



TROOP 14

Wilderness Community Church

By-Laws

**National Capital Area Council,
Mattaponi District**

**January 2020
V2.0**

BY-LAWS OF BOY SCOUT TROOP 14, MATTAPONI DISTRICT, NCAC
CHARTERED BY WILDERNESS COMMUNITY CHURCH, SPOTSYLVANIA, VIRGINIA

TROOP 14 BY-LAWS

These By-Laws have been vetted and approved by the Troop Committee, Scoutmaster, and the Chartered Organization Representative.

In Good Scouting,



Chartered Organization Representative
Chuck Pattillo

1/1/2020

Date



Troop 14 Committee Chair
Kathryn Trolenberg

1/1/2020

Date



Troop 14 Scoutmaster
Barry Baugher

1/1/2020

Date

RECORD OF CHANGES

Version Number	Effective Date	Responsible Organization
Base	1 June 2018	BST 14 Committee
V1.0	26 Feb 2019	BST 14 Committee
V2.0	1 Jan 2020	BST 14 Committee

Summary of Changes:

- Troop Organization clarification on registration process. Simplification of Voting/Non-Voting members of committee and votes needed as well as verbiage regarding email voting. Removal of verbiage regarding ASMs as Committee Members. Reassignment of JTE from Advancement Chair to Committee Chair responsibility. Removal of verbiage indicating Treasurer would coordinate with Troop Scribe re: dues. Definitions added for Membership/Relationship Secretary, Webmaster, and Chaplain. Removal of Equipment Coordinator and Chaplain as a voting position. Addition of verbiage to indicate that two uniformed leaders aged 21 or older must be present at all meetings/outings. (Section II – Troop Organization)
- “No Sheath Knives” added (Section IV – Behavior Standards)
- PLC meeting date/time adjusted (Section VII-Troop Meetings)
- Removal of “Eagle belt buckle” and addition of “Eagle keychain and Eagle coin” as Troop provided items (Section IX-Eagle Court(s) of Honor)
- Addition of verbiage indicating parent drop-off for outings. Revision of “Troop 14 Aquatic Activities Rules” (Section XI-Troop Outings)
- Removal of verbiage regarding Individual Scout Accounts for the purposes of fundraising (Section XIII-Fundraising and Scout Accounts)
- Removal of verbiage regarding preferred method of communication for Scouts being via telephone (Section XVII-Communications)

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Boy Scout Troop 14 is chartered by the Boy Scouts of America (BSA) as a part of the Mattaponi District of the National Capital Area Council. Our Chartered Organization is the Wilderness Community Church.

I. PURPOSE OF THE TROOP

Troop 14 was organized in 2005 to provide a quality Scouting program for boys ages 11-18, following the guidelines of the Boy Scouts of America as cited in the Boy Scout Handbook, Scoutmaster Handbook, the Troop Committee Guidebook, and the Guide to Safe Scouting.

Scouting's Objective: To develop future Leaders of strong character, good citizenship, and physical, mental and moral fitness.

Scouting's Methods include the following: Scout Ideals (Oath, Law, Motto, and Slogan), Patrol system, outdoor program, advancement, association with adults, boy leadership development, personal growth, and the Scout uniform.

II. TROOP ORGANIZATION

Overview: There are numerous groups which comprise the organization of Troop 14:

1. Chartering Organization
2. Troop 14 Committee
3. Troop 14 Uniformed Leaders (Scoutmasters)
4. Troop 14 Scouts
5. Parents / Guardians

Regardless of what role an adult fills, all registered adults shall receive approved BSA training. As a minimum, each registered adult shall complete Youth Protection Training (YPT), that shall be renewed every two (2) years, and provide a certificate of completion prior to their application being accepted and then subsequently complete Fast Start Training within 90 days of registering.

Adult Leader registration into the Boy Scouts of America is through the Committee Chairman, Chartered Organizational Representative and the Mattaponi District Executive. Once completed, the registration submission is forwarded to BSA National for the adult to be added onto Troop 14's organizational roster. Online registration via BST14.com follows the same approval path as the paper application.

Detailed Descriptions:

1. **Chartering Organization:**

Troop 14's chartering organization is Wilderness Community Church. The Chartering Organization's Representative is a liaison between the Church and the Troop 14 Committee.

2. **Troop 14 Committee Membership and Voting**

The Troop Committee is led by the Committee Chair, who is appointed by the Chartered Organization Representative. The Committee is comprised of 16 member positions, 9 of which have voting privileges.

Voting Members :

- *Committee Chair,
- *Advancement Chair,
- *Outdoor Activities Chair,
- *Fundraising Chair,
- *Adult Training Chair,
- *Treasurer,
- *Recording Secretary,
- *Membership/Relationship Secretary, and
- *Webmaster

Only these designated Troop Committee positions above have voting rights and if one individual holds two Chair positions, they may only vote once.

