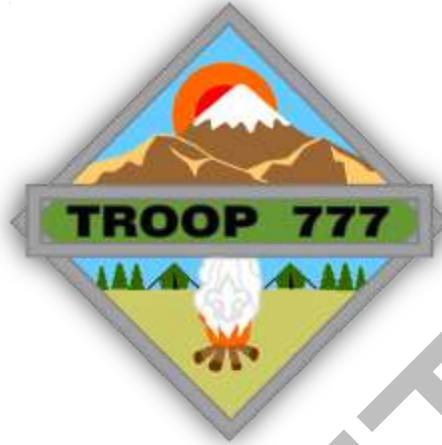


Boy Scout Troop 777

“The Magnificent Sevens”



www.magnificentsevens.org

Proudly Sponsored by

Northminster Presbyterian Church

Diamond Bar

Troop Bylaws

April 21, 2014

Troop 777 Bylaws

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Change History

Date	Change
03/16/2006	Initial Revision
04/16/2014	Extensive rewrite

DRAFT

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1 Intent

The intent of this document, the Bylaws of Troop 777, is to broadly define and formalize how Troop 777 functions. It also serves to describe what is expected of the Scouts and their parent(s).

2 Program Purpose

The purpose of the Boy Scouts of America is to provide an effective program designed to build the desirable qualities of character, to train them in citizenship, and to develop in them personal fitness. The objective is to help develop American citizens who:

- Are physically, mentally, and emotionally fit.
- Have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness.
- Have personal and stable values.
- Have the desire and the skills to help others.
- Understand the principles of the American social, economic, and governmental system.
- Are knowledgeable about, and take pride in, their American heritage and understand America's role in the world.
- Have a keen respect for the basic rights of all people.
- Are prepared to fulfill the varied responsibilities of participating in and giving leadership to American society and the world.

3 Troop Overview

Troop 777 is a chartered Boy Scout Troop in the Golden Eagle District of the San Gabriel Valley Council of the Boy Scouts of America.

We are sponsored by Northminster Presbyterian Church in Diamond Bar.

Troop 777 (like all Scouting Units) is made up of a group of boys and their parents with a common goal of learning and growing through the well-established program of the Boy Scouts of America. The program is administered by the volunteer parents of the Scouts. No one is paid for the time and efforts given to the running of the troop. Parents give to the Scouting program for the satisfaction of knowing they have helped their son and others in the troop to become better educated members of society.

The Scouting program is designed to teach youth far more than what they will learn in school. When first starting out, boys learn self-reliance, self-confidence, and personal responsibility. They then learn to be a part of a team (Patrol) where they help plan activities and do their part to carry out those plans. When the boys get a little older, they learn to work with the overall troop by planning activities at the scout run Patrol Leader's Council (PLC) meetings and helping their Patrol carry out those goals. The older Scouts then look at being a part of the overall community and perform a Leadership Project that will benefit their community.

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Troop 777 is structured and operates per the "[Troop Committee Guidebook](#)". We ask that all parents read this document within the first month of joining the troop. It can be purchased at the Scout Stores, borrowed, or viewed from our troop website (on the Library page). This booklet describes how the youth and adults function within the troop. It describes all the jobs or positions of both the Youth and Adults. Each job is described in some detail. Our Troop Roster, also available on the website, will give the names, positions, and phone numbers of everyone participating in the troop so you can contact them when necessary.

In just a few words, the Scoutmaster (SM) and Assistant Scoutmasters (ASMs) help the boys plan all the troop activities and then go on the outings with them. They are the primary teachers of Scout Skills and ensure the safety of everyone on the outings. The Parent's Committee is led by the Committee Chair. He and the members of this committee take care of the business part of the troop. This includes paperwork (there is lots), financials, equipment, transportation, record keeping, training, and communications with everyone.

A well run Troop requires many adults willing to become Assistant Scoutmasters (ASMs). It also requires that adults fill the various Parent Committee positions. Some of these jobs require attendance at most of the meetings throughout the year, while others may be more event-driven or seasonal. Parents are encouraged to help with these jobs in the troop. We ask for volunteers to fill them, but if no one offers to help, we may need to assign these jobs to parents.

The Troop cannot function without the support of its parent volunteers.

4 Membership

Although Troop 777 enjoys a strong relationship with our chartering organization, Northminster Presbyterian Church in Diamond Bar, membership in the church is not required.

