



Boy Scout Troop 101

Bylaws and Regulations

Adopted April 25, 2016



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AMENDMENTS AND AMENDMENT PROCEDURE

All policies adopted by Troop 101 cannot be in conflict with the Boy Scouts of America (“BSA”) policies, local, state or federal laws, or Community Christian Church policy. These policies cannot cover every conceivable situation. As such, these policies may be amended, revised, removed or new policies added as deemed necessary by the Troop 101 Committee. Changes may be proposed at any meeting of the Troop Committee in which a quorum, as defined below, is present. These changes may only be voted upon at the following or other subsequent Troop Committee meetings and after adequate notice of such a vote has been given. Changes will be enacted by a simple majority vote of registered committee members present at a Troop Committee meeting in which a quorum is present. See “The Troop Committee and Voting Policies” for voting guidelines. If any of the Bylaws and Regulations of Troop 101 conflict with those of the Charter Organization’s policy, said Charter Organization’s policy will prevail with the BSA’s policies holding ultimate authority.

MEMBERSHIP

The BSA requires, that in order to join a boy scout troop, a boy must have completed the 5th grade, be eleven (11) years old, or have achieved the Arrow of Light, and have not reached the age of eighteen (18). If a boy is interested in joining Troop 101, we suggest that he attend one of our regular meetings and participate in Troop activities for the evening. At least one parent/guardian is encouraged to attend to observe the activities and to meet the Troop leaders. The interested boy will be assigned to one of the older Scouts for the evening and be introduced to the Troop. The boy and his parent(s)/guardian(s) will meet with the Scoutmaster and one or more of the Assistant Scoutmasters for a discussion of the Troop 101 program. This is an opportunity for the boy and his parent(s)/guardian(s) to ask as many questions as they wish and to meet the boy leaders of the Troop and the Scouters. It is important to all of the members of Troop 101 that each boy has a good Scouting experience, and we recommend that the boy use this opportunity to interact with members of the Troop and make sure he feels comfortable. If desired, the boy may visit several times before joining. During the meeting with the Scoutmaster or one of the Assistant Scoutmasters, the fee structure, required forms, Troop expectations, and so on will be reviewed and any questions will be answered. All required signatures on the BSA registration form will be obtained as needed. At all times, the Committee will adhere to the spirit of intent of the BSA welcoming all boys, while maintaining a quality program.

Upon joining, the new Scout must provide the following:

1. Completed BSA application signed by a parent or guardian
2. The prorated registration fees required to register with Council and Troop 101
3. A completed medical form, Parts A and B.

A complete BSA uniform should be purchased as soon as possible after joining. If the scout is joining boy scouts for the first time, the troop will present the new scout with the handbook, epilates, troop neckerchief and slide, and troop numbers for their uniform. The scout is responsible for the Scout shirt, Scout pants, patrol patch, world crest patch, and council patch for the uniform. If the scout is transferring from another troop, Troop 101 will provide the handbook, epilates, troop neckerchief and slide, and troop numbers if necessary.

PROPER SCOUT ATTITUDE and SPIRIT

While attending any Scout meeting, function or activity, all Scouts are to be ever mindful of the Boy Scout Oath, Law, and Outdoor Code. Troop 101 members are expected to act in a manner becoming a Boy Scout at all times. The Troop has disciplinary options to address those who use improper language, are insubordinate, talk back to leaders or consistently misbehave. Scout spirit has both objective and subjective components. Scouts are expected to participate in all Troop activities, including meetings and outings, as much as practical. A scout should attempt to meet the goal of attending 50% of the meetings and 50% of the outings. Further the scout should make a good faith effort to participate in the Troop's various service projects. More importantly, a scout must exhibit the characteristics of the Scout Oath and Law not only at Troop activities but in everyday life.

UNIFORMS

The BSA has always been a uniformed body. Its uniforms help to create a sense of belonging. They symbolize character development, citizenship training and personal fitness. Wearing the uniform gives youth and adult members a constant reminder of their commitment to the ideals and purpose of the Boy Scouts of America. When properly worn, the uniform builds good unit spirit. In Troop 101, the suggested Full Uniform includes the following:

- An official BSA uniform shirt ("Class A") neatly tucked into pants or shorts
- Scout like pants or comparable green pants or shorts
- Closed toe shoes
- Olive-green epaulets (go over shoulder straps)
- Green neckerchief and neckerchief slide
- World Scouting Crest (goes above left pocket)
- Three Fires Council patch
- Troop numerals: 101
- Patrol patch
- Merit badge sash
- BSA handbook

For Scouts Star rank and above, the suggested Full Uniform includes the option of wearing an appropriate bolo tie in place of the neckerchief. The Troop strongly encourages the Scouts to purchase matching olive green pants; however, they need not be the official BSA shorts or long pants. Multi-colored shorts, athletic shorts, sweatpants, and camouflage pants are not appropriate as part of the Troop's Full Uniform. Although, not encouraged, neat and clean jeans are considered a part of the Full Uniform for the sole purposes of a regular Troop meeting, which does not include a court of honor.

In Troop 101, the Alternate Uniform includes the Troop t-shirt ("Class B") or other scout themed t-shirt, closed toe shoes and Boy Scout Handbook.