Non-voting Committee positions include:

Life-to-Eagle Coordinator,
Event Service Coordinator,
Scoutmaster, Equipment Coordinator, Chaplain and Members at Large

Passage of a Troop Committee vote requires a simple majority and the presence of a minimum of three voting position members, except for changing the By-Laws as indicated in Section XVI. Only currently registered Committee members may cast a vote. Email votes may on occasion be required, as to not delay decision making if needed prior to the next scheduled Committee meeting. Email votes will follow the same guidance, with the email initiated by the Committee Chair and "reply all" votes sent by recipients. A simple majority will decide the vote. Should an email vote become heavily divided, an in-person vote may be requested by any member of the Committee so that all opinions may be heard prior to a final, in-person vote.

The ASMs may attend Committee meetings by special arrangement with the Committee Chair. This is so that Committee members may speak freely regarding Troop issues.

The Troop Committee Chair sees to it that quality adult leadership is recruited, available and trained. Adult behavior during Committee Meetings shall be in accordance with the Scout Oath and Law.

Committee Position Responsibilities

The Committee Chair maintains a close relationship with the Chartered Organization Representative, the SM, and the Mattaponi District. The Committee Chair interprets national and local policies for the Troop. The Committee Chair works closely with the SM and the Recording Secretary in preparing the Troop Committee meeting agenda. The Committee Chair will call, preside over, and promote attendance at monthly Troop Committee meetings and any special meetings that may be called. The Committee Chair heads the SM Finding Committee as required and arranges for Re-Charter and Journey to Excellene (JTE) annually.

The SM and the Committee Chair should ideally be from different families.

The Troop Committee Treasurer will create and present, and the Troop Committee will approve, an annual budget, which shall be closely monitored and maintained, based on the needs of the Troop. The Troop Committee is responsible for finances, adequate funds, and disbursements in line with the approved budget plan. The Treasurer will ensure that dues are being collected and recorded accurately.

The Advancement Chair will encourage Scouts to advance in rank, arrange Boards of Review, report advancement quarterly to the Council Service Center, purchase and have available needed patches, develop and maintain a current registered Merit Badge Counselor list, arrange for Merit Badge Counselor training, and arrange the program for the Troop Courts of Honor. The Advancement Chair should work with the Troop Librarian to be sure that Merit Badge pamphlets are available.

The Outdoor Activities Chair will help arrange monthly outings in coordination with the SPL and SM, inform the Scouts of upcoming events, and secure transportation. Records of all Troop activities should be maintained by the Outdoor Activities Chair.

The Troop Fundraising Chair shall be responsible for identifying and coordinating Troop fundraisers in accordance with BSA policies.

The Troop Training Chair shall manage all aspects of the Troop's adult leader training programs.

The Recording Secretary shall record Committee meeting minutes.

The Membership/Relationship Secretary shall help facilitate the registration of new youth and adult members and coordinate receptions for Troop Courts of Honor.

The Webmaster shall manage and update the Troop's website, www.bst14.com.

The Chaplain shall provide guidance to the Chaplain's Aide (youth position).

3. Troop 14 Scoutmasters

Uniformed Adult Leaders consist of the SM (who is appointed by the Troop SM Finding Committee headed by the Troop Committee Chair) and ASMs who are nominated by the SM and approved by the Troop Committee Chair.

The chain of command gives the Scoutmaster (SM) and then the Assistant Scoutmasters (ASM) principal responsibility for the welfare of the Scouts at all meetings and on all trips. There shall be a minimum of two uniformed leaders at all overnight outings and meetings, both of whom must be over the age of 21.

If a registered adult is to be an ASM or SM, basic leader training for their position is mandatory and is to be completed during the first year in that position. All registered adults are encouraged to attend basic leader training for their position. Upon completion of basic leader training and after two years of tenure as a registered adult Scouter in a Scout program, an adult Scouter is eligible to attend Wood Badge.

If the SM is unable to be present as a particular outing, he will designate a lead ASM for the duration of the event.

4. Scouts

Troop 14 is a "boy led Troop" that uses the Patrol method in the operation of the Troop. The Senior Patrol Leader (SPL) is the ranking youth leader. The SPL reports to the Uniformed Adult Leaders. Patrol Leaders (PL) report to the SPL. Scouts report to their Patrol Leader.

Patrols are led by an elected or appointed PL and overseen by the elected SPL. Patrol composition is established by the PLC with inputs approval by the SM.

All Scout leadership positions within the Troop are discussed thoroughly in the "Troop 14 Scout Leadership Positions Duties and Responsibilities" document found at www.BST14.com or provided by the SM.

Patrol Leader's Council (PLC). The Council duties are to plan and lead the Troop program under the guidance of the SM, who trains the members and has ultimate responsibility over all decisions made. Members of the PLC are the SPL, PLs, Junior Assistant Scoutmasters, Troop Guide, Troop Scribe, ASMs, and the SM.