4.1 Youth Membership

Any boy who has completed fifth grade or is at least 11 years old or has earned the Arrow of Light Award in Cub Scouts but has not reached his eighteenth birthday may apply for membership in Troop 777.

If troop membership grows to a level where it strains the facility or leadership resources, then the Troop Committee will be consulted for approval to limit new troop members. Priority will be given to Scouts who have or have had a sibling or parent/guardian active in the troop. This is followed by boys that the Scouts themselves have recruited, then by Webelos bridging over to Boy Scouting and then transfers and walk-ins.

4.1.1 Responsibilities

Scouts need to be present and participating to gain any benefit from the program. This participation is necessary for rank advancement as well.

Scouts must attend meetings on time. If they arrive more than 15 minutes late, they will not be given credit for attending.

Scouts must attend at least half all Troop functions (meetings, camping, service projects, etc) to be considered "active".

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Youth in leadership positions must maintain a higher level of active participation as required by the positions of responsibility, which is at least 75%, although some positions require slightly higher than that. The exact expectations for all youth leadership positions can be found in the "Troop Leadership Positions" document, found on the troop website on the Forms/Documents page. This document is circulated prior to each election and each Scout and Parent must acknowledge their understanding of this higher participation level.

If circumstances prevent these levels of active participation, the Scout should discuss the situation with the Scoutmaster as soon as possible. Although the Scoutmaster may, of his own initiative, contact the Scout, it is the responsibility of the Scout to establish that communication.

Wearing the Scout uniform is an important part of being in the Troop 777. Scouts will wear their [full uniform](#) to all Scouting functions.

4.2 Adult Membership

Adult membership in Troop 777 is open to all parents of youth members, members of the sponsoring organization, and other persons interested in serving the youth of the Troop. Adult membership is approved by the Chartered Organization Representative, the Troop Committee Chair, and the Scoutmaster, and is subject to a background check per BSA policy.

4.2.1 Responsibilities

Troop 777 is a volunteer organization that depends upon parents for support. A fair and equitable share of assistance is expected from each parent and/or guardian. Parents will be encouraged to furnish transportation to and from campouts and Troop activities.

Parents are expected to attend Courts of Honor.

Parents are encouraged to attend and assist with Troop meetings and activities, including campouts and service projects. Parents are also encouraged to complete adult trainings – at a minimum complete the mandatory Youth Protection Training.

Parents are encouraged to participate as adult leaders, and attend Troop Committee meetings.

5 Organization of the Troop

The Troop consists of the Youth members, Adult Leadership and the Troop Committee. More detailed information about this Committee can be found in the ["Troop Committee Guidebook"](#).

5.1 Youth

The Youth members of the troop are formed into patrols.

The Patrol is the basic unit of Scouting. It is more important than the individual because teamwork and cooperation are necessary to develop leadership skills. It is more important than the Troop because the Troop cannot function without strong Patrols. Its purpose is to find the best way to help Scouts achieve their goals by providing friendship, support, and encouragement. Each Scout has an important role within the Patrol; each Patrol has an important role within the Troop. Leadership and teamwork are also promoted by the Patrol method.

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5.1.1 Patrol Membership

Each Scout is assigned by the Scoutmaster to membership in a Patrol unless he is the Junior Assistant Scoutmaster, Senior Patrol Leader, or Assistant Senior Patrol Leader. Each Patrol will elect a Patrol Leader from its members. The First Year Scout Patrol may rotate this position. These elections are held at the discretion of the Scoutmaster and the Patrol Leaders Council. The Patrol Leader may appoint an Assistant Patrol Leader and other positions as necessary. The Scoutmaster and Senior Patrol Leader may appoint the Troop Guide for the First Year Scout Patrol.

5.1.2 Patrol Meetings and Activities

Patrols are expected to meet regularly at Troop Meetings or offsite. All Scouts are expected to attend Patrol Meetings and activities. As with Troop Meetings, a Scout must notify the Patrol Leader if he will not be able to attend a Patrol Meeting or activity. If a Scout fails to attend two consecutive Patrol Meetings, the Scout and his parent will be contacted. If said Scout continues to miss meetings, the Scoutmaster will determine if action is warranted.

5.2 Adult

5.2.1 Troop Committee

All adults will be asked to submit an Adult Leader Application. All registered adults are members of the Troop Committee and have voting privileges. Any adult may apply to be considered for an open position.

