

Boy Scouts of America
TROOP 680
San Diego, California

Bylaws, Policies and Procedures

ARTICLE I
Chartering Organizations

- A. The Chartering Organizations ("Chartering Organizations") of Troop 680 (the "Troop") shall be:
1. Rancho Bernardo Community Presbyterian Church, San Diego (Rancho Bernardo), California; and
 2. Rotary Club of Rancho Bernardo, San Diego (Rancho Bernardo), California

ARTICLE II
Membership

- A. Youth Membership.
1. Qualifications: A youth must satisfy the requirements contained in the BSA *Scout Handbook* as well as the following:
 - a. Submit a completed BSA youth application form with his parent/guardian ("Parent") signature to the Troop adult leadership.
 - b. Submit a completed BSA Annual Health & Medical Form with his Parent's signature to the Troop adult leadership, when required by BSA.
 - c. Pay the Troop 680 initial joining fee.
 - d. Acceptance by the Troop Committee and Scoutmaster.
 2. Priority consideration will be given to new applicants who reside in the greater Rancho Bernardo area and whose parents will participate in Troop functions.
- B. Adult Membership. (Adult Troop members are known as "Scouters.")
1. Qualifications: Adults must meet the following criteria:
 - a. Submit a completed BSA adult application form and meet all requirements contained on the application.
 - b. Pay the pro-rated annual registration fee required by BSA and the San Diego-Imperial Council ("SDIC").
 - c. Application for membership must be approved by the Troop Committee and the Chartering Organization.
 1. The Troop Committee may hold and evaluate an application for a period of up to 90 days, completing such reference checks and due diligence that the Troop Committee deems necessary.
 2. Adult applicants shall be encouraged to do the following during the evaluation period:

- a. view the basic BSA leadership video
 - b. attend two Troop Committee meetings
 - c. demonstrate to the Troop Committee understanding of the aims, methods, and leadership skills of Scouting through discussion with a committee member appointed by the Troop Committee Chairperson
 - d. complete BSA Youth Protection Training
3. Within the 90-day evaluation period, the Troop Committee, or a subcommittee appointed by the Troop Committee Chairperson, shall make a recommendation on the respective adult applicant.
- d. Adult applicants interested in working with Scouts in outdoor activities are encouraged to work in tandem with experienced Scouters to learn backpacking techniques and to see how the Troop operates in the field. In addition, the Troop strongly recommends the following:
 1. Training available on-line (myscouting.org Internet website) and through the San Diego-Imperial Council (SDIC), including Boy Scout Leader Fast Start, Youth Protection Training (YPT), New Leader Essentials Training, Troop Committee Training, Hazardous Weather Training, Leader Specific Training and High Adventure Leader Trek Training (HALTT), including Water Trek Training; and
 2. American Red Cross courses (or equivalent), and certification upon completion, in First Aid and CPR.
 - e. Parents of Scouts in the Troop are strongly encouraged to become registered members of BSA and the Troop.
 - f. Parents of Scouts are highly encouraged to attend and complete other BSA training courses and to participate in Troop outings.

C. Membership Restriction.

1. A maximum youth membership in the Troop may be established at any time that the Troop Committee believes that the Troop's resources are strained.
2. If at any time an application for youth membership is denied because of maximum Troop size, the applicant's name will be placed on a waiting list in the order in which the application was received. In the event a space in the Troop becomes available, it will be filled by providing the first named individual on the list the opportunity to join the Troop. If he declines, the next person on the list will be given the opportunity to join.
3. Despite any size restrictions previously established, and whether or not a youth is on the waiting list, the Troop Committee reserves the right to admit a youth (a) who has a sibling who is a Scout in the Troop or (b) whose Parent has volunteered to actively perform the duties of a needed adult Troop leadership position, such as a vacant Scoutmaster, Troop Committee Chairperson, or other standing Troop Committee officer position, to maintain a quality Troop.

D. Removal as a Member of Troop 680.

1. Scout Removal. When a Scout's misconduct is so disruptive or dangerous to the individual Scout or to others:
 - a. The Scout's Parent will be called and asked to remove him from the activity.

