure, prior to a Scout being awarded the Eagle rank, and as part of the exiting procedure for a Scout leaving the troop. Dues continue until the Scoutmaster or Treasurer has been notified that the Scout has left the troop, or until the Scout's 18th birthday.

ARTICLE IV. TROOP ADULT LEADERSHIP

Adult Scouters

4.01. Scouters are the Scoutmaster, Assistant Scoutmasters, the Chartered Organization Representative, Troop Committee Members and any registered adult.

Scoutmaster and Assistant Scoutmasters

4.02. The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and Assistant Scoutmasters are appointed by the Troop Committee with approval from the head of the chartering organization. The Scoutmaster shall serve for a term of three years, and may not succeed himself. The Scoutmaster and his Assistant Scoutmasters work directly with Scouts in implementing the troop program pursuant to BSA guidelines.

Troop Committee

4.03. The Troop Committee shall function in accordance with the National Committee Guidelines of the Boy Scouts of America, and is comprised of a group of adult leaders charged with the duty to support the Scouting program and handle troop administration.

Committee Positions

4.04. Troop Committee positions shall include the Committee Chair, Secretary, Treasurer, Outdoor/Activities Coordinator, Advancement Chair, Chaplain, Training Coordinator, Equipment Coordinator (Quartermaster), Fundraising Chair, and Membership Coordinator. Duties of each position are as described in the BSA Troop Committee Guidebook. Other positions may be included as needed. One person may hold up to two positions.

Troop Committee Terms

4.05. The terms of all Troop Committee positions shall be one year, and individuals may succeed themselves.

Troop Committee Elections

4.06. Elections shall be held annually in conjunction with the Troop re-charter for all terms completed or unfilled positions. The election slate will be established by a sub-committee proposed by the Committee Chairperson and approved by the Committee. The sub-committee shall present the slate to the Committee, which shall open the floor to nominations. If any nominations are made, the additional name(s) shall be added to the election slate. Once nominations are closed, the committee shall then vote on each position. All committee members are allowed one vote. Each individual must be present to cast a vote unless extenuating circumstances exist. When extenuating circumstances apply, the Committee may approve use of absentee ballot(s) by majority vote. The vote shall be by secret ballot unless there is only one person slated for the position. A voice confirmation vote is all that is required when there is only one person on the slate for a position. The Committee Chair shall reserve his vote for tie-breaking. A majority vote is required. If there are more than two individuals running for a position, and no individual receives a majority, the person receiving the least number of votes will be eliminated and a second vote will be taken to select between the remaining individuals. The process will be repeated until an individual receives a majority vote. If the two lowest individuals on any vote receive the same number of votes, the tie shall be broken by the Committee Chair. New Committee leaders will take office on the first day of the month following the vote, unless circumstances require an earlier change of selected positions. If any officer cannot serve his full term, the Committee Chair will select an individual to complete the term. The replacement officer must be approved by a majority vote or voice approval of the Committee.

ARTICLE V. TROOP UNIFORMS

Uniforms

5.01. The Troop recognizes the official Boy Scout Uniform, and allows for more casual dress under certain circumstances:

- (a) Class A. “Class A” is the informal designation of the official Boy Scout uniform as currently defined by the BSA.
- (b) Class B. “Class B” is the informal designation of more casual dress, consisting of:
 - (i) a Troop 728 t-shirt or any t-shirt from Summer Camp, Camporee or other official Scouting events which is clean and has no tears, (ii) clean, solid color pants or shorts with no tears, (iii) if worn, an official BSA hat or solid color hat with no insignia, and (iv) neat and clean leather or canvas shoes.

Uniform Wear

5.02. For meetings Scouts are required to wear full Boy Scout uniform (“Class A”), with Merit Badge or Order of the Arrow sashes optional. For all activities, Scouts wear Scout uniforms unless “Class B” casual dress has been previously approved by the Scoutmaster. Any Scout unable to comply with uniform and/or scout expenses due to financial hardship should contact the Committee Chair for consideration. The Committee Chair will submit information anonymously to the Committee for consideration.

ARTICLE VI. MEETINGS

Committee Meetings

6.01. The Troop Committee shall meet monthly at such times and places as may be established by the Committee Chair, giving due regard to the desires of the members of the Troop Committee. The Committee Chair or Secretary will notify all members of the Troop of meetings within one week of the date of each such meeting, shall publish and provide an agenda for each meeting, and may call other committee meetings as necessary. Troop Committee meetings are open to all parents and registered Scouters, but only registered adult leaders serving on the Troop Committee may vote on matters affecting the Troop. All matters brought before the Committee, excepting disciplinary matters and amendments to these Bylaws, shall be decided by a majority vote of the Committee members present.

Quorum for Committee Meetings

6.02. A quorum for committee meetings shall be defined as attendance by five (5) Committee positions plus five (5) other Committee members, for a total of ten (10) voting attendees. Attendance may be by written proxy.