A Scoutmaster, Assistant Scoutmaster or Troop Committee member who is not fulfilling their obligations or not abiding by the rules of the Troop Committee may be asked to resign or be removed from that position by vote of the Troop Committee at a meeting fully and openly advertised and to which all committee members have been invited.

The responsibilities of the Troop Committee are to:

- Assist in selecting a Scoutmaster.
- Assists the Scoutmaster in recruiting Assistant Scoutmasters.
- Ensures quality leadership is recruited and trained.
- Provide adequate meeting facilities.
- Advise the Scoutmaster on policies relating to the Boy Scout program and the chartered organization.
- Carry out the policies and regulations of the Boy Scouts of America.
- Guide Leaders in carrying out the Boy Scout program.
- Be responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtain and maintain Troop property.
- Provide adequate camping and outdoor programs.
- See that qualified adult leadership is assigned in case the Scoutmaster is absent or is unable to serve.

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- Operate the Troop to insure permanency.
- Ensure positive encouragement is provided to Scouts to abide by the code of conduct and safety rules and to participate as fully as they are able.
- Encourage parental involvement in troop activities and in the Committee by informing parents of participation opportunities and promoting active involvement to the extent possible.

5.2.1.1 The Troop Committee Chair

- Organizes the Committee to see that all functions are delegated, coordinated, and completed.
- Maintains close relationship with the Charter Organization's representative and the Unit Commissioner.
- Sees that Leadership and Committee have training opportunities.
- Interprets national and local council policies to the Troop and ensures these policies are being followed.
- Works closely with the Scoutmaster in preparation of the agenda for the Troop Committee meetings.
- Calls, presides at, and promotes attendance at monthly Troop Committee meetings.
- Insures Troop representation at District Roundtable meetings.
- Secures qualified individuals for camp leadership.
- Arranges for charter reviews and recharter the Troop annually.
- Is selected by the Committee, subject to the approval of the Charter Representative.

5.2.2 Troop Leadership

All appointed Troop Leaders are expected to provide an excellent program for their Scouts. Having been appointed a Leader; all will work together in unity as a Troop.

Program development is the task of the Scoutmaster. The planning and conduct of Troop meetings and other activities is left to the Patrol Leaders Council (PLC), made up entirely of Scouts with guidance and counsel of the Scoutmaster and Assistant Scoutmasters.

5.2.2.1 The Scoutmaster

- Fosters concepts and themes of Boy Scouts of America.
- Works with and through responsible adults to give Scouting to boys.
- Recruits Assistant Scoutmasters subject to committee approval.
- Helps boys to grow by encouraging them to learn for themselves.
- Guides boys in planning the Troop program.
- Trains and guides boy Leaders to run their Troop.

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5.2.2.2 Assistant Scoutmasters

Assistant Scoutmasters are responsible to the Scoutmaster in the following capacities:

- Serves as an advisor and resource person for a Patrol.
- Supports the Patrol Leader and Assistant with advice and counseling.
- Serves as the Troop Leader in the absence of the Scoutmaster.

Assistant Scoutmasters may also be assigned to a special function as needed.

5.2.3 Merit Badge Counselors

Any adult approved by the District Advancement Committee may be a merit badge counselor. Scouts are encouraged to ask adults with specialized skills to become counselors to assist the Troop.

The primary responsibility of the counselor is to ensure that each Scout has met all the requirements of the merit badge before approving the merit badge application ("blue card"). There is no time requirement for completing any merit badge other than before the Scout's 18th birthday. The Scout is expected to meet the requirements as stated – no more and no less. Furthermore, he is to do exactly what is stated. If the requirement states, "Show or demonstrate," that is what he must do. The same holds true for such words as "make," "list," "in the field," and "collect, identify, and label." The counselor cannot require more of a Scout than is stated. On the other hand, the counselor may suggest, encourage and help the Scout perform more, but must not require it.

Merit badge counselors must be people of good character, age 18 or older, and recognized as having the skills and education in the subjects for which they are to teach. All persons serving as merit badge counselors must be registered with the Boy Scouts of America and complete the mandatory Youth Protection Training.

There is no restriction or limit on the number of merit badges an individual may be approved to counsel for, as long as that individual is deemed qualified to teach said badges by the District Advancement Committee.

An approved merit badge counselor may counsel any Scout, including their own son, ward or relative.

6 Uniform Requirements

Troop 777 takes pride in its uniforming standards. Accordingly, we insist on the full Scout uniform. Within one month of membership, it is expected that a Scout will have his full Class A (Field) uniform. Refer to [Appendix A](#) for guidance on the proper placement of all patches.