- b. The Scout will be reviewed by the Troop Committee at the earliest opportunity as to his fitness to continue to be a member of the Troop.
 - c. The Troop Committee Chairperson will notify all concerned of the date, the time and the place for the review. The Scout and his Parent are encouraged to be present at the review to present any facts or mitigating circumstances so that the Troop Committee can make an informed decision.
 - d. A majority vote of the members of the Troop Committee (which may occur at a time following the Review) is sufficient to remove a Scout from Troop 680. This does not disqualify him from being a Boy Scout, only as a member of the Troop. He may apply to any other local troop unit.
 - e. If the Troop Committee elects to remove the Scout, either temporarily or permanently, from the Troop, a letter shall be sent from the Troop Committee Chairperson, or his designee, within a week to the Scout and his Parent. The Troop Committee Chairperson shall notify SDIC that the Scout was removed from the Troop for cause.
2. Adult Removal. When an adult member of the Troop exhibits behavior that is disruptive or dangerous to the Scouts or to other adults in the Troop, or is determined by the Troop Committee to fail to be a proper role model for Scouts, then the Troop Committee Chairperson will notify that person in writing that a review will be conducted as to his or her fitness for Troop leadership.
 - a. The Troop Committee Chairperson will notify all concerned of the date, the time and the place for the review. The person in question is invited to be present at the review to present any facts and mitigating circumstances that might affect the outcome of the Review.
 - b. A majority vote of the members of the Troop Committee (which may occur at a time following the review) is sufficient to remove a Scouter from the Troop. This does not disqualify the adult from being a registered Scouter, only as an adult member of the Troop.
 - c. If the Troop Committee elects to remove the Scouter, either temporarily or permanently, from the Troop, a letter shall be sent within a week to the Scouter. The Troop Committee Chairperson will notify SDIC regarding the Scouter's removal from the Troop for cause.
 3. In the absence of the Troop Committee Chairperson, the Chairperson's designee will assume the duties of the Troop Committee Chairperson.

ARTICLE III

Troop Finances

A. Troop Finances:

1. Troop 680 is a self-supporting, non-profit, youth organization that must meet its expenses by recycling newspapers and aluminum cans, collecting activity fees (if any), Troop fund-raisers, and any donations either by individuals or other organizations.
2. Friends of Scouting: All Parents are encouraged to donate to the SDIC's Friends of Scouting fund drive conducted each year.

B. Fees and Dues: The Troop Committee shall establish all Troop fees and their use.

1. In lieu of dues, a period of four hours of approved community service by each Scout is required each calendar year. It must be completed by the later of the end of each year or within 90 days after joining the Troop.
 2. Each Scout is assessed an initiation fee only once during his unbroken membership in the Troop. This fee is used to defray the expense of BSA registration, Troop insignias, Troop T-shirt, "Boy's Life" magazine and Troop neckerchief (when earned).
 3. The BSA registration/reregistration fee for each Scout, which is due at the time the Troop recharter each February, is paid by the Troop. Each Scouter who is a member of the Troop is requested to reimburse the Troop for any BSA registration/reregistration fees.
 4. Activity fees, varying with the activity, must be paid by the individual(s) participating in the activity no later than the Troop meeting prior to the activity, unless such activity fees are to be paid at an earlier designated time (e.g., summer camp).
 5. Paid activity fees will not be refunded by the Troop if the participant is unable to attend except to the extent any fee, or a portion, may be recovered by the Troop (e.g., summer camp fees refunded if the cut-off dates were met).
 6. Action for non-payment of fees or non-completion of service time:
 - a. Any Scout not completing his required four hours of community service each year will be denied participation in Troop and Patrol outings, rank advancement, earned awards, and Troop leadership positions until such time as the required hours, and any penalty hours, are completed.
 - b. If the activity fee is not paid at the meeting prior to the outing, the Scout will not be allowed to participate in that activity.
- C. Newspapers and Aluminum Can Recycling: The primary source of Troop revenue is through newspaper and aluminum can collection on the second Saturday of each month. (Refer to Exhibit C for detailed policies and procedures.)
1. Each Scout must pick up papers/cans on his assigned route and deposit them at designated collection site(s). Collection sites are staffed by assigned Scouts.
 2. All Scouts must participate in the monthly collection. New Scouts must accept assignment of a route.
 3. If a Scout does not take care of his route/time:
 - a. He will be assessed additional community service hours or newspaper hours to complete.
 - b. If a Scout misses two months in a row or three months in any 12-month period, the Troop Committee may take such action it deems necessary, including being asked to leave the Troop.
 4. Parents are expected to participate in the Troop Newspaper and Aluminum Can Recycling with their Scouts.
- D. Scout Accounts: Revenues from Newspapers and Aluminum Can Recycling and any other troop fundraising activities established by the Troop Committee ("General Fund-raisers") provide a way for Scouts in the Troop to raise funds to support their activities (e.g., additional funds to pay for scout camp, jamborees, backpacking/camping equipment).
1. General Fund-Raisers generate funds for the Troop general account to meet Troop operating expenses, and allow the participating Scouts to earn funds for their activities.