Troop Meetings, Board of Reviews, Scoutmaster Conferences, Courts of Honor

The Full Uniform, as previously defined and based on rank, is expected at all Troop Meetings, (except in the summer months as detailed below) Boards of Review, Scoutmaster Conferences, and Courts of Honor.

Travel Version

Scouts are expected to wear a modified version of the Full Uniform (“Travel Version”) while in transit to and from any Troop activity. The Travel Version of the Full Uniform includes the Full Uniform but without the scout like pants or shorts, the merit badge sash or the BSA handbook. Subject to the discretion of the Scoutmaster or his designee, the Travel Version of the Full Uniform standard may be made to include fewer items than those listed as part of the Full Uniform.

Uniform “Seasons”

From Memorial Day to Labor Day, a scout may wear the Alternate Uniform to Troop Meetings unless the scout is participating in a board of review, where the full uniform is expected.

Outings

Notwithstanding the description of uniforms above, subject to the discretion of a majority of the Scoutmaster and Assistant Scoutmasters present at an event, a scout may be denied participation in any event due to inappropriate clothing. Examples include wearing jeans on an outing, lack of gloves on a cold weather outing, or T-shirts with inappropriate logos.

REGISTRATION and DUES

Troop dues cover the cost of awards, badges, patches for Scouts, council fees, Boy’s Life, BSA registration, as well as other needs of the Troop including equipment. Troop dues are payable once a year, at re-charter time. Any scout joining after the annual re-charter date including cub scouts transferring into the troop will be charged on a pro-rated basis. Payments should be made by check and made payable to BSA TROOP 101 and forwarded to the Troop Treasurer or by notice to the Troop Treasurer to be withdrawn from an appropriately funded scout account. Registration is due annually to the Boy Scouts of America and pays for membership in the National Boy Scouts of America. The BSA portion of the registration fee is set by Three Fires Council and cannot be changed by Troop 101. *Boy’s Life* is the magazine for Scouts, and Troop 101 strongly encourages our Scouts to pay for a subscription; the magazine contains important information for the Scout.

Troop 101’s charter year coincides with the calendar year. If a boy joins subsequent to the beginning of the charter year, he will pay dues on a pro-rated basis as calculated by the Troop Treasurer. The Troop pays the annual registration fee for all adult leaders and committee members. If a scout or adult has his primary registration paid through another BSA scout entity (for example: a crew, other Troop or pack) then registration fees are paid through that other entity and the person will be listed as Multiple on Troop 101’s recharter.

When a Scout will be reaching his eighteenth birthday within the next charter year, the Troop 101 portion of his dues for that scouting year will be pro-rated on a semiannually basis on request. If he subsequently wants to remain active in the Troop, he must fill out an adult leader application and complete Youth Protection Training.

At re-charter time, Scouts and adult uniformed leaders and committee members who are on the current charter will be contacted by phone or e-mail and asked if they want to remain on the Troop charter and their method of payment for the Troop dues. If an affirmative response and payment are not received in a timely manner, at the sole discretion of the Troop’s Committee Chair, that individual may be dropped from the Troop’s charter.

Troop dues and any other fees or expenses incurred during the course of participation in Troop 101 **must be kept current (paid in full)** in order for a Scout to be eligible to participate in any future Troop outings. Financial assistance may be available through the Troop's Campership Fund.

OTHER EXPENSES

Outing/Camping/Activity Fees

Scouts will be responsible for paying any additional activity fees for outings, Camporees, Summer Camp, Merit Badge University or other similar outings unless otherwise voted upon by the Troop Committee. These fees should be submitted to the chairperson of the event or the Troop Outings Chair at the time they sign up for the event.

For many outings, Troop 101 is required to submit registration fees in advance. The following rules have been set in place to avoid the Troop losing money for Scouts who cancel or do not show up for events.

- Camp/activity fees **MUST be paid by the Scout prior to the posted deadline** for the particular event.
- In a case where a Scout has registered for an outing, notice of cancellation **MUST be given to the event chairperson prior to the posted deadline date** on the event sign-up sheet. Once a registration fee has been sent in for the Scout, no refund will be given. In the case of unforeseen circumstances or hardship, the committee chair or his/her designee will make a determination regarding a refund on an individual basis. Refunds can only be given for expenses not already incurred. One exception to this is the reservation fee for summer camp, which may be refunded following the guidelines of the Three Fires Council or the council of the camp being attended.

Transportation and Transportation Fees

From time to time, parents and guardians may be asked to volunteer transportation to and from an outing. Scouts will only be transported in vehicles with seat belts. Each Scout should have his own seatbelt. No Scout will be transported in the back of a truck at any time.

BSA policy states all vehicles MUST be covered by a public liability and property damage liability insurance policy. Troop 101 requests that troop parents/guardians maintain updated vehicle insurance information on TroopMaster, See BSA Local and National Tour Permits for additional details. Troop 101 requests that all drivers and adult passengers have taken Youth Protection Training within the last two years.

Reimbursement requests for actual cost of fuel will be reviewed by the Treasurer for trips of more than 75 miles (150 miles round trip).

For Troop events, including OA events, the Troop will reimburse the driver(s) providing transportation for the Troop trailer for the actual cost of fuel. This does not preclude the trailer from being used for other special events (e.g., Patrol or other types of limited functions) with committee approval; it only specifies when the transportation fees will be paid directly by the Troop.