Uniforms and other Scouting items can be purchased at any Scout store. The Scout Store that is operated by the San Gabriel Valley Council is located at the following address:

Smiser Scout Center
3450 East Sierra Madre Boulevard
Pasadena, California 91107
(626) 351-8815

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Neighboring Scout Shops are also found at:

Old Baldy Scout Shop

1135 W. 4th St.
Ontario, CA 91762
(909) 983-4534

Anaheim Scout Shop

1501 N. Raymond, Ste. "O"
Anaheim, CA 92801
(714) 774-3270

6.1 Class A (Field) Uniform

The Class A (Field) Uniform is to be worn at each Troop function, i.e., meetings, travel to and from campouts or activities, Scout ceremonies and other functions as directed by the Scoutmaster. The Class A Uniform consists of:

- BSA shirt (tucked in), with all proper patches, which includes the following patches at a minimum:
 - San Gabriel Valley Council Shoulder Patch
 - World Crest Patch
 - Golden Eagle District Patch
 - Patrol Emblem Patch¹
 - Patch of currently help Troop Position²
 - Patch of Current Rank²
- BSA shoulder loops
- BSA Scout pants/shorts
- BSA Scout belt and buckle
- BSA Scout socks
- Troop 777 Unit Numerals³
- Troop 777 T-shirt³
- Troop 777 Ball Cap³
- Troop 777 Neckerchief and Slide³
- Troop 777 Name Badge³
- Hiking Boots

Note 1: The Patrol Emblem will be provided to each Scout upon forming/joining a Patrol.

Note 2: Troop Position and Rank patches will be provided by the Scoutmaster upon earning that position or rank. They should be affixed to the uniform as soon as is practical. The current badges will be required for Scoutmaster Conferences and Boards of Review.

Note 3: All Troop 777 specific uniform items will be provided to each Scout upon joining.

Scouts are personally and financially responsible for replacing all lost items

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6.2 Class A (Formal) Uniform

The Class A (Formal) Uniform is to be worn at all Scoutmaster Conferences, Boards of Review, Courts of Honor, and other formal occasions as directed by the Scoutmaster. This uniform consists of all items listed above in the Class A (Field) Uniform with the following additional items:

- Merit Badge Sash, with all earned merit badges properly affixed.
- Order of the Arrow Sash (if applicable)
- Formal Headgear
 - Troop 777 Beret – all members¹
 - Campaign Hat - all NYLT trained Scouts

Note 1: The Troop 777 Beret will be presented to each Scout upon earning the Boy Scout rank.

6.3 Class B (Activity) Uniform

The Class B (Activity) Uniform is reserved for camping situations or any other less formal activities. The Class B Uniform consists of all items listed for the Class A (Field) uniform with the exception that the BSA Shirt is removed, revealing the Troop 777 t-shirt underneath.

7 Code of Conduct

The Troop Code of Conduct is a set of guidelines that help enforce the principles and values of Scouting. It is the responsibility of the Scout leaders and the Adult leaders to ensure the Troop follows the principles and values of Scouting found in the Scout Oath, Law, Motto, Slogan, and the Outdoor Code (shown below).

Boy Scout Oath:

On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

Scout Law:

A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.

Boy Scout Motto:

Be Prepared

Boy Scout Slogan:

Do a Good Turn Daily

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Outdoor Code:

As an American, I will do my best to -
Be clean in my outdoor manners
Be careful with fire
Be considerate in the outdoors, and
Be conservation minded.

7.1 Scouts

Many boys are committing their time and energy to Scouting in Troop 777 with great expectations of gaining Scouting Knowledge, Scouting Skills, and completing the path to becoming an Eagle Scout. Many adult volunteers are donating their precious time to help the Scouts of Troop 777 achieve their individual Scouting goals. Accomplishing these tasks will require an environment free of disruptive behavior.

To this end, everyone must follow the Code of Conduct.

In addition:

- Each Scout will have respect for one another.
- Each Scout will do his best to be cooperative with Scout and adult leadership.
- Once a Scout reports to a Scouting event, he may not leave the event without informing, and receiving permission from, the adult leader in charge of the event.
- Items brought to a Scouting event that are clearly not part of the Scouting activity will be confiscated by an adult leader (to be returned to the Scout or parent at the end of the Scouting event).