2. Individual Scouts may receive a pro-rata share of General Fund-Raiser proceeds each time they participate in a fundraising project, as determined by the Troop Committee.
3. The Treasurer shall establish and maintain individual account records to credit and track any monies for the individual Scout's use, subject to Troop Committee approval.
4. The Treasurer shall keep a detailed account of all income and expenses, with all pertinent documentation, for all General Fund-Raisers.
5. If a Scout leaves the Troop, his individual account, if unused by the Scout for approved purposes within one year from the earlier of (a) his eighteenth birthday or (b) his departure date (as defined in Section V.E.5) or from the date he is removed from the Troop under Sections II.D.1, or III.C.3.b., will revert to the Troop general fund.

E. Troop Checking Account: Used to pay Troop-incurred expenses.

1. The Treasurer shall keep custody of the Troop checking account and checkbook.
2. The authorizing signatures on the Troop checking account will be:
 - a. Troop Committee Chairperson.
 - b. Treasurer.
 - c. Scoutmaster.
 - d. Advancement Chairperson.

F. Troop Deposit Account at Boy Scout Headquarters, SDIC:

1. Access to the account shall be limited to:
 - a. Membership Chairperson.
 - b. Advancement Chairperson.
 - c. Outings Chairperson.
 - d. Other designated Registered Scouters as approved by the Troop Committee and added to the authorized list at SDIC.
2. The Treasurer shall also have access to the account and shall maintain sufficient funds in the account as designated by the Troop Committee.

G. Treasurer: The Treasurer is the chief custodian of the Troop's finances. The Treasurer shall:

1. Be a BSA registered adult member of the Troop and be approved by the Troop Committee.
2. Establish and maintain detailed records of all Troop income and expenditures.
3. Provide a detailed monthly summary report at the Troop Committee's monthly meeting.
4. Establish and maintain a file of all expenses. The receipts will be annotated as to what was purchased, when it was purchased, by whom, and when it was reimbursed.

H. Audit of Troop Finances.

1. The Troop accounts finances should be audited annually or when a new treasurer is installed.
2. The auditor(s) will be appointed by the Troop Committee. The auditor(s) shall not be anyone related to the Treasurer or anyone who has assisted the Treasurer with the financial bookkeeping during the current audit period. An auditor may be any adult who is willing to act as an auditor and should have some knowledge of record keeping (experience/training in bookkeeping is desirable but not required).