Troop elections will take place every six months, unless the SM evaluates the need to make a change sooner. The recommended minimum rank for a Scout to compete for Troop 14 SPL is Second Class, and he should ideally have previously held the Patrol Leader position in Troop 14. SM discretion will apply. The SPL should attend all outings and events during his tenure. If a Scout is running for any Troop leadership position, specifically Senior Patrol Leader or Patrol leader, he MUST be present at the election meeting to be considered for that position.

5. Parents and Guardians.

Participation is strongly encouraged and needed to carry out a well-rounded Scouting program. Parents are asked to attend every Court of Honor (quarterly, usually in March, June, September, and December or as scheduled), make arrangements to pick up their Scout on time after every meeting or outing, plan and participate in at least one Troop event per year, and volunteer to be a Troop Committee member, event or service project Point of Contact (POC), Scout leader and/or Merit Badge Counselor (MBC).

III. JOINING and MEMBERSHIP

Scout registration into the Boy Scouts of America should be completed electronically, if available and coordinated by the Membership Chair. Alternatively, applications may be accepted by the Scout Master or Committee Chairman. Once completed, the registration submission is forwarded by the Committee Chair to the Mattaponi District Executive and then on to BSA National for the Scout to be added onto Troop 14's organizational charter.

All parents or legal guardians that register their son as a member of Troop 14, shall submit a complete Scout physical form (Parts A and B) to the Troop within 30 days of joining the Troop or prior to the first outing that BSA safety regulations require a current physical form, whichever occurs first. All parents or legal guardians shall update the physical form as required.

ALL PARENTS OR LEGAL GUARDIANS MUST INFORM THE SM OF ANY PROBLEMS THE SCOUT MAY HAVE INCLUDING: MEDICAL CONDITIONS (ALLERGIC REACTIONS, SLEEPWALKING, MEDICATIONS REQUIRED, ETC.), AND ANY OTHER CONDITIONS (PHYSICAL, EMOTIONAL, BEHAVIORAL, ETC). PARENTS OR LEGAL GUARDIANS SHALL INFORM THE SM IMMEDIATELY OF ANY CHANGES. Such information will be treated confidentially and shared only to the point required for safe Troop operations, and as necessary to protect the affected Scout(s).

Joining Fee: All new Scouts joining Troop 14 will be assessed a joining fee and a BSA chartering fee (see below). Both are payable to the Troop at the time of registration. The

joining fee will be used to pay for the Scouts Boy Scout Handbook and cover, Troop 14 neckerchief, BSA slide, Troop 14 numerals, and olive shoulder loops. If a Scout is transferring membership, the joining fee will be pro-rated based on what the Scout joins the Troop with (i.e. already possesses the Boy Scout Handbook, and has shoulder loops). The joining fee is non-refundable.

Chartering Fee: The Boy Scouts of America and the Mattaponi District assess an annual “Chartering Fee” for each scout and registered adult each November. The Chartering Fee is not included in Annual Dues. If a Scout transfers to Troop 14 and is currently on another Unit’s charter, he will pay a \$1 transfer fee in lieu of the full chartering fee. If a Scout joins Troop 14 mid-year and is not on another Unit’s charter, he will be assessed a pro-rated Chartering Fee as listed on the most current BSA application. Additionally, BSA offers the Scouts an opportunity to subscribe to “*Boy’s Life*.” This fee is prescribed by the BSA and the Mattaponi District and can be ordered and paid for during the rechartering process by the individual Scout. The chartering fee and “Boys Life” subscription fees are non-refundable.

Annual Dues: Troop dues are established by the Committee and may be revised by a Committee vote at any point throughout the year. Dues can be paid annually, semi-annually, or quarterly, whichever the family prefers; however, it is beneficial to the Troop if they are paid annually. These dues cover the awards, patches, equipment, and supplies necessary to run the Troop 14 program. Treasurer will keep accurate records and notify Scouts if they owe dues. Annual dues run January-December. If a Scout joins after January, he will be responsible for paying an amount pro-rated by the number of months he is a member of Troop 14. Dues are non-refundable.

All dues and fees must be current for the Scout to participate in meetings, outings, and events. If there is financial hardship, the Troop Committee Chair or SM should be confidentially notified for other arrangements to be made.

If a check does not clear the bank, the check writer will pay the Troop’s bank penalty charge, as well as reimburse the Troop for the denied check.

IV. **BEHAVIOR AND SAFETY STANDARDS**

Troop 14 expects reasonable and safe behavior of its Adult Leadership and Scouts in accordance with the Scout Oath and Law, and BSA policies and procedures and Troop 14 By-Laws.