7.2 Adults

All adults will show respect for Scouts, approaching them as young leaders with an expectation of achievement and an assumption of character. The primary role of adults is to encourage Scouts to follow the Scout Oath and the Twelve Points of the Scout Law, while observing rules of safe conduct.

All activities will be in agreement with the Youth Protection Program of the BSA. This policy includes two-deep leadership, which states that whenever a Scout is meeting with an adult, that meeting must be visible by one or more additional adults, but not necessarily within hearing range.

All interactions between adults and Scouts must be on a positive basis, being careful to keep comments on a constructive level.

Any adult observing unsafe behavior should take immediate action to stop said behavior. Any other inappropriate conduct should be addressed with the Scout privately as soon as is reasonable. If the behavior continues, or is a safety issue, the adult leader in charge should be notified.

8 Discipline Policy

A Boy Scout Troop is a very visible and public part of a community. It must uphold a good reputation within the community and keep its good relations with the Chartering Organization. Therefore inappropriate behavior cannot be condoned just as it cannot be ignored. Troop 777 reserves the right to dismiss anyone from the troop for inappropriate behavior.

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Generally, teasing and name calling will be considered a more minor misbehavior. The Scout will be reprimanded first by the Patrol leader, then by the SPL, and then by the Scoutmaster. If it still continues, this can be brought before a dismissal review panel. The Scoutmaster will be brought in immediately for actions like hazing, vulgar language, sexual innuendo or abuse. The troop will dismiss a Scout with an abusive or bullying personality. Their presence is destructive to the goals and ideals of Scouting.

Actions like vandalism, arson, stealing, brandishing a weapon, or causing injury to another should be brought to a dismissal review panel immediately. If the action occurs on an outing, the parents must come and pick up their son immediately and at their own expense.

Either the Scoutmaster or Committee Chairman may call a dismissal review meeting. The attendees shall include the Scoutmaster, Committee Chairman, two ASMs, and two committee members. Six in all. Four of the six need to vote for dismissal for this to occur. A letter shall be sent to the parents explaining the reason for the dismissal. At the Troop's discretion, a copy of the dismissal letter may also be sent to Council.

9 Safety

The "[Guide to Safe Scouting](#)" serves as the unit's guide to being able to conduct Scouting activities in a safe and prudent manner. This document is available for purchase at the Scout Shop and is also available from the troop's website. All Adult Leaders are encouraged to read this document.

Among the more important points are the following:

- All activities must be supervised by a minimum of two adults and additional assistance as required. At no time is an adult to be alone with a Scout.
- The Tour Leader identified on a Tour Plan must have completed the Youth Protection Training program approved by Council as well as the Weather Hazards training.
- Scouts are not allowed to bring sheath knives to any Scouting function.
- Scout pocket knives may be used only after a Scout earns his Totin' Chip card. Blades may not exceed 2 ½" in length.
- A Scout will be allowed to use hand axes only after receiving his Totin' Chip card. Further, the Scout may only use the hand ax in a roped-off area designated as an ax yard, and only after having received permission and approval from an adult leader.
- No open flames of any kind are permitted in tents.
- It is mandatory for the Troop to carry a first aid kit and medical forms on all events.
- All water activities will meet Boy Scouts of America Safety Afloat and Safe Swim Defense requirements. Supervision should include at least one person who is certified in CPR basic life support and one who is qualified in either BSA Lifeguard, Red Cross Advanced Lifesaving or YMCA Senior Lifesaver.

10 Program

10.1 Objectives

The program is designed to achieve objectives in character development, citizenship training and mental and physical fitness based on the Patrol system using youth-oriented leadership under adult guidance.

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10.2 Troop Meetings

Troop Meetings are scheduled weekly during the year. Generally, Troop meetings are held at:

Northminster Presbyterian Church, in the Fellowship Hall
400 S. Rancheria Rd.
Diamond Bar, CA 91765

The meetings start at 700p.

The Patrol Leader's Council will assign responsibility for Troop Meeting planning to the various patrols.

10.3 Activities

Activities are all events in which the Troop participates, other than Troop Meetings. This includes campouts, hikes, service projects, fundraisers, etc. Attendance is required at these activities to ensure that the Scout receives the full benefit from his Scouting experience. Even activities that are strictly for "fun" help the Scout gain confidence and acceptance in the group. Most activities are specifically planned for the accomplishment of advancement requirements; naturally the Scout must be present to meet these goals. Ideas for the activities come from the Scouts themselves and new ideas are encouraged.