ARTICLE IV

Troop Organization

- A. Troop Organization. The Chartering Organizations have overall responsibility for Troop 680. They each appoint a Chartering Organization Representative, who is the liaison between the Chartering Organization and the Troop Committee. The Troop Committee is responsible for the organizing, establishment, and maintenance of the policies and procedures for operating the Troop, under the supervision of the Chartering Organizations. The Troop Committee will search for candidates for Scoutmaster, select the best available candidate, and then appoint the Scoutmaster, subject to the approval of the Chartering Organizations. The Scoutmaster is the single person responsible for the day-to-day operation of the youth organization. The Scoutmaster works with the Scouts through the Senior Patrol Leader ("SPL"). The SPL has a staff composed of the Assistant SPL(s), Scribe, Instructor(s), Quartermaster, Historian, Librarian, Guide(s), Patrol Leaders, and Assistant Patrol Leaders. The Patrol Leaders are responsible to ensure that all information is communicated to and from the Senior Patrol Leader and is passed on to all of the Scouts in his patrol. (Refer to "Exhibit B - Troop Youth Leadership Responsibilities".)
- B. Chartering Organization.
1. Chartering Organization's responsibilities:
 - a. Overall responsibility for, and supervision of, the activities of the Troop.
 - b. Signing the Troop's annual Application for Charter.
 - c. Provide a Chartering Organization Representative to the Troop.
 - d. Provide a weekly meeting place.
 - e. Certify all Troop adult membership applications.
 - f. May provide some adult leadership, financial or other support, including providing general guidelines and direction in running the Troop.
- C. Troop Committee.
1. Function of Troop Committee:
 - a. The function of the Troop Committee is to provide overall guidance and management of all facets of the Troop, under the supervision of the Chartering Organizations. In addition, the Troop Committee serves as the point of coordination for all adult leadership of the Troop. The Troop Committee may promulgate rules and policies for the Troop as necessary. It provides general guidelines for the Scoutmaster and the Scouts to follow in the Scouting program consistent with national BSA guidelines and policies. The Troop Committee will be the final arbitrator when there are disputes that cannot be resolved at a lower level.
 - b. Responsibilities of the Troop Committee shall include but not be limited to:
 1. Selecting, subject to the approval of the Chartering Organizations, the Scoutmaster.
 2. Approving the Scoutmaster's selection of Assistant Scoutmasters.
 3. Selecting other Scouters for adult leadership positions as officers of the Troop Committee.
 4. Providing guidance for and facilitating the Scouting program, including outdoor experiences.
 5. Providing advancement and recognition opportunities for Scouts.

6. Overseeing all Troop finances, including fundraising activities, expenses and deposit accounts.
 7. Provide for appropriate group accident insurance for Troop-related activities, to be renewed annually.
 8. Working with the Chartering Organizations to assure that there is an appropriate meeting place for Troop meetings.
 9. Providing access to training opportunities for Scouts and Scouters.
 10. Monitoring adherence to Troop and BSA guidelines, and handling any disciplinary matters involving Scouts or Scouters.
2. Officers of Troop Committee.
 - a. Chartering Organization Representative.
 - b. Troop Committee Chairperson.
 - c. Assistant Troop Committee Chairperson.
 - d. Outings Chairperson.
 - e. Advancement Chairperson.
 - f. Membership Chairperson.
 - g. Treasurer.
 - h. Communications/Secretary.
 5. The Troop Committee may create and fill as many additional leadership positions as necessary to help operate the Troop efficiently. (Refer to Exhibit A – Troop Adult Leadership Responsibilities.)
 6. Meetings. The Troop Committee will normally meet once a month.
 - a. The regular monthly Troop Committee meeting will normally be 7:30 p.m. on the first Tuesday of each month. The Troop Secretary will notify all concerned of any changes of time, date or place.
 - b. Special meetings may be called by the Troop Committee Chairperson. The Chairperson will notify all concerned of the date, time and place for the special committee meeting.
 7. Quorum. In order to conduct an official Troop Committee meeting, there must be a quorum. A quorum is established when the Troop Committee Chairperson or, in his absence, the Assistant Troop Committee Chairperson and at least half the Officers of the Troop Committee are present.
 8. Voting Rights.
 - a. Voting members are those adults who are currently registered members of the Troop, except the Chartering Organization Representative.
 - b. Non-voting members are any non-registered Parent of a Scout in the Troop. They may attend Troop Committee meetings and participate in the discussion, make suggestions or recommendations.
- B. Scout Organization: The Troop follows the BSA philosophy that the Troop program should be led by Scouts, in order for them to develop leadership skills, backed by adult guidance. (Refer to Exhibit B – Troop Youth Leadership Responsibilities.)
1. Meetings.
 - a. Troop meetings will be held weekly at a time and place designated by the Troop Committee.

