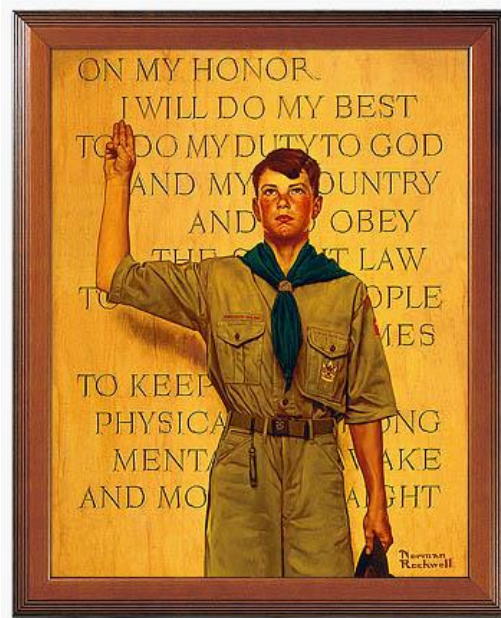


BOY SCOUTS OF AMERICA

TROOP 918

SEVERNA PARK, MARYLAND

**CHARTERED ORGANIZATION:
OUR SHEPHERD LUTHERAN CHURCH**



**TROOP COMMITTEE
BY-LAWS**

JANUARY 1, 2009

1. Troop Committee Organization & Responsibilities

The Troop Committee is the Troop's Board of Directors, and supports the troop program through the following responsibilities:

- A. Ensures that quality adult leadership is recruited and trained.
 - 1. In case the Scoutmaster is absent, a qualified Assistant Scoutmaster is assigned.
 - 2. If the Scoutmaster is unable to serve, a replacement is recruited.
 - 3. Qualified adult leaders are provided to go on trips with Boy Scouts.
 - 4. All adult leaders must comply with council and national rules and obtain required BSA training to participate in Troop Activities.
- B. Provides adequate meeting facilities.
- C. Advises the Scoutmaster on policies relating to Boy Scouting and the Chartered Organization.
- D. Supports leaders in carrying out the program.
- E. Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- F. Obtains, maintains and properly cares for troop property.
- G. Ensure the troop has an outdoor program consisting of a minimum of ten days and ten nights per year.
- H. Serves on Boards of Review and Courts of Honor.
- I. Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- J. Helps with the Friends of Scouting program.
- K. Assists the Scoutmaster in handling any boy behavioral problems.

2. Composition of the Troop Committee

The Troop Committee will consist of a minimum of three adult members, aged 21 years old or older. No limit will be set on the maximum number of Committee Members; however, no member of the Troop Committee will simultaneously serve as the Scoutmaster.

The Executive Committee of the Troop Committee will consist of the following positions:

- A. Chairman
- B. Secretary

- C. Treasurer
- D. Outdoor Program Coordinator
- E. Advancement Coordinator
- F. Chartered Organization Representative (Can Multiple-register as a Troop Committee Member).

The remainder of the Troop Committee will include the following positions:

- A. Membership Coordinator
- B. Fund-raising Coordinator
- C. Transportation Coordinator
- D. Training Coordinator
- E. Social Coordinator (Court of Honor, Committee Meeting, Adult Leaders Meeting, etc.)
- F. High Adventure/Special Event Coordinator

Key duties of each of the Executive Committee Members and Troop Committee members will be essentially as outlined in the Boy Scouts of America Troop Committee Guidebook. Appendix A provides an overview of the responsibilities of each Committee Member and the Troop Committee.

Committee Members may be appointed, for a period not to exceed one year, to *ad hoc* subcommittees supporting various Troop functions by a majority vote of the Executive Committee.

3. Committee Meetings

The Troop Committee shall meet regularly with the Scoutmaster to conduct Troop 918 business and to review the current state of the troop.

The Committee Chairman will schedule meetings, with no less than seven days notice to the Scoutmaster and the Troop Committee. The Committee Chairman will be responsible for providing a written agenda for the committee meeting no less than three days in advance of any scheduled meeting. Notice for Troop 918 committee meetings may be published via electronic mail, handouts or website.