The overall program is developed annually at a planning conference. Monthly themes and events are chosen at this time. Each event is designated as to whether it is a "required attendance" or an "optional" event. This program is submitted by the Scoutmaster, in calendar form, to the Troop Committee for approval. The Patrol Leader's Council makes changes and additions, and the Committee is notified.

Activities away from the usual meeting place are to be coordinated by at least one Youth Coordinator under the guidance of an Adult Coordinator. The adult is responsible for registrations, adult supervision, tour permits, transportation arrangements, necessary medical forms and for advising the Youth Coordinator. The Youth Coordinator is responsible for program planning, equipment, attendance, plans for religious services, permission slips, and menus.

10.4 Advancement

10.4.1 Purpose

Education is the chief function of the Scouting movement and the basis of the advancement program. A fundamental principle of advancement is that the boy's progress is a natural outcome of his activities. Rank requirements furnish the basis of Troop activities. In Boy Scouting, recognition is gained through leadership in the Troop, attending and participating in its activities, living the ideals of Scouting, and proficiency in activities related to outdoor life, useful skills, and career exploration.

10.4.2 Merit Badges

Earning merit badges gives a Scout the kind of self-confidence that comes from overcoming obstacles to achieve a goal. The detailed steps to follow in the merit badge program are outlined in the current "Boy Scout Requirements" book, which may be borrowed from the Scoutmaster. The following summarizes those steps:

- The Scout obtains a signed Merit Badge Application ("blue card") and the name of the appropriate merit badge counselor from his Scoutmaster.
- The Scout contacts the merit badge counselor to set up his first appointment, at which time the counselor should explain the badge's requirements to the Scout.
- The Scout must have a buddy with him at each meeting with a merit badge counselor. A Scout's buddy can be another Scout; a parent or guardian; a brother or sister; a relative; or a friend.

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- The Scout and his buddy then meet, as needed, with the counselor until the Scout completes the requirements of the badge.

10.4.3 Rank Advancement

The Boy Scout requirements for rank are the basis for the Scout's advancement. The four steps in Boy Scout advancement procedure are learning, testing, reviewing, and recognition.

It is the responsibility of the Troop Committee to make sure that the program of the Troop is conducted in such a way that Scouts have an opportunity to advance.

To become a Boy Scout, a boy need only complete the initial joining items listed in The Boy Scout Handbook.

10.4.3.1 Scouts are required to participate in at least 50% of Troop activities in order to be eligible for advancement. Scouts in leadership positions have a higher participation requirement as detailed in Section 4.1. Scout's Responsibilities

- Rank advancement is the Scout's responsibility.
- Any Scout not advancing with his peers may be summoned for a Scoutmaster or Troop Advancement Chairperson conference to determine the cause.
- Attendance, as outlined previously, is required to advance.
- "Scout Spirit" is required to advance. The Boy Scout Handbook provides some guidelines on this. In addition, further discussion on Scout Spirit can be found in [Section 14.1](#) of this document.
- It is the Scout's responsibility to contact the Scoutmaster for a Scoutmaster's Conference (SMC) when all other requirements are met. The Scoutmaster will insist that an appointment for a SMC be made by the Scout and not by the parent.
- It is also the Scout's responsibility to contact the Troop Advancement Chairperson for a Board of Review (BOR) only after the Scoutmaster's Conference has been completed. Although it is often possible to be granted a BOR on the same night after a SMC, the Scout should not necessarily expect this to be the case.
- A Scout must wear his Class A uniform, with merit badge sash, to his SMC and BOR. He must also bring his Boy Scout Handbook.

10.4.3.2 Scoutmaster's Conference

The Scoutmaster's Conference is a meeting between the Scoutmaster, or designee, and the Scout. The intent is to review progress, solicit feedback, and to set goals for the future.

10.4.3.3 Board of Review

A Scout advances by doing things with his Patrol and with his Troop; with his leaders, and on his own.

The purpose of the Board of Review is not to retest the Scout, but to:

- Review what the Scout accomplished while working on the rank;
- Solicit feedback from the Scout regarding the program and his personal experiences
- Encourage the Scout to continue to advance.

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11 Financial Policies

Proper fiscal management is a very important obligation of a troop. A detailed financial report will be presented to the Troop Committee each month. Sub-accounts will be used to group and track specific activities and expenses of the troop. Bank account balances and other accounts (such as our Scout store balance) will be indicated on the monthly report.