- b. Troop Leadership Council ("TLC") meetings will be held approximately once a month in addition to Troop meetings, generally preceding a scheduled Troop meeting.
- c. Patrol meetings are as determined by the individual patrols, SPL, the Scoutmaster, the Assistant Scoutmaster, Patrol Adviser, or the Troop Committee.
2. Supervision.
 - a. All scheduled Troop activities will be under the supervision of a minimum of two Scouters.
 - b. Parents are expected to participate and assist in Troop activities.
3. Troop Leadership.
 - a. Troop meetings and outings are led by the Senior Patrol Leader ("SPL"), Assistant Senior Patrol Leader(s) ("ASPL"), Patrol Leader(s) ("PL") and Junior Assistant Scoutmaster(s) ("JASM") under the guidance of the Scoutmaster.
 - b. Patrol Leaders and Assistant Patrol Leaders are responsible for the behavior and well being of the Scouts in their patrols.
4. Troop Officer Elections and Appointments.
 - a. Troop and Patrol elections are held semiannually, generally during the months of March and September, or at any time at the discretion of the Scoutmaster and the Troop Committee. Elections and appointments are subject to the approval of the Scoutmaster.
 1. The SPL is elected by all the Scout members of the Troop by secret ballot, with a chance of re-election for a second term.
 2. The SPL selects his ASPL(s) (number as determined by the Scoutmaster and the Troop Committee), Scribe, Quartermaster, Historian, Librarian, and Chaplain's Aid.
 3. The Scoutmaster selects Troop Instructors, Troop Guides and Junior Assistant Scoutmaster(s).
 4. Each patrol elects a PL from its member Scouts.
 5. The PL selects an Assistant Patrol Leader ("APL").
 - b. The minimum requirements for each respective office are:
 1. SPL:
 - a. Must have attained rank of Star Scout.
 - b. Must be at least 13 years old.
 - c. Must have previously held the office of ASPL or Scribe.
 2. ASPL, Scribe or Troop Instructor:
 - a. Must have attained rank of Star Scout.
 - b. Must be at least 12 years old.
 3. Quartermaster, Historian, Librarian, Chaplain's Aid, Troop Guide, or Patrol Leader:
 - a. Must have attained rank of First Class.
 4. Junior Assistant Scoutmaster:
 - a. Must be at least 16 years old, but less than 18 years old.
 - b. Must have attained the rank of Eagle Scout.
 - c. Must be nominated by the Scoutmaster and confirmed by the Troop Committee.

- c. A Scout elected or appointed to an office (except JASM) but lacking the required rank may be "acting" for up to three months in which time he must earn the required rank, or be replaced by another Scout at the discretion of the Scoutmaster.
 - d. A Scout elected or appointed to an office who has outstanding Troop penalty service time may be "acting" for up to two months in which time he must complete such penalty service time and not have incurred additional penalty service time, or be replaced by another Scout at the discretion of the Scoutmaster.
 - e. A Scout should be willing to learn the duties for the position he wants to hold, and he is to perform those duties for the whole term of office, once elected or appointed. He needs to read and understand the pertinent parts of these Bylaws, Policies and Procedures, the *Scout Handbook*, and the *Patrol Leader's Handbook*. He will step down if he decides he no longer desires to, or is able to, fulfill the duties of his office; however, he will lose the credit for the leadership position.
6. Troop Leadership Council ("TLC").
- a. The TLC shall perform these functions:
 1. Plan all Troop meetings, outings, and activities, with assistance as necessary from Scouters.
 2. Assign responsibilities for carrying out the Troop action plan to Scout leaders and patrols.
 - b. The TLC shall be comprised of the following members:
 1. SPL (Chairperson).
 2. ASPL(s), Troop Scribe, and Troop Instructor(s).
 3. Troop Historian, Troop Librarian, Troop Chaplain's Aid, and Troop Quartermaster.
 4. Troop Guide(s).
 5. PLs and APLs.
 6. JASM(s).
 7. Scoutmaster, Assistant Scoutmaster(s), and Trek Leaders.
 - c. Voting.
 1. Each Scout member of the TLC has one vote with the exception that each patrol has one collective vote which is cast by the PL; in his absence the APL will vote.
 2. In the event of a tie, the Scoutmaster or his designee will decide, based on input from each of the participants at the TLC.
 3. The Scoutmaster does not have a vote, but does have veto power.
7. Leadership Disqualification.
- a. Any Scout may be removed from his leadership position if he does not fulfill the responsibilities of his position, as determined by the Scoutmaster. Generally, the Scoutmaster shall counsel the Scout with suggestions as to how to improve performance in the position prior to taking the step of removal. However, the Scoutmaster shall have the discretion to remove a Scout from a leadership position without further counseling if he believes that it is justified.
 - b. The Scoutmaster will replace the Scout leader with someone who can and will perform the duties of the position. The disqualified Scout leader will not get credit for his leadership position for this time period. He may run again at the next election for the same position or other position if he has a desire to fulfill the responsibilities of that position.