The following actions by Scouts are not allowed at meetings or on outings and are subject to disciplinary measures by the SM/ASM’s:

- Scout’s possession or useage of tobacco in any form, alcohol or illegal drugs
- Fighting or physical conflict

- Bullying or hazing of any type
- Profanity
- Gambling (does not apply to card games or games of chance for fun)
- Payments from one Scout to another to avoid performing a task.
- Use of cell phones unless explicitly authorized by the Scoutmaster
- Pornography in any form
- Willful damage to any camp, Troop, or other's personal gear. Scouts responsible for such an act will be held accountable for monetary remuneration to replace any damaged gear.
- Unauthorized possession or use of flammable devices, fireworks or laser pointers.
- Unauthorized possession or use of any food or gear that belongs to another Scout or patrol without his/their prior consent.
- Excessive rowdy, unruly, loud, disrespectful, disobedient, or disruptive behavior
- Refusal to abide by Troop policies which are detrimental to the welfare of the Troop.
- Willful disregard of the Scout Law or Scout Promise.
- Possession of sheath knives

Adults are prohibited from possessing or consuming alcohol in all Scouting activities cases and strongly discouraged from smoking at any Troop event. Smoking is not allowed in the presence of the Scouts.

V. **CONFLICT RESOLUTION AND DISCIPLINE**

Incidents involving Scouts should be reported to the PL or SPL, who should try to resolve the problem. If this is not possible, the SPL shall notify the SM or ASM. At no time will Scouts discipline other Scouts.

- SM or ASM are expected and authorized to alleviate any dangerous or disruptive situation.
- Discipline needs to be positive whenever possible, reflecting Scouting values, and it must be applied using common sense and fairness.
- Corporal punishment is not allowed.
- The SM (or appointed ASM) has the right to counsel any Scout whose behavior has been deemed to be disruptive. If the counseling by the SM or ASM fails, the Scout may be removed from the activity and his parents will be notified of the problem. If the infraction is serious enough to warrant such action, the SM or ASM has the authority to call the parent or guardian to require immediate pick up of their Scout from an event, regardless of the time or place of the event.

If, at the Scoutmaster's discretion, the behavior or safety incident warrants escalation, the Troop Committee's Disciplinary Committee may take appropriate actions to deal with

inappropriate Scout behavior. The Disciplinary Committee, not the SM, shall render judgement for any punishments greater than one missed meeting or outing.

The Troop Disciplinary Committee for Scouts shall consist of the Troop Committee Chair, the Advancement Chair, and the SM for all Scout disciplinary matters. In the event that one of these individuals cannot attend or are deemed to have a conflict of interest, the Committee Chair may appoint an ASM or Committee Member to serve in their place. Misconduct should be reported to the SM as soon after the incident as possible. Following the reported incident, the Disciplinary Committee will convene a hearing. The person reporting the infraction should attend the hearing. The Disciplinary Committee may request the Scout involved and his parents/guardians to be present at their discretion. If the leader filing the report is a member of the Disciplinary Committee, that person will be replaced on the Disciplinary Committee by a Committee Member or uniformed leader at the hearing. The exception to this rule is the SM who may file the report and also serve on the Disciplinary Committee.

Incidents with Adult Leadership or parents will be reported to the Troop Committee Chairman. Disputes must be settled in a civil manner. All adults participating in Troop activities will abide by BSA policies and procedures and the Troop 14 By-Laws.

The Troop Disciplinary Committee for Adult Leadership shall consist of the Troop Committee Chair, the Chartered Organizational Representative, and the Mattaponi District Executive for all Adult leader disciplinary matters. Misconduct should be reported to the Committee Chair as soon after the incident as possible. Following the reported incident, the Disciplinary Committee will convene a hearing. The person reporting the infraction should attend the hearing. If the person filing the report is a member of the Disciplinary Committee, that person will be replaced on the Disciplinary Committee by the Troop Executive Officer at the hearing.

Unresolved disputes and violations against BSA policy can result in termination of Adult and Scout membership with Troop 14 by the Chartered Organizational Representative.

VI. **UNIFORM STANDARDS**

Active Scouts are expected to be in the proper uniform unless otherwise specified by the SPL or SM. Troop 14 maintains two uniform types: The BSA Field Uniform (sometimes referred to as "Class A") and the Activity Uniform (often referred to as "Class B")

Field Uniform: The standard Troop 14 field uniform consists of the following:

- BSA official green uniform shorts or pants,
- BSA khaki shirt with insignia sewn on in proper places,
- BSA Belt (if not already sewn in the pants)

- BSA socks (if wearing BSA shorts),
- Closed toe shoes

The complete Field uniform (Class A) will be worn to the following events:

- All meetings and activities held between Labor Day and Memorial day
- During travel to and from outings, unless informed otherwise by the SM;

The complete Field uniform WITH the Troop Neckerchief, Slide, and optional sash shall always be worn to the following events:

- Boards of Review
- Courts of Honor
- Scout Sunday

Activity Uniform. The Troop 14 Activity uniform (Class B) consists of the following:

- Shirt: Troop 14 shirt, other Boy Scout T-shirt/Sweat shirt or *plain TShirt/Sweatshirt
- Shorts/Pants: Official uniform shorts or pants
- BSA Belt
- BSA socks (if wearing shorts)
- Closed toe shoes.