Any Troop 918 Committee Member, Scoutmaster, Assistant Scoutmaster, or parent of a Troop 918 Boy Scout currently in good standing (i.e. regular attendance at meetings and campouts and has received no warnings, per Leading the Way Document), with Troop 918, may present an item to be included on the Committee Meeting agenda. Said item must be submitted at least three (3) days in advance. The item can only be tabled for discussion at Committee Meetings with the permission of the person bringing the item for discussion. If the person bringing the item for discussion is not present, the item may be tabled without their permission. Ad hoc or late items may be addressed during the committee meeting at the discretion of the Committee Chair and all other Committee Members present.

For any said item presented to the Committee for discussion which contains a large or significant amount of required reading and review, it must be published via electronic mail, handouts or website one

week in advance to any Troop 918 Committee Member, Scoutmaster, Assistant Scoutmaster, or parent of a Troop 918 Boy Scout currently in good standing with Troop 918. If said document is not provided in advance, then said item will be deferred to the next committee meeting, unless the Committee Members present vote otherwise. Any comments or relative changes to said item will be discussed and voted on with approval or disapproval.

4. Quorum and Voting Rights

A simple majority of the Executive Committee Members will be deemed to constitute a quorum for the purposes of conducting Troop 918 business. In order to conduct any troop business requiring a vote, a quorum must exist, in person, at the time and place of the committee meeting. If the Committee Chair cannot be present, but a quorum is otherwise available, he/she will designate someone to lead the committee meeting in accordance with the by-laws.

Any Committee Member registered with Troop 918 will be allowed to vote on items presented before the committee. Each registered Committee Member will be allowed one vote. Voting rights may be exercised only in person: no proxies will be allowed.

The Scoutmaster and Assistant Scoutmasters will not have the right to vote on committee business, but will be afforded the opportunity to enter into and actively participate in any discussion prior to a vote.

5. Expedited Approval / Vote

When, in the opinion of both the Troop Committee Chairman and the Scoutmaster, committee approval of an issue is required on an expedited basis, prior to the next scheduled committee meeting, the Committee Chairman shall be authorized to contact and poll the members of the Executive Committee, by telephone or electronic mail, regarding the issue. Approval of the issue will be deemed acceptable to the Troop Committee at large in the event that a 2/3 supermajority of the Executive Committee responds favorably to the Committee Chair's poll.

In any such instance where an expedited approval or vote has been conducted, the Committee Chairman will document the instance and provide the secretary with a complete disclosure of the issue and the results of any vote for inclusion in the minutes of the next scheduled troop committee meeting.

6. Term of Service and Committee Elections

To allow for continuity and orderly transitions, upon election, the Scoutmaster and Troop Committee Chairman should commit to serve for a minimum term of one year **beginning on the first day of the charter year**. No maximum number of terms is specified; persons serving in either capacity may continue to do so for any number of terms, with each one-year term subject to the approval and recommendation of the Troop Executive Committee and ratification by the committee as a whole.

Members of the Troop Executive Committee should also commit to serve for a minimum term of one year. No maximum number of terms is specified; persons serving on the Executive Committee may continue to do so for any number of terms, with each one-year term subject to the approval of the Troop Committee Chairman and ratification by the committee as a whole.

Approval of the Troop Committee slate shall be obtained during the last monthly meeting prior to the yearly recharter of Troop 918, which currently occurs in December of each year. In order to ensure that all required adult leadership positions are accurately represented in the recharter package, the following timeline of events is suggested:

- A. **September** – During the troop committee meeting, both the Troop Committee Chairman and Scoutmaster should communicate to the Troop Executive Committee their willingness to continue in their respective duties for the next calendar year. If, for any reason, either the Troop Committee Chairman or Scoutmaster indicates that he/she is unwilling or unable to continue in the position, the Troop Committee Chairman should organize a search committee composed of members of the Troop Executive Committee to recruit candidates for the position to be vacated. The search committee should include a district representative (e.g., Unit Commissioner or District Commissioner) and the Chartered Organization Representative.

Likewise, if a majority of the Troop’s Executive Committee express a lack of confidence in the current Scoutmaster or Assistant Scoutmaster, the Troop Committee Chairman will notify the Scoutmaster or Assistant Scoutmaster of the Committee’s concerns and either resolve any issues to the mutual satisfaction of the Troop Executive Committee, Scoutmaster and the Assistant Scoutmaster or initiate a search committee prior to the next scheduled troop committee meeting.