Food purchase for outings

Food for outings will be purchased by the Patrol to which a Scout belongs. Each Patrol will be responsible for menu planning. The Patrol Leader will assign a 'Grub Master' for each outing who will shop for the food based on the agreed-upon menu and budget. The 'Grub Master' must submit a receipt for the items purchased within budget provided for reimbursement. The Treasurer will consider reasonable requests for reimbursements above the budgeted amounts. The Quartermaster, with the assistance of the Patrol Leaders, is responsible for maintaining the staple items in their Patrol boxes, which include, but are not limited to:

- Cooking oil and cooking spray
- Salt and pepper
- Dishwashing soap and other cleaning supplies
- Hand washing soap
- Aluminum foil

Patrols should make every effort to be self-sufficient and provide enough food for their members and any adult leader that will be joining their Patrol for a particular outing. Occasionally, there will be outings where it is more efficient to purchase and prepare food as a Troop. In these instances, adequate notice will be given to the Patrol Leaders. Under no circumstances are scouts to bring additional food or drinks to an outing either for individual consumption or to share with others.

SCOUT ACCOUNTS, FUND RAISING, AND THE CAMPERSHIP FUND

Scout Accounts

Upon joining Troop 101, an account will be set up for each scout otherwise known as the Scout Account. The Scout Account is not a segregated account but rather a journal account for each scout with the actual funds held on comingled basis with the other Troop Funds. The Troop treasurer will administer the Scout Accounts. Scout Accounts can be funded by parents/guardians with deposits made payable to the Troop. However, it is encouraged that Scouts fund the accounts themselves through the profits earned by various Troop fundraisers described below.

Funds in Scout Accounts may be used for the following Scouting-related expenses:

- BSA-sanctioned camp and training programs including, but not limited to: monthly campouts, summer camp, National Youth Leadership Training (NYLT), Merit Badge University, etc.
- Reimbursement for personal camping gear needed to participate in Troop 101 outings.
- Reimbursement for Scout Uniform

The Scout Accounts are considered part of the Troop Activities Program and will remain in the Troop treasury until used for an approved Scouting expense. When the scout leaves Troop 101 the funds will be forfeited and transferred to the Troop Campership Fund.

If the Troop does not renew its annual charter, in keeping with the National Boy Scouts of America policy, the Troop treasury and all Troop equipment will revert to the chartering organization – Community Christian Church.

Fundraising

Eagle Scout project fundraising is exempt from this section.

All fundraising, including council sponsored events, must be approved by the Troop Committee in advance. The Troop Committee will designate in advance how the profits from the fundraiser are used in support of the Troop. All scouts are expected to participate in fundraisers that benefit the Troop.

In addition to troop fundraisers, the committee may approve separate High Adventure fundraisers to allow scouts who hope to attend high adventure trips to raise additional funds for these trips. For these High Adventure fundraisers, the scout is entitled to utilize the entire profits earned (as approved by the committee) to fund any BSA high adventure trip expenses while he is a registered scout with Troop 101. However, if the scout does not attend a high adventure trip, and requests access to the funds for other approved expenses, only 50% of the scout's portion will be deposited in his scout account. The remaining 50% will return to the troop's general fund.

Campership Fund

Troop 101 will maintain a Campership Fund for the purpose of helping to ease the burden of Scouting on families that may be facing financial hardships. Scouts in need of financial assistance must meet with the Scoutmaster or his designee who will then make a recommendation to the Troop Treasurer and Committee Chair. The Troop Committee will be made aware on the distribution of Campership Funds but the name of the recipient will be kept anonymous from the Troop Committee as a whole. Money in this fund is not unlimited. The Troop Committee will have control over the amount of money allotted to this fund annually. Any request for money from this fund will be kept strictly confidential with the Scoutmaster, Treasurer, Committee Chair and Outings Chair. In order to be eligible, the Scout (and in some instances the family) must:

1. Be active in Troop meetings
2. Be active in Troop outings
3. Be a good role model for other Scouts
4. Show a high level of participation in fundraising opportunities provided by the Troop, including those fundraisers that are to the benefit solely of the Troop's general fund
5. Show an interest to provide leadership to the Troop
6. Demonstrate the Scout Oath and Law in all that he does

TROOP MEETINGS

An annual calendar will be published in August of each year prior to the start of the scout year.

Committee meetings will be held approximately once a month, typically on the same date and time as a Troop meeting.

Troop meetings are held at Community Christian Church, 1635 Emerson Lane, Naperville, Illinois every Monday evening as indicated in the Troop calendar from 7:15 – 8:30 p.m. All Scouts should be picked up at 8:45 p.m. If it becomes necessary to have an alternate meeting place, the Senior Patrol Leader (SPL) will advise the Patrol Leaders who will in turn notify each Scout in their Patrols of a change in meeting place.

Patrol meetings are normally conducted during the regular Troop meeting(s). There may be times when a Patrol is working on a particular assignment/function dictating that an additional Patrol meeting be held at the home of the Patrol leader or some other designated location. The Boy Scout policy of "two-deep" leadership will be observed at all meetings conducted by members of this Troop.