ARTICLE V

Program and Activities

A. Program and Activities.

1. The TLC, under the guidance and with the concurrence of the Scoutmaster and Assistant Scoutmasters, develops weekly Troop meeting activities and programs.
 - a. The TLC, under the guidance of the Scoutmaster and Assistant Scoutmasters and with the Assistance of the Outings Chairperson, will develop an annual outdoor program involving backpacking, primitive camping, day hiking, car camping, water treks, etc., for presentation to and for approval by the Troop Committee.
 - b. High Adventure activities will be rated as to level of difficulty, since some activities will not be suitable for those Scouts who are not physically or mentally ready for such experiences. Alternative concurrent activities will be scheduled, where possible, for different levels of experience.
2. Adult Trek Leadership. Parents of Scouts in the Troop are encouraged to participate in and assist with programs and activities. Parents may assume leadership, organization and/or support services (e.g., paperwork, securing camping, wilderness, tour permits) for Troop outings and activities with the approval of the Troop Committee or the Outings Chairperson.

B. Annual Programs: Activities will provide for:

1. Weekly Troop meetings and monthly TLC meetings.
2. At least one High Adventure outdoor activity each month.
3. At least one week of long-term camp or Scout activities.
4. A Troop Board of Review and advancement counseling at one or more Troop meetings each month.
5. A Court of Honor at least every three months.
6. Special service projects.
7. Council and District events (e.g., Scout Fair, Camporees, parades).

C. Participation. Boys registered as members of the Troop are expected to be active participants in Scouting. Scouts who fail to attend more than 25% of meetings in 1 year will be counseled by the Scoutmaster regarding their desire to remain in the Troop.

4. Permission Slips: Permission slips will be available prior to the Troop activity requiring the permission of the Parent for Scout participation. Sufficient time will be available for the executed Permission Slip to be returned to the Scoutmaster or Trek Leader. There is a deadline on this form; if the Permission Slip is not returned by that date, the Scout will not be able to participate in that outing.

D. Troop Daily Operations.

1. Uniforms.
 - a. The Class "A" uniform shall be the official Scout uniform as described in the BSA *Insignia Guide*. The Troop 680 neckerchief, Eagle rank neckerchief, or other BSA special recognition/award neckerchief, when received by a Scout, shall be a part of

the Class "A" uniform, along with an appropriate neckerchief slide. The Class "A" uniform is appropriate for any BSA or Troop related function.

- b. The full dress Class "A" uniform is the same as the section above plus the Scout shall his wear merit badge sash (or, if qualified, the Order of the Arrow sash), religious emblems and other appropriate medals. The full dress Class "A" is generally worn for Courts of Honor, Eagle Boards of Review and special ceremonies.
- c. The Class "B" uniform consists of the Troop logo T-shirt.
- d. Class "A" uniforms shall be worn to all Troop/Patrol meetings unless specified otherwise.
- e. Class "A" uniforms shall be worn to all district, council, national, or international events, including travel to and from these activities.
- f. A Scout uniform shirt or Troop T-shirt shall be worn when traveling to and from all Troop 680 outings.
- g. The Troop T-shirt shall be worn during the monthly newspaper collection.
- h. The Scoutmaster, SPL, or Trek Leader will inform the Scout which uniform is acceptable for which events.
- i. In special circumstances, the Scoutmaster or Trek Leader may waive these requirements, provided there is not an objection from the Troop Committee.
- j. The Scoutmaster and Assistant Scoutmasters shall wear the Scout uniform as described above. Other Scouters are strongly encouraged to wear the Scout uniform. All participants in Troop activities are encouraged to wear the Troop 680 T-shirt, if appropriate.
- k. Uniform inspections shall be performed regularly at the discretion of the SPL or Scoutmaster.

E. Attendance.

1. All Scouts and Scouters are encouraged to attend all Troop meetings and activities. Adult family members are encouraged to participate with Scouts on any outing, subject to qualification for High Adventure outings.
2. Scout attendance will be recorded at all Troop meetings and outings by the Troop Scribe and Troop Historian with assistance from adult leaders (e.g., the Patrol Advisors). If the Scribe or Historian is unable to attend the activity, they will ensure that someone in the Scout leadership group, who is attending, will perform that function.
3. It is the individual Scout's responsibility to ensure that his attendance is recorded in the Troop log.
4. Non-attendance. The PL and Patrol Advisor shall monitor attendance records for Scouts in the respective Patrol to see that all Scouts are meeting minimum attendance standards. If a Scout is absent without a valid excuse for four consecutive meetings:
 - a. His PL shall contact him to find out why he is not attending the meetings.
 - b. The PL will inform the SPL when a Scout has missed his fourth consecutive meeting.
 - c. The SPL shall make contact to find out what is wrong. If it is within his power to make changes to encourage the Scout to start attending, he should do so. The SPL will submit a report to the Scoutmaster and Membership Chairperson concerning the status of the Scout.