The complete Activity uniform is typically worn as follows:

- To weekly meetings between Memorial Day and Labor Day,
- While at campouts and outings as determined by the SM
- While at summer camp
- When prescribed by the SPL

**Shirts or hats that display any information other than Boy Scout specific are considered inappropriate and are not authorized to be worn at Boy Scout events or outings.*

A Scout is expected to have a full BSA uniform before attaining the rank of Second Class Scout.

Order of the Arrow (OA): Those Scouts inducted into the OA shall wear the OA sash only at OA events and when in service to the OA. It is not appropriate for the OA sash to be worn to Troop specific functions/events. Scouts in the OA are authorized to wear the OA ribbon on their right breast pocket of their Scout shirt.

VII. TROOP MEETINGS

Troop 14 meets each Thursday from 7:00 - 8:30 pm. Scouts should plan to arrive no later than 6:45pm to ensure the meeting begins promptly at 7:00 pm. The Troop meets throughout the calendar year. The calendar is approved annually and shall be distributed and posted on the website.

PLC meetings are held the first Thursday of the month, once the Troop meeting has been officially “opened”.

The SM, ASM, and PLC may convene from 8:15 - 8:30 pm at the end of each Troop meeting for a “Leadership Roses and Thorns Meeting” to address the night’s meeting and or tidy up any business.

Pickup / Drop off. Scouts should not be dropped off more than 15 minutes prior to scheduled meeting times, (and then only if a Troop official is present), unless special arrangements have been made to arrive earlier. Scouts MUST be picked up by their parent or guardian at 8:30 pm, when the meeting concludes, unless a Scout is required to conduct other follow up Troop business (e.g. Leadership Roses and Thorns meeting 8:15 – 8:30 pm each Troop meeting).

Scouts must remain on church property at all times once they are dropped off unless they have special permission from a Uniformed Adult Leader.

If the Spotsylvania County School District is closed for holidays or inclement weather, any scheduled meeting will be cancelled or postponed.

Cellular telephones may only be used with Scoutmaster permission to appropriately record Scouting-related pictures or video. Scouts are not to use cellular telephones or any other media to take unauthorized videos/photos.

Scouts are expected to be courteous and respectful to all adult and youth leaders as well as guest speakers. They should pay attention to presentations and refrain from talking during presentations and Troop announcements.

Scouts must be prepared for pre-assigned tasks at each meeting, and honor the assignments that their patrol is given.

VIII. **ADVANCEMENT**

Advancement normally requires mastery of scout skills, completion of merit badges, active membership, position of leadership, (or position of responsibility), currency in dues, approved service, Scout Spirit, and a Scoutmaster Conference.

Rank advancement shall be earned according to The Official Boy Scout Handbook, the current Requirements Book and Boy Scout advancement policy. Normally, if a boy starts a rank advancement, and the Requirements Book is superseded, the boy completes under the superseded Requirements book within a nationally established period.

Demonstration of Scout Skills

The Boy Scouts aim for a “boy-led” Troop. As such, within reason and at the SM

discretion, Scouts with a First Class or above, may 'sign off' on rank requirements for the ranks of Scout, Tenderfoot, and Second Class. Rank requirements for First Class and above shall be completed by the SM or ASM's.

Scout Spirit requirement is to be signed off only by the SM or a designated ASM, based upon a variety of indicators like observed personal behavior at all times. Service project and position of responsibility requirements in the Scout Handbook shall be signed off by the SM or a designated ASM. Dues are an important indicator of status (active or inactive). Other indicators of active membership and Scout Spirit are attendance at meetings and other Troop activities, and participation in fundraising events.

Merit Badges

Registered MBCs shall identify to the Advancement Chair which specific Merit Badges they feel best qualified to teach; however, they may be needed and called upon to teach any Merit Badge. The Advancement Chair will maintain a current list of counselors for use by the Troop. Scouts shall first obtain approval from the SM to work towards a Merit Badge. The SM will then notify the Troop Advancement Chair who will identify those registered MBCs qualified and registered to teach on a specific Merit Badge. The SM is responsible to assign a MBC to the Scout and sign the Blue Card prior to the Scout starting the Merit Badge instruction.

A Scout must read the Merit Badge Pamphlet in order to earn the badge. The pamphlet may be checked out from the Troop library or if not available in the Troop library, the pamphlet can be purchased at the Scout Store or ordered on-line. It is the Scout's responsibility to make sure they are working from the most recent pamphlet.