The Troop leadership understands that attendance in the majority of our activities is not always possible; many activities such as sports, church functions, school events and even family events may interfere with a Scout's participation in the Troop. However, if a Scout misses meetings and activities for a period of six (6) months, he may be considered inactive and may be removed from the Troop roster at the time of re-charter. Scouts and their parent(s)/guardian(s) are encouraged to discuss extended planned absences with the Scoutmaster to determine the best way to reengage the scout on his return.

EQUIPMENT

Equipment Provided by Troop 101

Troop 101 will make every effort to supply our Scouts with the following equipment:

- Dining fly, Tents and ground cloths for the tents
- Propane camp stoves and lanterns
- Patrol cooking boxes with the necessary cookware and utensils

All Troop equipment, including the Troop trailer, is under the supervision of the Troop Quartermaster. Troop gear will be checked out to individual Scouts or patrols. Those checking equipment out will be responsible for its care and maintenance until it has been checked back in by the Troop Quartermaster. Any damage other than normal wear and tear will be charged to the Scout(s) responsible for the damage. The Troop recognizes that some equipment will break during normal use and the Troop leadership will take that into account. However, the Scout will be liable for any otherwise avoidable damage such as, but not limited to:

- Mishandling of tents including horseplay that leads to damage
- Mold damage caused by putting away wet tents
- Gear being used for a purpose other than its designated purpose

When packing wet tents is unavoidable, the Scouts will be responsible for taking their tent and tarps home, thoroughly drying it and returning it to the next Troop meeting.

Personal Equipment* to be provided by Individual Scouts

Individual Scouts will be responsible for supplying the following gear. Please also refer to the Troop 101 website for updated or camp / seasonal specific equipment needs.

- Sleeping bag/gear appropriate to the weather conditions
- Sleeping pad
- Appropriate clothing, including their Scout uniform
- Water bottle or canteen (one quart water bottle is preferred)
- Mess kit – Plate, cup, knife, fork and spoon & Mess Kit bag
- Rain gear
- Toiletries
- Flashlight with extra batteries
- Personal first aid kit
- Non-aerosol insect repellent

*All personal equipment **MUST** be identified with the Scouts name on it.

PERMISSION SLIPS, MEDICAL FORMS, MEDICATION AND INSURANCE CARDS

Upon registering with Troop 101, each Scout and registered adult leader will be required to have, on file, a completed BSA medical form (Parts A & B) and a current copy of their Health Insurance card. In order to attend outing lasting 72 hours or more, participants must also complete Part C and have it signed by his/her doctor. These will remain on file with the committee member assigned by the committee chairperson and will accompany the Troop on all outings in case of emergency. **These documents and the appropriate permission slips must be up-to-date and on file with the Troop before any Scout will be allowed to participate in a Troop outing.**

All medications should be in their **original containers**. Adult leaders should be made aware of medications that must be carried on your person (e.g., epinephrine injectors and inhalers). **Scouts with prescription medication:** Prescription medication is the responsibility of the Scout taking the medication and/or his parent or guardian. A Scout leader, after obtaining all the necessary information, may agree to accept the responsibility of making sure a Scout takes the necessary medication at the appropriate time, but BSA policy does not mandate nor necessarily encourage the Scout leader to do so. If state laws are more limiting, they must be followed.

The Scouts' parent(s)/guardian(s) are required to keep the Scoutmaster and Assistant Scoutmasters advised of any medical concerns pertinent to their Scout's health and well-being.

ADULT LEADERSHIP

Leadership is a critical component of a healthy Troop; all of the pieces working together striving for the same outcome are important to our success. The next few pages outline our plan to maintain a healthy and thriving organization. Whether we have eight boys in our troop or 108, our principals will maintain the same, giving every boy a chance.

It should be noted that current **BSA** policy requires that any time an adult leader meets with one or more Scouts, the “**two-deep** leadership” policy is in effect; meaning there should always be at least two leaders with **a Scout or group of Scouts**. For safety considerations and insurance purposes, there must be a minimum of two adult leaders for every 10 youth and one additional adult for every five additional boys on a Troop outing. If we cannot meet this ratio of leaders to youth, we may be forced to cancel the outing.

Troop 101 believes strongly that trained adult leadership is important to the health of our Troop. With this in mind, all adult leaders are required to be trained for their specific position within six (6) months of taking that position or they may be retired/replaced at the discretion of the Troop Committee. Being knowledgeable about the position you hold is critical for the success of the Troop. Youth Protection Training as mandated by the BSA is also required for all adult leadership.

The Troop Committee and Voting Policies

The Troop Committee **quorum** shall consist of at least half of all registered Committee Members at the time of the respective Committee Meeting. If a quorum is not present at a specific committee meeting, no binding votes may be taken. The committee chairperson, or his/her designated representative in his/her absence, may decide to wait up to fifteen minutes to allow a quorum to be established. If no quorum is established, then the chairperson may decide to close the meeting. In such cases that a quorum does not exist, informal notes may

be taken of the meeting to reference for future discussions, but no official meeting minutes will be kept. Votes are determined by simple majority of the voting members present. A **simple majority** indicates that a decision may only be made if more people vote for that decision than against it. In the case of a tie, the committee may decide to continue discussing the matter and revote either at the end of the discussion or at a future meeting. Committee votes are required for approving non-budgeted Troop expenditures, annual budget, annual calendar and other miscellaneous Troop activities that impact the Troop as a whole. To the best extent possible, all Committee Members shall be informed of voting issues prior to Committee Meetings. In cases where a qualified voting Committee Member cannot attend the Committee Meeting, their proxy vote can be registered either by email or phone call to the Committee Chairperson.