6. Any Scout who misses the Troop meeting immediately preceding an outing, without a valid excuse, will not be allowed to attend that outing.
- F. Personal Equipment. Unless otherwise specified, the Scout is to provide his own resources.
1. Each Scout is to bring his BSA *Scout Handbook*, a pencil/pen, and paper to all Troop meetings, unless specified otherwise.
 2. For outdoor activities, each Scout should have (own, borrow or rent) a sleeping bag, backpack and other equipment as recommended by the Scoutmaster, Trek Leader or Troop Committee.
 3. Equipment not allowed on activities includes electronic games, MP3 players, audio equipment or anything objectionable, at the Scoutmaster's discretion.
- G. Transportation.
1. Parents and other adults will provide individual transportation to and from regularly scheduled Troop meetings.
 2. Transportation to and from outdoor activities will be provided by the Parents.
 - a. Expenses for transportation can be reimbursed in accordance with policies determined by the Troop Committee, from time to time.
 - b. All drivers will comply with the age requirements of the BSA Tour Permit application.
 - c. All private vehicles used to transport Scouts and Scouters must be equipped with seat belts for each passenger and have a minimum insurance coverage required by the laws of California and the SDIC.
 - d. Each Parent is requested to provide to the Membership Chairperson the following information:
 1. Make and model of vehicle.
 2. Vehicle license number.
 3. Driver's license number.
 4. Insurance coverage information for vehicle.

ARTICLE VI

Rank Advancement and Merit Badges

- A. Rank Advancement.
1. Advancement Procedures.
 - a. For all ranks up to and including First Class, most requirements may be signed off by members of the TLC or senior scouts who have completed that skill/requirement.
 - b. The Scoutmaster or any Assistant Scoutmaster, or other Scouter as designated by the Scoutmaster, may sign off on any requirements for all ranks advancement.
 - c. After completing the requirements for a rank, a Scout will have a Scoutmaster's Conference, followed by a Board of Review as soon as possible.
 1. The Scout will inform the Advancement Chairperson.
 2. The Advancement Chairperson will schedule the Scoutmaster's Conference in consultation with the Scoutmaster to determine whether the Scout is to be reviewed by the Scoutmaster personally or by one of the Assistant Scoutmasters.

3. The Class "A" Scout uniform shall be worn by the Scout at his Scoutmaster's Conference unless notified to the contrary by the Advancement Chairperson or the Scoutmaster.
 4. The Scout will be prepared to discuss how he has "shown Scout Spirit" since his last Scoutmaster's Conference.
- d. Board of Review.
1. The Advancement Chairperson will schedule a Board of Review upon the successful completion of a Scoutmaster's Conference by a Scout.
 2. All Boards of Review will be chaired by either the Advancement Chairperson or a designee of the Advancement Chairperson (with such designee being a registered adult leader of the Troop).
 3. Each Board of Review shall be comprised of at least 3 adult members, including the chairperson (or designee).
 4. The Class "A" Scout uniform shall be worn by the Scout at his Board of Review, unless notified to the contrary by the Advancement Chairperson.
 5. No Parent shall sit on a Board of Review for his or her son.
 6. The Board of Review Chairperson will notify the Advancement Chairperson and Scoutmaster as to the final outcome of the review.
- e. The Scout shall be awarded his badge of rank as soon as possible after successful completion of his Board of Review and receives his rank advancement card at the next Court of Honor.