Registered adult Scouters are prohibited from signing off any requirements in their own son's book unless the training was conducted as part of a group session, and the adult is signing off all the books. Relatives or legal guardians are discouraged from being MBCs for their own children unless two or more Scouts are being counseled. Scouts, whose relatives or legal guardians are the counselor and whose training was not done as part of a group session, shall have a short review with a different registered adult Scouter. This review is intended to protect the reputation of both counselor and Scout. The SM is the final approval authority for all Merit Badges. The Merit Badge Counselor is responsible to insure the Scout has completed the specific requirements necessary to earn the Merit Badge.

Positions of Leadership, Positions of Responsibility, and Special Projects

Positions of Leadership include:

- Senior Patrol Leader
- Assistant Senior Patrol Leader
- Troop Guide
- Patrol Leaders

Positions of Responsibility are appointed by the SPL (approved by the SM) and include:

- Quartermaster
- Scribe
- Historian
- Librarian
- Bugler
- OA Rep
- Den Chief
- Instructor

In order for a Scout to meet the requirements and receive credit for these positions, they must:

- Attend leadership training (or suitable substitute)
- Maintain acceptable participation standards (Being “Active” for the required number of months)
- Demonstrate, to the SM’s satisfaction, that meaningful effort was put forth in the fulfillment of the expected duties. This may take the form of an ‘exit interview’ at the end of the term.

Participation Standards

Because outings are the heart of Scouting, the Troop expects Scouts to attend overnight camping trips and make every effort to attend annual summer camp. Per BSA policy, a Scout must be considered “active” for a minimum number of months in order to be considered “Active” and Troops have the ability to define “active” in its own Terms. For this purpose, Troop 14 defines “Active” as such:

In order for a Scout to be considered “active” for a particular month for purposes of advancement, he must attend that month’s Troop outing (overnighter, if offered) and at least 50% of other scheduled activities.

If a Scout does not comply with the aforementioned standards, he can be denied advancement until he has met the minimum number of months of being ‘active’, and displays a commitment, Scout Spirit, and pays his dues. This decision resides with the SM.

Board of Review (BOR):

The BOR will be conducted and staffed in accordance with BSA policies. Parents of a Scout may not attend their son’s BOR. The BOR will be generally be held monthly during the final Troop meeting of the month and scheduled on the calendar. A Scout will not be permitted to participate in a BOR until all their financial obligations to the Troop are fulfilled and paid. A Scout appearing before a BOR is expected to wear a complete Class “A” uniform (with neckerchief and slide) and have his signed Scout Handbook with him. If a Scout owns but DOES NOT report into the BOR in a complete Class “A” uniform, the BOR will be postponed until the Scouts uniform is in compliance.

Eagle Projects: The Troop Committee Chair is the only Committee member who can sign the Eagle Application, in accordance with Troop 14 policy, unless another Committee member is designated by the Troop 14 Committee Chair.

IX. **RECOGNITION: Court of Honor Ceremony**

Troop Court of Honor (COH) ceremonies are generally held four times per year in the first week of March, June, September, and December. Complete Class "A" Scout uniform (with neckerchief and slide) is the required attire and merit badge sashes are encouraged. Attendance is mandatory, even if a Scout is not advancing in rank or receiving an award. Exceptions will be granted by the SM on a case by case basis. The cost of the Troop's COHs will be included in the Troop's annual budget.

Earned Merit Badge patches will be presented at the at the first available Troop meeting. Upon successful completion of a Board of Review (BOR), the rank badge patch will be presented to the Scout during that meeting. The official Merit Badge blue cards (paper copies) and rank cards will be held for a formal presentation at the next Court of Honor.

Eagle Court(s) of Honor (ECOH): An ECOH is an opportunity for the Eagle to publicly thank those who assisted him in earning the award, celebrate an accomplishment, and perhaps inspire younger Scouts to aim for the award. An Eagle Scout candidate has the choice to have or not to have an ECOH which can be either a public or private event at a time, place, and an invitees list of the honorees choice. The ECOH can be as elaborate or as simple as the Eagle candidate desires and multiple Eagle candidates may share an ECOH, if so desired. Any ECOH requires deconfliction and coordination with the Troop SM and Troop Committee.

- The ECOH is arranged and financed by the Eagle Scout candidate's family;
- NCAC pays for and provides the mothers pin, fathers tack, mentors pin and medal;
- The Troop pays and provides for the Eagle neckerchief and Eagle slide, Eagle key chain, Eagle coin, and Eagle certificate frame.