Any adult with an interest in the Troop is welcome to attend a Troop Committee meeting and give any input they may have regarding operations of the Troop. However, only registered Committee members may vote on issues before the Troop Committee.

Troop Committee Positions

At least one parent or guardian of each Scout in Troop 101 is encouraged to serve in some capacity on the Troop Committee in order to:

- share the responsibility and burden more equitably
- involve the parents/guardians in Troop activities
- make everyone aware and knowledgeable of the Troop's events and programs

In addition to the designated committee positions below, parents are encouraged to become committee members and volunteer as needed to assist various committees and the troop at large.

Committee Chairperson: Organizes the committee to see that all functions are delegated, coordinated and completed. Prepares Troop Committee meeting agendas. Presides over and promotes attendance at monthly Troop Committee meetings. Helps secure a new Scoutmaster, when needed, and other Troop leaders. Helps in the planning of the annual Troop programs, which include campouts, activities and fundraisers. Assists in the recruitment of volunteer leaders. Responsible for the charter renewal and re-registration process.

Advancement Chairperson: Arranges timely boards of review, maintain advancement records and submits reports to council, help plan and facilitate advancement ceremonies, and obtain badges and certificates. Chairperson records all advancement information in TroopMaster. Train parents, guardians, and troop committee members in ways to encourage Boy Scout advancement.

Friends of Scouting (FOS) Chairperson: Coordinate Troop 101 efforts to provide an opportunity for a council representative to advise Troop 101 on the purpose of FOS program; distribute and collect FOS cards from all troop families.

Outings Chairperson: Helps the Scoutmaster and Assistant Scoutmasters along with adult Outing Leaders (for each planned outing) to plan and arrange outdoor activities, distribute permission forms, compile activity attendance records, document activity fees paid, and verify sufficient drivers have volunteered to safely transport scouts to and from scheduled activities.

Popcorn Kernel: Responsible for sharing details of annual popcorn sales schedule, prizes, and product availability with troop scouts and committee members; managing popcorn sales and product distribution to selling scouts, as well as transferring money to treasurer following sales.

Secretary: Keeps the minutes of the Troop Committee meetings, distributes the meetings to the committee for approval, and distributes approved meetings to troop.

Service Chairperson: Assists troop in locating and coordinating volunteer opportunities as well as tracking volunteer hours in TroopMaster.

Spring Fundraising Committee Chairpersons: Work with troop committee to determine appropriate Mother's Day Flower Sale prices based on the prices provided by business partner, distribute flower sale materials, collect funds, coordinate product delivery efforts to troop, coordinate resolution of any issues with product, assist treasurer in determining each scouts' profit from sales to be distributed to their scout accounts following sale.

Summer Camp Coordinator: Helps the Scoutmaster and Assistant Scoutmasters to plan and arrange troop attendance at summer camp, distribute permission forms, compile camp attendance records, document activity fees paid, coordinate adult volunteers' partial week attendance and family member attendance at family dinner as applicable; verify sufficient drivers have volunteered to safely transport scouts to and from camp.

Treasurer: Keeps the financial records of the Troop, including balancing the checking account and keeping the record of Troop scout accounts in accordance with BSA guidelines. Makes a financial report at each committee meeting. Pays all bills on recommendation of the Scoutmaster and authorization of the Troop Committee. Makes sure the Troop fundraising funds are distributed correctly into scout accounts, and that dues and registration moneys are collected correctly and on time. Leads in the preparation of the annual Troop budget. Upon request from the Charter Organization Representative, prepares an annual report for review. Note: An audit committee of 2-3 scout parents who are unrelated to each other and the treasurer may audit the treasurer's books once a year.

Adult Webmaster: Assists scout webmaster in posting contents to troop webpage.

Chartered Organization Representative: A member of the leadership team at Community Christian Church who acts as a liaison with the church. Encourages training for Scout and Adult Leaders. Secures locations for Troop meetings. Also acts as liaison between the Troop and the District Committee, advising the Troop of any rules, regulations or activities that affect the Troop. Encourages service to the organization. Secures Troop Committee Chairperson and other adult leaders when needed.

Troop Non-Committee Positions

The Scoutmaster: The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and his assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of his guidance will affect every youth and adult involved in the Troop. The Scoutmaster may be a male or female but must be at least 21 years old.

The Scoutmaster's duties include:

General

- Train and guide boy leaders.
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.

Meetings

- Meet regularly with the Patrol Leaders Council for training and coordination in planning Troop activities.
- Attend all Troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend Troop Committee meetings or his designee, as requested.
- Conduct periodic parent/guardian sessions to share the program and encourage parent and guardian participation and cooperation.

Guidance

- Conduct Scoutmaster Conferences for all rank advancements or his designee.
- Provide a systematic recruiting plan for new members and see that they are promptly registered.
- Delegate responsibility to other adults and groups (assistants, Troop Committee) so that they have a real part in Troop operations.
- Supervise Troop elections for the Order of the Arrow.