General Troop Meetings

6.03. Troop meetings will begin promptly at the time and meeting place designated by the troop committee. A regular schedule of weekly troop meetings shall be determined at the annual

planning conference and published. Troop meeting plans are the responsibility of the Senior Patrol Leader and the PLC. (See Article [IX](#) of these Bylaws: *Troop Planning*.)

Patrol Leaders Council Meetings

6.04. Patrol Leaders Council meetings shall be held at least once a month. The purpose of the monthly PLC meetings, in general, is to detail plans for the regular troop meetings and for any troop campout or other troop activities scheduled in the coming month.

Extra PLC Meetings

6.05. Additional PLC meetings can be called by the Senior Patrol Leader for planning purposes. Such meetings must be announced in advance so that participants can make the necessary arrangements. These meetings, when called, require adult Scouter support.

Planning Conferences

6.06. See Article [IX](#) of these Bylaws: *Troop Planning*.

ARTICLE VII. TROOP CAMPOUTS AND ACTIVITIES

Rules Preparing For Campouts and Activities

7.01. The following rules apply on preparing for a troop campouts and activities:

- (a) Due to BSA insurance requirements, unless a campout or activity is specifically designated as a “Family” campout or activity, only registered Scouters and Scouts may participate in the camp or activity. Exceptions to this rule may be requested from the Scoutmaster no later than two weeks prior to the campout or activity. Granting such an exception shall be at the discretion of the Scoutmaster.
- (b) The Scoutmaster will establish an assembly place and time, and a departure time for traveling to the campout or activity, to provide for enough time to prepare the troop and its equipment. The troop will depart at the designated time, and any stragglers will be expected to find their own way to the camp or activity site.
- (c) BSA requirements for insurance requirements, tour permits, vehicle requirements, and documentation will be followed for all troop campouts and activities.

Rules During Campouts

7.02. The following rules apply on troop campouts:

- (a) Leave No Trace principles will be followed in all campsites.
- (b) Troop, patrol, and personal items must be stored neatly when not in use.
- (c) Unauthorized items on a campout will be confiscated and returned to the Scout's parents after return from the campout.
- (d) All Scout personal gear (e.g., mess kits, water bottles) must be clearly marked with the Scout's name.
- (e) No Scout may travel to or from a camp other than with the troop without prior Scoutmaster approval.
- (f) Footwear must be worn, and footwear used outside the campsite must have a closed toe.

Unauthorized Items

7.03. Items not authorized to be brought on troop campouts are:

- (a) Electronics of any sort (radios, cell phones, Game Boys, MP3 players, etc.). Two-way radios may be used with Scoutmaster approval.
- (b) Fireworks, sparklers, or flammable liquids other than those provided by the Troop.
- (c) Carbonated beverages, chewing gum, and candy.
- (d) Controlled substances or alcoholic beverages.
- (e) Obscene material, including wording on items of apparel, as defined by the Scoutmaster in his sole discretion.
- (f) Firearms, except for properly transported, approved, and secured firearms under the control of the Scoutmaster.
- (g) Scouts must have a current Totin' Chip card in their possession to carry any knife, and knives other than folding or lock blade knives are prohibited entirely.

ARTICLE VIII. TROOP FINANCES

General

8.01. The Treasurer will maintain all Troop funds. The Treasurer will provide a written financial report at each troop committee meeting showing new receipts and payments, by category, since the last financial report, and the current balance of each category of troop funds and other reports as requested by the Troop Committee.

General Funds

8.02. General funds finance all troop expenses incurred throughout the year. Troop expenses include but are not limited to troop camping supplies and equipment, training aids and materials, administrative supplies, items purchased for resale, and other items awarded to Scouts as they advance through the program (badges, patches, pins, etc.). General funds are derived primarily from annual registration, dues and equipment fees, but also come from troop money-earning projects and donations.

Leaders Discretionary Expenditures

8.03. Any registered Scouter, with the approval of another registered Scouter, may spend up to \$100.00 of Troop funds for the benefit of the Troop without prior approval.

Budgeting

8.04. Prior to the beginning of a new troop fiscal year, and based upon the Troop's approved annual plan, the Treasurer, with assistance from Scouters and other Troop Committee members, will submit a budget for the management of the troop's general funds for the coming fiscal year to the Troop Committee for approval. Specific fund raising targets will be established. A copy of the approved general funds budget will be kept by the Treasurer to provide guidance in the disbursement of general funds. All expenses should be justified through receipt or other verifiable documentation. The specific amount, as with most items in the general funds budget, will be a function of the number of Scouts who register, or re-register, in a given year. All general funds will be disbursed by the Treasurer to the designated Scouter or Committee Member, with approval from the Troop Committee, as necessary to finance committee-approved expenditures. Reimbursement of purchases made will be supported by a signed receiving report, invoice, and/or proof of payment. Prior to expenditures being made (other than routine expenditures such as badges, etc.), a written purchase request shall be prepared and submitted for approval by both the Committee Chairperson and the Treasurer with method of payment indicated.