XI. TROOP OUTINGS

To attend an outing, the Scout's dues must be current. Additionally, the cost of the trip must be paid in full in order for the Scout to attend. The Troop will pay the site fee for each Scout that provides a Permission Slip to attend the outing / camping trip. If, after completing and submitting a Permission Slip, the Scout does not attend the outing / camping trip, the site fee will be deducted from their respective Scout Account. If there are financial difficulties that would prevent the Scout from participating, the parent should speak confidentially to the Committee Chair or SM to work out different arrangements, as the Troop Discretionary Fund allows (See Section XVIII).

Permission slips must be completed and signed by the Scout's parent or legal guardian in order for the Scout to participate.

Parents are expected to assist with transportation, as needed, to ensure that all Scouts can attend the trip.

If enough transportation or adult supervision cannot be secured to take all Scouts, the camping trip/outing may be cancelled at the discretion of the SM" or trip leader.

All passengers on outings are to wear seatbelts. No Scouts can operate a motor vehicle or transport other Scouts at a Scouting event, in accordance with BSA policy.

Parents are not to leave the drop-off point for a Troop outing until the Troop departs or until advised that they can leave by the SM.

The "buddy system" is in effect on all trips. A Scout is never to be alone.

Common sense, the Scout Oath and Law, dictate a Scout's behavior on all trips.

Scouts are expected to remain with the Troop at all times, unless the SM or Uniformed Adult Leader grants permission to do otherwise. For example, part of the Troop may be authorized to fish, hike, or participate in a special activity. If a Scout is granted permission, he is required to let the SM know where he is going, what is the purpose, what route will be taken, the specific location, and the anticipated time of return.

In the event that a Scout party fails to return at a designated time, a "Missing Scout" procedure shall be conducted. A head count will be taken and a search will be organized and conducted by the SM or other adult leader. The BSA two-deep leadership policy shall be followed at all times. Any emergency, injury or conduct violations will be recorded by the SM or adult leader, and a summary of the events will be reviewed immediately by the Troop Committee Chair and formally presented at the next Committee meeting.

Scouts are expected to return to the church following campouts to assist in equipment reconstitution. Any deviations from this require permission from the SM.

If a Scout needs to take medication (prescription or OTC) on an outing or at a meeting, the Troop will follow current BSA policy. Scout and parent should annotate the details on the permission slip as applicable, and confirm the administering process with the SM or ASM's. If agreed upon, medication and administering directions can be given to the SM or the registered leader prior to the trip in charge to hold and administer.

Troop 14 Aquatic Activities Rules

Troop 14 Aquatic activities will adhere to BSA policy and rules as directed in the Guide to Safe Scouting, Safe Swim and Safety Afloat publications.

Adults who have completed the BSA Safe Swim Defense course should be present at all aquatic activities and lifeguards designated.

The buddy system will always be in effect during aquatic activities.

Any swimming area must be checked by a Uniformed Adult Leader and swimming ability areas marked in accordance with Safe Swim principles before use.

Personal flotation devices must be worn on all boating events by all Scouts and leaders at all times.

Searches

Scouting is based on trust. Unfortunately, some Scouts may abuse this trust and bring contraband or steal from other Scouts. The adult leaders have an obligation to protect Scouts from harmful influences. Recognizing the difficulty of learning about such influences in a timely manner, we must reserve the right to ask a Scout to present the contents of his pockets, pack, trunk, tent or other belongings when the situation presents itself. Only the SM or other adult leader in charge is empowered to conduct such a search, and then, only with another adult present.

Permission Slips

A standard Troop 14 permission slip will be used for all trips, campouts, and other activities. This can be found on the Troop website (www.BST14.com).

A complete, signed permission slip must be turned in by the trip deadline, or the Scout will not be allowed to participate.

Prescription Medication

At a district or council camp, the Troop will follow published guidelines. For local (Troop) events, the Scout and his parent will address with the Scoutmaster on a case by case basis. Permission slips will be noted if a Scout is to take medication. Troop medical forms allow (if elected) for the use of over the counter medication. If a Scout does not show with or have required medication for a Troop 14 outing or meeting, he may be sent home at the Scoutmaster's discretion.

XII. SERVICE PROJECTS

The Boy Scouts of America seeks to develop in each Scout a spirit of self-reliance. Each boy will learn through Service Projects that he, and his Scout Troop, can make a difference in their community. Service to others is required for advancement for each rank from Second Class to Eagle. Scouts must secure permission in advance from the SM for any service projects.

Eagle service projects must be presented to and approved by the SM and Troop Committee, via the Life-to-Eagle Coordinator, prior to being presented to the Mattaponi District Advancement Committee.

XIII. TROOP FINANCES

Quarterly Court of Honor (COH) Reception: The Troop Committee plans for and funds the COH receptions (excluding the Eagle COH). Parents and Scouts are asked to assist in set up and clean up.

Scouting Assistance Fund: Troop 14 has an established account to assist Troop 14 families that may require assistance with the expenses associated with Scouting. The Troop 14 Assistance Fund will be disbursed based upon a Committee vote. Families in need should contact the Scoutmaster or Committee Chair who will hold all requests in strict confidence.