Activities

- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in council and district events.
- Build a strong program by using proven methods presented in scouting literature.
- Conduct all activities under qualified leadership, safe conditions and the policies of the chartered organization and the Boy Scouts of America.

Assistant Scoutmasters: To fulfill his or her obligation to the Troop, the Scoutmaster, with the assistance of the Troop Committee, recruits assistant Scoutmasters to help operate the Troop. Each assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. Troop 101 sets no limit to the number of Assistant Scoutmasters.

Adult Quartermaster: Handles inventory, storage and repair of Troop equipment. Helps maintain the Troop trailer and recommends purchases of new equipment to the Troop Committee. Works closely with the Scout Quartermaster to ensure that each Patrol has the equipment they need.

PATROLS

The Scout Troop is made up of patrols. A Patrol is a group of scouts who work together. Each Patrol elects its own Patrol Leader. New Scouts joining the Troop will be formed into a New Scout Patrol(s). An Assistant Scoutmaster and Troop Guide(s) will be assigned to each New Scout Patrol. The Patrol Leader position for the New Scout Patrols will be chosen by the patrol members. When a Scout complete one year of tenure he will be moved into an established Patrol.

In the event that there are not enough new Scouts to form a New Scout Patrol, or if an older Scout recruits a new Scout, the Scoutmaster has the option of assigning boys to the Experienced Scout Patrols. Scouts may request to change patrols. Changing patrols requires the consent of the Scoutmaster.

THE TROOP'S YOUTH LEADERS

The Troop is run by its boy leaders. With the guidance of the Scoutmaster and Assistant Scoutmasters, scouts plan the program, conduct Troop meetings, and provide leadership among their peers. For elected positions, a signed agreement of office is required to obtain a leadership position at Troop 101. Once elected each member **must** complete the T101 Leadership Training Conference for each elected term. For appointed positions, a signed agreement of office is also required; attendance at the junior leadership training conference is recommended. Positions of responsibility will count for rank advancement as defined by the current BSA guidelines. Scouts may be elected to a position more than once.

Introduction to Leadership Skills for Troops

Troop 101's leadership training is modeled after BSA's Introduction to Leadership Skills for Troops. (ILST)

As noted in the BSA's ILST, "the purpose of the Introduction to Leadership Skills for Troops course is to teach Scouts with leadership positions about their new roles and how to most effectively reach success in that role. It is intended to help Boy Scouts in leadership positions within their troop understand their responsibilities and to equip them with organizational and leadership skills to fulfill those responsibilities. Introduction to Leadership Skills for Troops is the first course in the series of leadership training offered to Boy Scouts and is a replacement for Troop Leadership Training. Completion of Introduction to Leadership Skills for Troops is a prerequisite for Boy Scouts to participate in the more advanced leadership courses National Youth Leadership Training (NYLT) and the National Advanced Youth Leadership Experience (NAYLE). It is also required to participate in a Kodiak Challenge Trek."

Elected Positions

All elected positions are elected by a simple majority vote of the entire Troop youth membership who are present at the time of the election.

- **Senior Patrol Leader** - top junior leader in the Troop. He leads the Patrol Leaders Council and, in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed.
- **Patrol Leader** - gives leadership to members of his Patrol and represents them on the Patrol Leaders Council.
- **Quartermaster** - responsible for Troop supplies and equipment. Each Patrol should also appoint a patrol member who will work with the Troop Quartermaster on securing and maintaining his Patrol's equipment.
- **Scribe** - the Troop secretary is responsible for weekly agendas and recording attendance
- **Troop Historian** - collects and maintains Troop memorabilia and information on campouts and other troop events.
- **Librarian** - keeps Troop books, pamphlets, magazines, and audiovisuals for use by Troop members.

Appointed Positions

The Scoutmaster and Senior Patrol Leader work together in appointing Scouts for the following positions within the Troop:

- **Assistant Senior Patrol Leader** - fills in for the Senior Patrol Leader in his absence. He is also responsible for training and giving direction to the Quartermaster, Scribe, Troop Historian, Librarian, and Instructors.
- **Assistant Patrol Leader** - fills in for the Patrol leader in his absence.
- **Bugler** - plays the bugle (or similar instrument) to mark key moments during the day on troop outings, such as reveille and lights out. He must know the required bugle calls and should ideally have earned the Bugling merit badge.
- **Troop Guide** - advisor and guide to the new Scout Patrol. This position is assigned by the Scoutmaster.
- **Chaplain Aide** - assists in Troop religious services and promotes religious emblems program.
- **Order of the Arrow (OA) Troop Representative:** Attends troop and charter or lodge meetings regularly as youth representative of troop and Order, acts as a two-way communicatory between troop and OA lodge or chapter, assists in coordination of Ordeal Induction process assuring newly elected candidate families are made aware of timing of induction (generally at summer camp); advocates environmental stewardship and Leave No Trace camping.
- **Webmaster** – Works with the adult webmaster to maintain all online documentation and to help streamline communication.