All outings and activities should be self supporting. The general troop funds should not be used to cover over expenditures, such as for food, incurred on an outing. The people on the outing need to contribute to cover the over expenditures. Fundraising money can be set aside for a specific outing like summer camp. This needs to be agreed to by the parents committee before the fundraising and outing occur.

11.1 Registration

Troop 777 will collect dues and registration money once per year. The amount of the dues will be calculated in August each year and voted on by the Troop Committee at their August meeting. A flyer will be prepared and the rechartering / dues collection will be announced at the September Court of Honor. Typically all moneys are needed by the end of October.

11.2 Camp Reservation Fees

Troop 777 will collect the anticipated reservation fees for outings once per year. Reservations for outings need to be made about 6 months before the event. Parents need to “pre pay” for these reservations. They are not optional or selective. Every Scout will need to pay the same amount. These fees are not refundable as they will have already been spent for the reservations. More expensive and optional outings like spring trips and summer camps, will be handled separately and require separate payments. Changes to the amount of the Camp Reservation Fees will be determined and voted on by the Troop Committee.

11.3 Food Purchases

Prior to any outing, each Patrol will prepare a menu to be approved by the Senior Patrol Leader and/or his assistants. All participants will pay their share of the food costs. Should a participant fail to attend and not notify of cancellation before the food is purchased, they will still need to pay their share of the cost. Guidelines for outing food costs per participant shall be established by the Troop Committee and reviewed periodically.

11.4 Fuel Reimbursement

The Troop strives to fairly compensate drivers for their availability in transporting people and/or equipment to and from a Boy Scout outing.

11.4.1 Conditions

Fuel reimbursement will be handled as follows:

- **ROUND TRIP MILEAGE LESS THAN 100 MILES**
 - No reimbursement applies. Drivers will absorb the fuel cost.

- **ROUND TRIP MILEAGE BETWEEN 100 TO 200 MILES**
 - No additional fuel fees will be collected for the outing.
 - Fuel costs will be reimbursed from the Troop's annual camp fees. See the “Reimbursed Fees” section.

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- ROUND TRIP MILEAGE GREATER THAN 200 MILES
 - Additional fuel fees will be collected from each participant and will be clearly marked on the associated permission slip. The fuel fee will be calculated as described in this document (see “Collected Fees” section) and will be in addition to food fees that are collected.
 - Fuel costs will be reimbursed from the specifically collected fees. See the “Reimbursed Fees” section.

Important notes

- Drivers are reimbursed if they are transporting scouts and/or equipment.
- Any late arrivals on a campout and/or early returns are not subject to reimbursement.
- To be cost effective and environmentally sensitive, we need to be thrifty in the number of vehicles that we use. Where practical, drivers should be open to providing space for others, in addition to themselves and/or their own son.

11.4.2 Process

In order to be reimbursed for their fuel costs, drivers should follow the steps outlined below:

- Drivers must start with a full tank of gas
- Upon returning, drivers then refill their tank. **Drivers will need to obtain a receipt for submittal.**
- Drivers need to complete a Troop Reimbursement form, available from the troop website. The fuel receipt(s) are to be attached to the Reimbursement form.
- The Reimbursement Form and receipt(s) are submitted to the Treasurer for processing.
- The Treasurer will reimburse the fees in as timely a manner as possible.

11.4.3 Collected Fees

For the purpose of calculating the collected fuel charge, the following assumptions are made:

- Average fuel consumption of 15 mpg (miles per gallon).
- Average occupancy of 4 people, including the driver.

While some vehicles may be higher than these assumptions, and others may be lower, we believe that this is a fair representation of the group as a whole.

Under these assumptions, the collected fuel charge is calculated as follows:

- $(\text{round trip mileage} \div 15) \times (\text{fuel price per gallon}) \div 4$

Note that “15” is the average fuel consumption and that “4” is the average vehicle occupancy, using the assumptions listed above.

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11.4.4 Reimbursed Fees

The reimbursed amount will be that shown on the submitted receipt(s).

Due to the assumptions noted above, the actual reimbursed amount will likely differ slightly from the amount collected. When viewed as a whole, we expect the differences to “balance out”.

11.5 Financial Assistance

Troop 777 has an Assistance Fund to help families with financial hardships. Such cases should be brought to the attention of the Committee Chair and the Scoutmaster for discussion in private.

11.6 Fundraisers

The troop will hold fundraisers each year, as deemed necessary by the Troop Committee. These should be discussed and approved by the Troop Committee prior to starting the fundraiser. Everyone is encouraged to participate in fundraising activities.