In the event that a majority of the group consisting of the Troop’s Executive Committee and the Scoutmaster express a lack of confidence in the current Troop Committee Chairman, the Scoutmaster will notify the Troop Committee Chairman of the committee’s concerns and either resolve any issues to the mutual satisfaction of both the Troop Executive Committee and the Troop Committee Chairman or initiate a search committee prior to the next scheduled troop committee meeting.

- B. **October** – The current Troop Committee Chairman will recommend to the current Troop Committee a candidate for Scoutmaster for the coming calendar year, and attain the approval of the current Troop Committee.

The current Scoutmaster will recommend to the current Troop Committee a candidate for Troop Committee Chairman for the coming calendar year, and obtain the approval from the current Troop Committee.

Prior to the next committee meeting, the incoming Troop Committee Chairman should contact interested individuals and recruit individuals to fill the various Troop Committee positions.

- C. **November** – The incoming Troop Committee Chairman will recommend to the current Troop Committee candidates for all Troop Committee positions for the coming calendar year, and attain the approval of the current Troop Committee. Approval of the proposed slate of incoming Troop Committee Members may be *in toto*, or by individual vote, at the discretion of the simple majority of the group consisting of the current Troop Committee and the current Scoutmaster.

The incoming Scoutmaster will recommend to the current Troop Committee candidates for all incoming Assistant Scoutmaster positions for the coming calendar year, and attain the approval of the current Troop Committee. Approval of the proposed slate of incoming Assistant Scoutmaster(s) may be *in toto*, or by individual vote, at the discretion of the simple majority of the group consisting of the current Troop Committee.

Upon approval by the current Troop Committee of the candidates for incoming Troop Committee Chairman, incoming Scoutmaster and incoming Troop Committee for the coming calendar year the slate will be submitted to the current Troop Committee as a whole, along with the current Scoutmaster and current Assistant Scoutmasters, for ratification.

Upon ratification by the majority of the current Troop Committee as a whole of the proposed or amended slate of incoming Troop Committee members and incoming Scoutmaster, the membership coordinator will be instructed to complete the Troop's recharter documents to reflect the incoming Troop Committee and incoming Scoutmaster and Assistant Scoutmasters.

7. Reimbursements

The Treasurer of the Executive Committee shall be authorized to reimburse registered adult leaders of Troop 918 for expenses legitimately associated with authorized Troop 918 activities. The following expenses are considered part of Troop 918's general operating expenses and may be reimbursed without explicit approval by the troop committee upon presentation of such documentation as the Treasurer may feel appropriate:

- A. Campsite registration for Troop 918 activities, which have been scheduled and approved by the Troop Committee.
- B. Direct transportation expenses, such as rental of vans or trailers and fuel, for Troop 918 activities, which have been scheduled and approved by the Troop Committee.
- C. Purchase of BSA awards in conjunction with rank advancements or merit badges earned by members of Troop 918.
- D. Consumables for Troop 918 campouts that have been scheduled and approved by the Troop Committee, such as propane and or stove fuel.
- E. Direct expenses for the repair of Troop 918 equipment resulting from normal wear and tear.
- F. Direct expenses for registration of Troop 918 Scouts and adult leaders, including annual recharter fees.
- G. Direct expenses for Troop 918 associated troop business that consists of copies and/or mailing expenses.

All other expenses shall be presented to the Troop Committee for approval at a regularly scheduled committee meeting, unless such expenses have been previously approved by the Troop Committee during a regularly scheduled committee meeting.

Additionally, the Treasurer, at his or her sole discretion, may request Committee approval of any expense in excess of \$100.00, prior to payment. Such approval may be obtained during the course of a normal troop committee meeting or via the previously discussed expedited approval process, at the request of the Treasurer.

8. Revisions to By-Laws

These By-Laws may be revised by the following procedure:

- A. Any Troop 918 Committee Member, Scoutmaster or Assistant Scoutmaster may propose a revision during any regularly scheduled troop committee meeting.

- B. After discussion of the proposed revision, the proposal will automatically be tabled pending the next regularly scheduled troop committee meeting. No vote may be taken during the meeting at which the By-Law revision is proposed.
- C. During the meeting immediately following the proposed By-Law revision, the measure will be reintroduced to the Troop Committee as old business and discussion reinitiated.
- D. If the question is called and seconded by Troop Committee Members, a vote will be taken on the proposed revision, as originally submitted and/or amended by the Committee during discussions within the troop committee meeting(s).
- E. Approval of By-Law revisions will require a 2/3 supermajority of the voting members present.

APPENDIX A