THE PATROL LEADERS COUNCIL

The Patrol Leaders Council (PLC), **not the adult leadership**, is responsible for planning and conducting the Troop's activities. The PLC is composed of the all youth leadership positions in the Troop, both elected and appointed.

The Troop's activities are selected and planned between March and June meetings following the submission of ideas from T101 scouts. With the assistance of the adult leaders, the Troop's yearly plan is then submitted to the Troop Committee for review. At its monthly meetings, the PLC organizes and assigns activity responsibilities for the weekly Troop meetings. The Troop Committee interacts with the PLC through the Scoutmaster.

BOY LEADER POSITION QUALIFICATIONS

Senior Patrol Leader (SPL)

- Holds at least the rank of Star
- Must have a minimum of 14 days and 14 nights camping since joining Boy Scouts
- Must have set a good example in his conduct and his willingness to take a leadership role
- National Youth Leader Training (NYLT) is desired but not required
- Must be elected by a simple majority vote of the entire Troop membership present at the time of voting

Duties

- Reports directly to the Scoutmaster
- Runs Patrol Leaders Council (PLC) meetings and Troop meetings
- Serves as top boy leader at all campouts and Scout outings
- May attends Troop 101 Committee meetings to report for and represent the scout membership

- Helps Patrol leaders assign “Grub Master” for all outings when food is required
- Other responsibilities as needed

Assistant Senior Patrol Leader (ASPL)

- Holds at least the rank of First Class.
- Must have a minimum of 14 days and 14 nights camping since joining Boy Scouts
- Must have set a good example in his conduct and his willingness to take a leadership role
- National Youth Leader Training (NYLT) is desired but not required
- Must have held a leadership position within the Troop for four months

Duties

- Reports to the Senior Patrol Leader
- Assists the Senior Patrol Leader with his duties and serves as Senior Patrol Leader in that Scout’s absence
- Assists in coordinating the non-patrol leader positions
- Attends the Patrol Leaders Council meetings and assists the Senior Patrol Leader in running these meetings
- Helps Patrol Leaders assign “Grub Master” for all outings when food is required
- Attends any meetings or functions that the Senior Patrol Leader cannot make
- Other responsibilities as needed

Patrol Leader (PL)

- Must be at least Second Class rank**
- Must have a minimum of 10 days and 10 nights of camping since joining Boy Scouts**
- Must have set a good example in his conduct and his willingness to take a leadership role**
Must be elected by a simple majority vote of the Patrol’s membership

Duties

- Reports to the Senior Patrol Leader and seeks guidance from adult Patrol Advisor
- Responsible for communication within his Patrol regularly, including when a member does not attend a meeting
- Attends Patrol Leaders Council meetings to represent the members of his Patrol
- Oversees menu planning for his Patrol as needed and assigns grub master for outings
- Assigns duties as needed to his Patrol members, such as food preparation, fire building, cleanup, and so on
- Responsible for all Patrol-related paperwork
- Other responsibilities as needed

Assistant Patrol Leaders

- Must be at least Second Class rank**
- Must have set a good example in his conduct and his willingness to take a leadership role**

Duties

- Reports to the Patrol Leader and seeks guidance from Patrol Advisor
- Assists the Patrol Leader with his duties and serves as Patrol Leader in that Scout’s absence
- Attends any meetings or functions that the Patrol Leader cannot make
- Other responsibilities as needed

** - *The above requirements do not apply to New Scout Patrols.*

EAGLE SCOUT LEADERSHIP SERVICE PROJECT PROCESS

Leadership Service Project

Although not specifically required, it is **highly recommended** that the Scout select an Eagle Scout Advisor to help guide him during the planning and execution of his Eagle Project. The Eagle Scout Advisor may be any individual who is over 18 years of age. The Eagle Scout Advisor is not required to be a registered member of the Boy Scouts of America, but must agree to follow all of the rules and regulations set forth by the Boy Scouts of America.

A scout should work with his advisor and must follow the Eagle Scout Service Project Workbook Procedures to plan and execute his project and to insure that all appropriate approvals are obtained. Fundraising for the project will follow BSA guidelines.

ADULT GUIDELINES

Since Troop 101 is a Scout-led Troop, all Troop activities are run by the Scouts. Guidance and supervision are given by the Scoutmasters to the Senior Patrol Leader (SPL) and the Patrol Leaders (PLs), and the direction to the Scouts is given by the SPL and PLs.

The following rules of parents/guardians conduct during Troop activities including campouts are structured to support the Scout-led concept.

First: Youth Protection Training

Troop 101 strictly enforces all BSA Policies regarding Youth Protection Procedures at meetings, outings and during transport.

Second: Parents/Guardians / Non-leaders should not discipline their son or others boys at scout activities.

Parents/Guardians should not work with or discipline their own sons. To do so breaks down the Scout-run concept and denies the boy an opportunity to either find out for himself or to work with other boys. When your son becomes a Patrol Leader, he will not want his structure and discipline within a Patrol interfered with by the parent/guardian or his patrol members, however well meant. If a Scout approaches a parent or other non-leader adult with a "What do we do?" or "When do we eat?" question, the only correct response is "Please check with your Patrol Leader." No parent/guardian should ever direct, discipline, scold, grab or touch any Scout except for the most flagrant health and safety issues.

Third: Parents/Guardians should not bring or send any food to scout meetings or events unless requested to do so.

