

May 2001  
Amended January 2002

## BOY SCOUT TROOP 1519

### BYLAWS

#### BOY SCOUTS OF AMERICA CHARTERED TO HAYFIELD CITIZENS ASSOCIATION

The purpose of these Bylaws is to provide guidance to the Senior Patrol Leader, Scout Leadership, and the Scoutmaster on the proper operation of Troop 1519 activities. The Scoutmaster is responsible and has the authority to enforce these policies and encourage compliance by using the tried and true advice available in BSA publications. In addition to these Bylaws, *The Boy Scout Handbook*, the *Scoutmaster Handbook*, and the *Guide to Safe Scouting* will guide Troop 1519.

#### I. REGISTRATION REQUIREMENTS

1. All applicants must be eleven years old, or have completed the fifth grade, or earned the Arrow of Light at the time of registration.
2. All applications must be accompanied by the appropriate fees, which include registration, troop dues, and a subscription to *Boys Life* magazine. (The subscription is recommended but not required.)
3. A parent or legal guardian ("parent") must accompany each applicant at the time of registration.
4. Each Scout is required to pay dues for twelve months each year, whether he attends or not. The Troop Committee will consider requests for reimbursement for Scouts who are required to move and are transferring to another Troop.
5. The Troop will pay the annual dues for parents volunteering to participate as registered adult leaders.

#### II. PARENT PARTICIPATION

1. A fair and equitable share of assistance is expected from each parent and guardian. On a rotating basis, parents will be required to furnish transportation to and from campouts and Troop activities.
2. Parents are expected to attend quarterly Courts of Honor.

3. Parents are encouraged to attend and assist with Troop meetings and activities, including campouts and service projects.
4. Parents are encouraged to participate as adult leaders and are welcome at Troop committee meetings. Only registered Committee members may vote on issues before the Committee.

### **III. UNIFORMS**

1. All Scouts are required to wear the official "Class A" uniform at all Troop meetings and activities. The Scoutmaster may designate the wearing of other clothes for Troop activities when it is deemed to be appropriate.
2. The "Class A" uniform consists of the scout shirt, scout trousers or shorts, troop neckerchief and slide, scout belt and buckle, and scout socks or knee socks.
3. The "Class A" uniform shall be worn for all advancement conferences, boards of review, and courts of honor.
4. The "Class B" uniform consists of a BSA-related T-shirt.
5. Scouts should be prepared to stand a uniform inspection at any Troop meeting or activity without receiving prior notice.

### **IV. MEETING, ACTIVITIES AND PARTICIPATION**

1. Troop meetings will be held weekly at a time and place to be determined by the Troop Committee. The Scoutmaster may designate a different meeting night to accommodate special circumstances.
2. The Service Patrol, as designated by the Senior Patrol Leader (SPL) will arrive 15 minutes before the meeting to set up the room for the meeting and will remain 15 minutes after the meeting to clean up the meeting room.
3. All Scouts registered with the Troop are expected to participate in all fundraising activities.
4. Each Scout will have a Scout Handbook, notebook and pen or pencil in his possession at all Troop meetings and activities unless instructed to the contrary.
5. Scouts who make commitments to participate in Troop activities must faithfully keep all such commitments. Failure to keep commitments without valid excuse shows poor Scout Spirit and may result in a Scout not being able to advance in rank or maintain his leadership position.

### **V. DISCIPLINE**

1. The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. As such, Leaders of Troop 1519 will not tolerate and will report incidents of the use of foul or obscene language, unruly or disruptive behavior, harassment, name-calling, or fighting at Troop meetings or activities to the Scoutmaster.

2. The Scoutmaster has the authority to discipline a scout, including either temporary or permanent suspension, for conduct inconsistent with Scouting ideals. This can include, cursing, harassment, disrespect to leadership, dangerous behavior that involves the health, safety, and welfare of other scouts, or any policy that is not followed by the Scout.
3. The Scoutmaster, an Adult Leader, or a disciplined Scout may request from the Troop Committee a Special Board of Review. The Special Board of Review will endeavor to learn all the facts related to a case through interviews with participants and witnesses. If the Board determines that the Scout is deserving of disciplinary action, a corrective action plan, suspension, or expulsion from the Troop may result.

## **VI. TROOP ELECTIONS AND LEADERSHIP**

1. Troop and patrol elections will be conducted each March and September.
3. A new Senior Patrol Leader (SPL) and Assistant Senior Patrol Leader (ASPL) will be elected every six months.
3. The SPL and ASPL are elected from current and former Patrol Leaders (PL) only. This will allow continuity within the Patrol Leaders Council (PLC)
4. Scouts leaders must attend the majority of troop meetings and the majority of troop outings during his leadership time to qualify for his leadership rank requirement. With advance Scoutmaster approval, other BSA-sponsored outings may count toward this majority total.
5. Unless waived by the Scoutmaster, the SPL and ASPL must have received their Life Scout Rank and attended Junior Leader Training (JLT) prior to being elected to their leadership positions.
6. Unless waived by the Scoutmaster, Patrol Leaders must have received their First Class Rank prior to being elected to their leadership position.
7. Failure to properly fulfill the duties of his leadership position may cause the Scout to be dismissed from that position.