ARTICLE IX. TROOP PLANNING

Planning Conferences

9.01. The troop year begins on September 1st and ends on August 31st of the following year. The PLC shall conduct an annual Planning Conference in August of each troop year, plus such other Planning Conferences as may be useful, each of which shall have three main objectives:

- (a) To set goals for the troop for the period being planned and identify monthly themes.
- (b) To define the calendar of events, activities, campouts, and projects which are necessary to achieve the goals set for the troop, and have fun doing it.
- (c) To identify the resources (human and otherwise) necessary to achieve the goals set for the troop.

Plan Review and Approval

9.02. Each plan produced by the PLC at a Planning Conference shall be submitted to the Troop Committee by the Scoutmaster for review and approval. The Troop Committee will review the plan in terms of feasibility, desirability, community and committee support required, and in light of the anticipated troop budget for the planned period. When the final plan, reached after input from the Committee and discussion with the PLC, is approved, it shall be returned to the PLC for implementation with appropriate support from the Committee.

Plan Distribution

9.03. Once approved, the plan shall be presented in the form of a troop calendar to the Troop by electronic mail, posting on the Troop World Wide Web site, by physical delivery during Troop meetings, or such other method reasonably calculated to notify the Troop effectively.

ARTICLE X. DISCIPLINE

General

10.01. Scouts are expected and required to conform their behavior to the Scout Oath, the Scout Law, and the Outdoor Code. Misconduct is not permitted at any troop event.

Discipline Procedure for Misconduct

10.02. Misconduct is defined as violating any of the Scout Laws by deed, vocal action, physical gesture, and/or a lack of action which offends others, shows disrespect or disobedience to those appointed in authority or causes a serious disruption in troop activities. Offenses committed at other than scouting activities shall not be judged as misconduct under this section unless the

behavior violates a criminal law or is of such a nature as to bring discredit upon the Troop. The procedures for dealing with misconduct are as follows:

- (a) First Offense. The first instance of misconduct will be addressed by the PLC. The PLC will assess such restrictions or limits to activities and probation period (not to exceed 30 days) as are reasonable with respect to the offense, with approval of the Scoutmaster.
- (b) Second Offense. A second instance of misconduct, either while performing the terms of the limitations or restrictions assessed by the PLC, or for a second time within the set probation period, will be counseled by the Scoutmaster who will assess more severe penalties, restrictions, or limitations as warranted.
- (c) Third Offense. A third instance of misconduct within 45 days of the second offense will be referred to the Troop Committee for further disciplinary action with parental inclusion including dismissal from the Troop if necessary.
- (d) All limitations, restrictions, penalties, and other disciplinary action taken will be limited in nature, but designed to assist the Scout in recognizing the wrongdoing and taking corrective action to address the deficiency. No action will be taken which would ridicule, cause physical injury, or infringe upon personal privacy in correcting a Scout's misconduct. Restrictions and limitations will be set for specific periods of time, aimed at next major events, campouts, or other activities.
- (e) Parents will be notified of misconduct at the discretion of the Scoutmaster.

Discipline Procedure for Serious Offenses

10.03. A serious offense is anything risking injury or damage to someone or something. Examples of serious offenses include: acts of violence with intent to injure including assault; possession of alcoholic spirits or illegal drugs; possession of a weapon not approved by the Scoutmaster; theft; arson; immoral exposure or touching; dangerous hazing; and vandalism. A serious offense is grounds for immediate action by the Scoutmaster, which can include sending a Scout home from a troop activity. Parents must be prepared to pick their son up at any time during a troop meeting, campout, or other activity. The parents of the Scout involved will be notified of the offense, and the case will then be considered by the Troop Committee, with recommendations from the Scoutmaster and Assistant Scoutmasters. Possible actions by the Troop Committee include temporary suspension from troop activities or dismissal from the Troop.

Other Disciplinary Issues

10.04. Activities or behavior not specifically covered here, which violates regulations, attempts to circumvent rules, poses hazards, or offends the common sense and decency of others will

be dealt with in an equal manner as offenses listed.

ARTICLE XI.
AMENDMENTS

Amendments to Bylaws

11.01. These Bylaws may be amended or restated by a two-thirds vote of the Troop Committee at any regular or special Committee meeting, provided that (i) the amendment or restatement has been proposed in writing by at least five registered adult leaders and presented to the Committee Chair at least one week prior to being voted on; and (ii) the Committee Chair has provided one week written notice (which may be distributed electronically) of the proposed amendment and the date upon which it will be voted on to the registered adult leaders.

Amendments or Re-Submissions of Amendments

11.02. Proposed amendments may be modified or amended at a meeting prior to being voted on by a simple majority. Failed proposed amendments may not be reconsidered or resubmitted for one year without the concurrence of three of the five elected officers of the Troop.

ADOPTED as amended and restated Bylaws, replacing any and all earlier Policies & Procedures documents, of the Troop on this the 13th day of December, 2009.

Julius Caten, Committee Chair

Marie Baert, Secretary

Francis Rey Hipolito, Advancement Chair

Lora Davis, Co-Treasurer

Jeanne Skaras, Co-Treasurer

Rosser Wrenn, Camping Coordinator

Jeff Cormier, Fundraising Chair