B. Merit Badge Procedures.

1. A Scout selects a merit badge he desires and obtains the booklet for the merit badge. The Troop Librarian maintains a library that includes many merit badge booklets for use by Scouts.
2. A list of Merit Badge Counselors as approved by SDIC is available from the SDIC internet website, Troop Librarian, Advancement Chairperson or the Scoutmaster for a Scout to select a Merit Badge Counselor.
3. A Scout requests an "Application for Merit Badge" from the Advancement Chairperson or Scoutmaster.
4. A Scout who satisfactorily completes a merit badge's requirements and has the Application signed by the Merit Badge Counselor submits the completed application form to the Advancement Chairperson.
5. The Advancement Chairperson records and retains the Troop's and Council's copy of the Application, returning the Scout's copy.
6. The Scout should retain his copy for proof of completion (Note: required for the Eagle Scout Application).
7. The Merit Badge is awarded to the Scout at the next Court of Honor.

ARTICLE VII

Requirements for Major Backpacking Outings

- A. The Troop conducts one or more major backpacking trips during the year (e.g., Spring trip, summer High Sierra trip). The Troop generally pays the campsite and/or camping permit

expenses of these trips. The adult leadership expects the Scouts that participate to earn the privilege of going on the trips by successfully completing rank advancements and merit badges. This policy is also designed to help the Scouts develop the skills necessary to be successful backpackers and hikers. The Troop follows the requirements and guidelines contained in the *BSA Guide to Safe Scouting*.

B. Scouts are strongly encouraged to fulfill the following yearly requirements (awarded September 1 to August 31). First priority for attending backpacking outings will be given to Scouts who meet these requirements. If a Scout does not meet these requirements, participation on the outing will be at the discretion of the Adult Scouter leadership attending the outing. Requirements are:

1. First Year Scouts (starting after September 1 and who have been in Troop less than 6 months):

- a. Complete five nights of overnight camping in conjunction with Troop backpacking trips during the year.
- b. Earn the First Aid and Hiking merit badges or have completed the First Aid, Compass, Camping, Hiking, and Outing requirements for Tenderfoot, Second Class, and First Class ranks.

2. All Scouts who have been in the Troop more than 6 months and have not reached the rank of Eagle:

- a. Earn the First Aid and Hiking merit badges.
- b. Earn the Backpacking merit badge by the completion of their first major Troop backpacking trip, unless specified otherwise due to circumstances approved by the Scoutmaster and Troop Committee.
- c. If all three merit badges (First Aid, Hiking, and Backpacking) have been earned during the year before, earn one of the following merit badges:
 1. Any Eagle-required merit badge.
 2. Orienteering.
 3. Pioneering.
 4. Canoeing.
 5. Cycling.
- d. The Outings Committee Chairperson, with the assistance of the Advancement Chairperson, shall monitor the Scouts' achievement of these requirements.

3. All Scouts are encouraged to satisfy each of the following:

- a. Go on two scheduled backpack trips of 20 miles or more. (Note: for the High Sierra trip, one must be at high altitude.)
- b. First Year Scouts should go on at least three 10-mile hikes in addition to the two 20-mile backpacks.
- c. The Outings Committee Chairperson, with the assistance of the Advancement Chairperson, shall monitor the Scouts' achievement of these requirements.

4. Eagle Scouts are exempted from requirements in Section VII.B.3.

5. The Scoutmaster, in conjunction with the Trek Leader and/or the Troop Committee, makes the final decision on who is qualified to participate in a major backpacking trip.

**ARTICLE VIII
Amendments**

- A. The Bylaws, Policies and Procedures for the Troop are the laws governing the organization and operation of the Troop, subject to the guidance and policies and procedures provided by the Chartering Organizations, BSA and SDIC.
- B. The Bylaws, Policies and Procedures for the Troop should be reviewed -periodically by a subcommittee of the Troop Committee established for that purpose. Any proposed revisions or amendments shall be handled using the procedures set forth below.
- C. The Bylaws, Policies and Procedures for the Troop may be amended at any time by the Troop Committee.
 - 1. Any Troop member may propose an amendment.
 - 2. A copy of the proposed amendment may be submitted to the Troop Committee Chairperson at any time.
 - 3. The Troop Committee Chairperson will submit the proposed amendment to the Troop Committee at the next Troop Committee meeting.
 - 4. The proposed amendment may be adopted by a majority vote of the Troop Committee members present, so long as there is a quorum.

APPROVED BY THE TROOP COMMITTEE:

DATE: Oct. 4, 2011

BY: Jude Zemper (Jude Zemper)
Troop Committee Chairperson

BY: Dave Edmondson (Dave Edmondson)
Scoutmaster