## **VII. PATROL LEADERS COUNCIL (PLC)**

1. The PLC consists of one Patrol Leader or representative from each patrol, the Troop Guide(s) from the new scout patrol(s), Troop Scribe, SPL, ASPL, and all Scouts holding Troop-level leadership positions. The Scoutmaster attends as a coach and informational resource. The SPL may invite other Scouts or adults to attend monthly PLC meetings.
2. PLC meetings will be conducted regularly to evaluate and plan the current month's activities and to plan for the next month's activities, including Troop meetings, activities, camping programs, duty rosters, and service projects. The Scout and adult in charge of the current and next month's programs will be required to attend.
3. The PLC will work with the Troop Committee and Scoutmaster to develop the annual Troop calendar.

4. The Troop Scribe will complete records of which Scouts attended PLC meetings. A Scout who misses two or more PLC meetings without a valid excuse may be dismissed from his leadership position, and another Scout will take his place in the PLC.
5. All PLC members will be required to complete Junior Leader Training within a reasonable time after their election, to be established by the Scoutmaster.

## **VIII. TROOP EQUIPMENT**

1. The Troop may make equipment available for use during Troop activities. This equipment may include items intended for group use, special purpose items, or items with sharp cutting edges.
2. The Troop will not normally provide any personal gear.
3. Entry to the Troop equipment storage area will be restricted to the Troop Quartermaster, his assistant(s), the Scoutmaster, and such other individuals who are authorized by the Quartermaster or Scoutmaster.
4. No Troop equipment, gear, or other items may be removed from, added to, or placed in the Troop equipment storage area without the prior knowledge and permission of the Troop Quartermaster.
5. Only Scouts or adult leaders who are active members of the Troop may check out equipment, and only for use during Troop activities or BSA training activities. Personal use of Troop equipment is not permitted.
6. The Troop Quartermaster shall be given a signed receipt for any equipment checked out. The receipt will show the name of the borrower, the check out date and time, a description of the equipment borrowed and its condition at that time.
7. The Troop Quartermaster shall use the check out receipt to verify that the proper equipment is returned and to verify any change in the condition of the equipment.
8. The Troop Quartermaster may refuse to accept the return of any equipment that is dirty, damaged, or deemed to be unacceptable in his opinion.
9. The individual checking out the equipment will be responsible for the proper care and prompt return of the equipment, and for the replacement cost of any lost, destroyed, or abnormally damaged equipment.
10. The Troop will be responsible for the cost of repair or replacement of equipment due to normal wear.

## **IX. PERSONAL EQUIPMENT**

1. Each individual will be responsible for the safety and care of that individual's personal equipment.
2. Each camper is required to provide his own backpack, personal mess gear, canteen, bedding, and any other personal camping equipment he

requires for outdoor Troop activities. Adult leaders may use their own saws, axes, hatchets, cooking utensils, etc.

3. Scouts are not permitted to carry sheath knives, hatchets, axes and saws as part of their personal equipment. Each Scout should possess a scout knife or its equivalent. A Scout may not use a knife, saw or axe unless he has earned the TOTE'N CHIP.
4. Any person who damages or destroys another's personal equipment will be required to replace or repair it, at the owner's option.
5. Scouts and adult leaders may carry any equipment they deem necessary for their comfort on outdoor activities, as long as it is not excessive, can be suitably packed, and is not otherwise disallowed.
6. Scouts are not permitted to use personal electronic devices (i.e., radio, television, player/recorder, electronic games, personal computer, etc.) at Troop activities or on campouts, unless specifically authorized by the Scoutmaster.

#### **X. MEDICAL/HEALTH AND SAFETY**

1. Scouts will be required to have on file with the Troop, the Troop 1519 record of emergency data and the Boy Scout physical on the appropriate form required for participation in the scouting activity.
2. The Scoutmaster or his designated assistant will retain all medicines and drugs at all Troop activities, whether they are prescription or over-the-counter medications. Medicines and drugs must remain in original container, and parents must provide written directions for administration to the Scoutmaster. Exceptions may be made for inhalers dependent on the severity of the Scout's condition.
3. Scouts who have physical or mental disabilities will be encouraged to participate in all Troop activities to the extent they are able to do so. Parental support or assistance may be required.
4. The National Capital Area Council, Boy Scouts of America, prohibits the use of sheath knives by Scouts. All Scouts will comply with this policy. Axes, saws and hatchets will not be allowed at regular Troop meetings unless prior permission is received from the Scoutmaster.
5. Scouts and adult leaders will maintain personal cleanliness at all Troop activities.
6. The Boy Scouts of America (BSA) prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the BSA or at any activity involving participation of youth members.
7. Adult leaders should support the attitude that young adults are better off without tobacco, and may not allow the use of tobacco products at any BSA activity involving youth participants. All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all youth participants.