Spending Authority for Troop Expenditures: Unless previously budgeted, all decisions involving Troop expenditures above \$100.00 must be approved by the Troop Committee. Monetary expenditures of \$100.00 and less per event can be authorized by the SM or event leader; however, receipts must be given to the Treasurer within 60 days of expenditure or by 30 June each FY (whichever comes first) in order to receive reimbursement.

Fundraising

Fundraising is a very important part of the Troop operation. The money raised pays for the purchase and maintenance of Troop equipment, Merit Badges, Courts of Honor and Troop activities.

Troop 14 annual fundraisers will be determined by the Troop Committee and scheduled on the calendar. They typically include such activities as a Troop yard sale, BSA popcorn sales, flower sales or other similar fundraisers. More fundraising opportunities will be presented as the Troop grows in membership and stature.

Every Scout in Troop 14 is required to participate in these annual fundraisers unless the parents contact the SM or Committee Chair for prior approval concerning special circumstances. Failure to participate in fundraising could have bearing on advancement due to lack of Scout Spirit. Other fundraisers may occur periodically as needed. Parents are strongly encouraged to participate in Troop fundraisers.

Individual Scout accounts are established for Scouts to help pay for their outings, summer camp, fees (rechartering, dues, service, etc.), or other Scout related expense as approved by the SM.

Individual Scout groups or Patrols may have fundraisers for high adventure outings, with prior approval from the SM and Committee Chair.

XIV. TROOP EQUIPMENT

The Troop Quartermaster works with the Equipment Coordinator and is responsible for the care, maintenance and safeguarding of all Troop gear. Troop gear is assigned to each patrol by the Troop Quartermaster. Patrols are 100% accountable for the gear assigned to them. All gear should be complete and in good condition (cleaned, folded, or rolled properly).

A list of all gear must be maintained by the Troop Quartermaster. All gear should be inspected and updated twice annually.

All gear should be returned at the meeting following the event on which it was used. Broken gear should still be returned. It should be marked as broken. Final disposition of broken gear will be made by the SM and the Troop Quartermaster in coordination with the Equipment Coordinator. Members of the chain of command are responsible for damages or loss of Troop equipment. The SM will determine who is accountable for the

costs associated with the damages or loss. Costs will normally be assessed on a per person basis if the damage was deliberate.

Individuals may bring their personal gear at their own risk. The Troop is not liable for personal gear damaged at Troop events.

XV. **SCOUTMASTER FINDING COMMITTEE**

The Troop Committee Chair leads the SM Finding Committee (SFC), which is made up of two registered Committee Members and two Scout parents. If the SM position is vacant or the SM is to be replaced, the SFC will convene to recruit and elect a new SM. Once identified, potential candidates will be interviewed and will go through a nomination process. The nominee will be forwarded through the Chartered Organizational Representative to the head of the Chartering Organization for approval. Once approved, an Adult Application will be forwarded to District and NCAC and screened. The appointment of a new SM will be completed once the final screening has been done and the approval is received from NCAC.

XVI. **BYLAWS**

Changes to By-Laws

Requests for changes to the By-Laws should be submitted to the Troop Committee Chair. Requests can be made by any Uniformed Adult Leader or Troop Committee Member. Requests should be in writing.

Committee Members will be given advanced notice via reasonable means regarding Troop By-Laws proposed changes. Changes to Troop 14 By-Laws of must be approved by a 2/3 vote of the Troop Committee Members in attendance. Approved revisions to the By-Laws will be published, distributed, and posted to the Troop Website (www.BST14.com) for all Scouts to share with their parents/guardians as soon as reasonably possible after the changes have been made. The revision dates should appear on the front page of the By-Laws.

Scouts will be notified of the By-Laws and/or any changes to the By-Laws at the next regular Scout meeting.

Annual Changes to Bylaws

The Troop 14 By-Laws should be reviewed, distributed, and posted. The Troop Committee will constantly monitor the By-Laws to make any required changes / updates and distribute and post the latest version in a timely manner.

XVII. COMMUNICATIONS

The preferred method of communication between the Troop leadership and parents is email and the Troop Website (www.BST14.com). Upon joining Troop 14, families should provide current email addresses for both the parents and Scout, as allowed. The Membership Secretary or Webmaster will assist families in doing this.

“Two deep” policies also extend to electronic communication; adults (SM/ASM, Committee, or MS Counselors) should ensure that all communication is not 1:1 with a Scout.

The SM and the Committee Chair are generally the only two authorized members to send mass emails to the Troop as a whole. The SM and Committee Chair can authorize event coordinators, points of contact, or Committee Members to send mass emails on a case-by-case basis. The intent is to refrain from the use of “reply all” email responses.