CODE OF CONDUCT

Respect for fellow Scouts, adult leaders, parents, guardians and property are expected of all members of Troop 101.

- Obey the Scout Oath, Law, and Outdoor Code at all times. Apply them to everything you do.
- The Buddy System is always in effect.
- Be respectful of Troop leadership, including both adult leaders and Scout leaders.
- No one leaves the Troop meeting room or campsite or activity area without permission from an adult leader.
- No food or drinks at Troop meetings (except Courts of Honor) without permission from the Scoutmaster.
- No portable electronics devices are allowed to be used by any Troop 101 scouts at events or outings. For outings this applies from departure until return. The Scoutmaster may override this rule for special cases such as a Troop lock-in, movie night event, or PLC meetings.
- The use of tobacco, alcohol or fireworks by a Scout will result in the scout being immediately removed from the Troop activity.
- The use of tobacco, alcohol or fireworks in the presence of scouts by any adult at a Troop meeting, campout or function will result in the adult being immediately removed from the Troop activity.
- Purposefully and knowingly damaging or vandalizing property, including the personal property of another Scout, will not be permitted or tolerated and may result in removal from the Troop activity and possible dismissal from the Troop. The Scout violating this rule, and/or his parents or guardians, will be held financially liable for any damage for which he is responsible.
- No foul language, harassment, hazing or name-calling will be tolerated at any time by a Scout, parent, guardian or leader.
- Swearing at or to a leader will not be permitted or tolerated and may result in removal from the Troop activity.
- Any threat, verbal or physical, to do bodily harm or a threat with a weapon will be reported to the parents/guardians and authorities and is grounds for immediate dismissal from the Troop.
- Striking or swinging a fist or object at anyone with malice is grounds for immediate removal from the Troop activity and may be grounds for dismissal from the Troop. This incident will be reported to the parents/guardians.
- No fixed blade knives, sheath knives or folding knives with blades four inches or longer will be allowed at any time.
- Threatening use of a knife or bodily harm done with malice caused by the use of a knife will be grounds for immediate removal from the Troop activity and may be grounds for removal from the Troop. This incident will be reported to the parents and the proper authorities.
- Possession or use of firearms (unless under proper adult supervision and in a way related to a Scouting activity) will be grounds for immediate removal from the Troop activity and is grounds for immediate removal from the Troop. This incident will be reported to the parents/guardians and the proper authorities.

TROOP 101 DISCIPLINARY OPTIONS

Personal Conference: This conference between the Scoutmaster(s) and the Scout(s) is the primary form of discipline. Discussion will include the factors indicating the behavior that was found to be unacceptable and the desired behavior that is expected to take place.

Call or Letter to the Parents/Guardians: In addition to the personal conference and requesting parent cooperation, an offer is made for a face-to-face counseling meeting with both the parents/guardians and the Scout. Notification is given to both the Scout and parents/guardians that continued improper behavior will not be tolerated.

Disciplinary Conference: The Scoutmaster(s) will meet with the Patrol Leaders Council (PLC) to determine the proper disciplinary action. For more serious offenses, the Troop Committee will take the place of the PLC.

Termination Request: The Scoutmaster will advise the committee when a scout has been asked to leave Troop 101.

Severity Clause: Any behavior that directly affects the health or welfare of self or others would automatically place a Scout into a Disciplinary Conference. These behaviors include: use of alcohol, drugs, firearms, weapons, destruction of property, and the threat of physical violence to self or others.

Trip Clause: At any time a Scout is participating in a Troop 101 sponsored trip, high adventure, summer camp, outing or Troop meeting, he is automatically governed by the rules set forth in Troop 101's bylaws. If, during the trip, a Scout exhibits negative behavior that, in the opinion of the senior Scoutmaster in charge, affects the ability of the event to continue in a positive/safe manner, the Scouts parents/guardians will be contacted immediately by phone. The parent or guardian will be responsible to travel to the Troop's location and pick up their son, at their expense. Such infractions will also automatically place the Scout into a disciplinary conference.

TROOP 101 COMMITTEE APPROVAL OF BYLAWS

As indicated by signatures below, these bylaws were approved by the Troop 101 Committee on April 25, 2016.

Committee Chair's Name: Dina Lohman

Committee Chair's Signature:



Date: 04/25/2016

Secretary's Name: Ian Johnson

Secretary's Signature:



Date: 04/25/2016

TROOP 101 BYLAWS ACKNOWLEDGEMENT

Boy Scouts of America Troop 101
Community Christian Church
1635 Emerson Lane
Naperville, Illinois 60540

Troop 101 uses these bylaws to promote the ideals of Boy Scouts of America.

By returning this signed form, I/we as scouts, leaders, parents and guardians acknowledge receipt of the Troop 101 Bylaws.

Scout or Adult Leader's Name: _____
(Printed)

Scout or Adult Leader's Signature: _____ **Date:** _____

2nd Scout or Adult Leader's Name: _____
(As applicable, Printed)

2nd Scout or Adult Leader's Signature: _____ **Date:** _____
(As Applicable)

Parent or Guardian's Signature: _____ **Date:** _____
(As Applicable)

Parent or Guardian's Signature: _____ **Date:** _____
(As Applicable)