8. Scouts may not go swimming, nor use any type of boat, unless prior approval has been received from the Scoutmaster. Scouts shall comply with the rules and regulations governing aquatic safety contained in the most current version of the *Guide to Safe Scouting* published by the Boy Scouts of America.
9. All Scouts are required to pass the BSA swim test annually in order to participate in Troop sponsored water activities.
10. All drivers transporting scouts must be at least twenty-one years of age and have a valid operator's license in their possession. All vehicles will be insured for the minimum amount of insurance required by the Commonwealth of Virginia.
11. Scouts will obey the rules established by the drivers of vehicles used for transportation. Seat belts are required for all occupants and must be in use when the vehicle is operated. Scouts are not permitted to ride in open truck beds. Scouts are not permitted to hang out of vehicle windows, throw anything from a vehicle or yell at pedestrians or drivers of other vehicles.

## **XI. CAMPOUT RULES AND REGULATIONS**

1. Scouts will not be permitted to participate in campouts without a current permission slip that has been signed by his parent or legal guardian prior to the campout. Scouts are also required to have on file with the Troop the record of emergency data and Boy Scout physical on the appropriate form required for participation in the scouting activity.
2. The parent or guardian of a Scout who misbehaves or disturbs a campout will be called to come and pick him up from the campsite.
3. All Scouts will travel to and from the campsite in full "Class A" uniform. Adult leaders are encouraged to wear Scout uniforms. Scouts will be permitted to change into other clothes after arriving at the campsite unless otherwise directed by the Scoutmaster.
4. No Scout is permitted to leave the campsite unless he has received prior approval from the Scoutmaster or SPL. Scouts leaving the campsite will use the buddy system.
5. Scouts will maintain the campsite in a clean and orderly manner at all times.
6. Scouts will use fuels as permitted by, and in accordance with, the procedures and policies set forth in the most current version of the *Guide to Safe Scouting*.
7. No fires will be built at a campsite unless prior approval has been received from the Scoutmaster. No fires, heaters or candles are permitted inside tents. Flame-lit handwarmers are also prohibited from use in tents.
8. Each patrol will set-up its tents in the site selected by the SPL or the Scoutmaster.
9. Scouts will not borrow or use another Scout's or adult's equipment without first receiving their permission. Scouts will not go inside another

- Scout's tent unless permission has been received. Scouts must ask for permission to enter the adult leaders' campsite.
10. The points and times of departure and return for campouts shall be as announced for that activity.
  11. All fees due for troop activities will be paid one week before the campout. None of these fees will be refunded if the Scout fails to attend. The food fee for each outing will be established prior to the campout.

## **XII. FINANCE**

1. In order to establish a framework for expense guidelines and revenue fundraisers, the Treasurer will prepare an annual budget for presentation to the Troop Committee in June. After consultation with the PLC, the Troop Committee shall approve a budget no later than the Troop Committee's September meeting.
2. After consultation with the PLC, the Troop Committee will establish fundraising activities for the Troop each calendar year.
3. Profits from fundraising activities will be split between the Scouts and Troop Treasury as follows:
  - a. Each Scout will have a special account that is maintained by the Troop Treasurer. Sixty percent (60%) of the profits earned by the Scout in fundraising activities will be placed in his personal account. A Scout may use the funds in his personal account to purchase scout equipment for himself, defray camping costs and fees, or for food expenses at campouts.
  - b. Forty percent (40%) of the profits earned in fundraising activities will be retained in the Troop treasury.
4. If a Scout transfers to another Troop, the remainder of the funds in his personal account will be forwarded to the new Troop. If a Scout quits the Scouting program, or when he reaches the age of 18, the remaining funds in his account will be transferred to the Troop treasury or transferred to a sibling who is a Troop member in good standing.
5. Authorized signatories on Troop checks shall include the Troop Treasurer, Scoutmaster, and Committee Chair, and any one signature shall be sufficient. Payments may be authorized for any expenses that are within the current budget, provided reimbursement requests are accompanied by proper documentation. If an amount requested exceeds the budget, or is not otherwise reflected in the budget, approval of the Troop Committee must be obtained before funds can be disbursed.
6. The Troop Committee shall authorize all Troop expenditures by a majority vote. In the event of an emergency, the approval of at least two signatories must be obtained prior to any fund disbursement. The signatories must be mindful of the scope of the budget when considering such expenditure.

**XIII. AMENDING BYLAWS AND TROOP PROCEDURES**

1. The Troop Committee may establish troop procedures as necessary to govern Troop 1519 administration of the BSA program. Such procedures must be approved by a majority vote of the voting members present at the Troop Committee meeting.
2. The PLC or the Troop Committee may recommend changes or amendments to these Bylaws. Changes and amendments to these Bylaws must be approved by (a) a majority of the voting members present at the PLC meeting and (b) a two-thirds vote of the voting members present at the Troop Committee meeting.
3. These Bylaws are effective on the date when the Troop Committee Chair signs.

**TROOP COMMITTEE SIGNATURES**

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Senior Patrol Leader Date

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Scoutmaster Date

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Troop Committee Chair Date

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Secretary Date