The profits of any fundraiser shall be split 80% to the Scout's Individual Account and and 20% the Troop's General Fund. One time exceptions to this rule can be made by the Troop Committee, provided the treasurer endorses the fiscal soundness of the action.

If an individual leaves Scouting, their Individual Scout Account balance reverts to the Troop General Fund. If a Scout transfers to another Troop, he can request the Treasurer send the Scout account balance to the new Troop for deposit into his Individual Scout Account in the new Troop. If his new Troop does not maintain individual Scout Accounts then he may request his account be donated to his new Troop. If no request is made within two months, the monies revert to the Troop General Fund.

11.7 Refunds

The troop will not incur any financial losses caused by a parent or Scout changing their minds and not participating in an event. Once a parent or Scout signs up for an activity, they are responsible for any expenses made by the troop on their behalf. This holds true regardless of the reason - health, accident, bad weather, or otherwise.

The troop will attempt to refund any money that has not already been spent. The parent is encouraged to find a replacement Scout to take their son's place if they need to not attend an outing. A change of plans needs to be communicated promptly to the outings coordinator and Committee Chair.

11.8 Training Reimbursements

The troop needs parents and Scouts to attend training classes. We cannot function properly without this. The troop is willing to reimburse parents and Scouts for half the cost of training classes.

This commitment only applies to persons presenting proof of COMPLETION of the training. A partial or incomplete class will not be covered. Note that some training courses require that participants complete a set of personal commitments, commonly called “tickets”, at some point after the field training. For these cases, the “ticket” completion determines the successful completion of the training course. Examples of such training courses include Buckskin (NYLT) and Foxfire training for Scouts and Woodbadge training for Adults.

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12 Equipment

12.1 Troop

Troop 777 provides cooking equipment such as stoves, pots, pans, and utensils. Wash basins are also provided for cleanup. All equipment is stored in "Patrol Boxes". Patrols should plan for paper towels and other expendable items as part of their outing food costs.

All Troop equipment must be signed out by the Quartermaster. The Quartermaster will maintain a list of Troop owned equipment and will ensure that all equipment is returned clean and in proper working order.

Troop equipment may be used only at Boy Scouting events without approval from the Troop Committee.

12.2 Personal

Every Scout and Adult that participates in an outing is responsible for providing the following personal items:

- Sleeping bag (at least +20°F rating)
- Foam pad
- Mess Kit to include plate, cup, fork, and spoon
- Water bottle
- Day pack for carrying small items

Tents are also each individual's responsibility. However, tents are a shareable item where only one tent is needed for 2-4 people, depending on tent capacity, therefore, as long as the proper arrangements have been made among tent partners, not everyone will need to bring a tent.

Generally speaking, recreational equipment of an electronic nature (e.g. cell phones, iPods, etc.) should not be brought on a Boy Scout event. Any exceptions will be announced in advance.

13 Important Items

Based on past experience, the following points are worth noting:

- The Boy Scout Handbook, a notebook, and a writing instrument are to be brought to every Troop meeting, camp-out, special event, and summer camp.
- No food or beverage will be allowed during Troop meetings (except for special occasions).
- Personal items lost, stolen, or damaged at Scouting functions are not the financial responsibility of the Troop, the Troop Committee or the sponsoring organization.
- Contact the Scoutmaster or Committee Chair if financial hardships interfere with a Scout giving his fair share.

Very importantly, all should remember that we are able to meet, as a Troop, on the grounds of Northminster Presbyterian Church, and specifically in the Fellowship Hall, through their graciousness. We should treat the property with respect at all times.

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14 The Ideals of Scouting

14.1 Scout Spirit

What is Scout Spirit?

Scout Spirit is that something that shows in everything we do.
It says we care about God and our country, other people and ourselves.
(These are the three parts of the Scout Oath.)

Scout Spirit says we are trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean and reverent.
(These are the 12 points of the Scout Law.)

Scout Spirit sees that we know what needs to be done and keeps us prepared to do it.
(This is the Scout Motto.)

Scout Spirit is that inner drive to share with those that need a little help.
(We call this the Scout Slogan: "Do a Good Turn Daily")

Scout Spirit is a positive attitude.
It is the willingness to give that little extra in the Troop, home, religious institution, or community to assure success for the group without regard for one's personal benefit. It is a caring attitude; caring for other people, resources, possessions, and one's self.

In the Troop, Scout Spirit is working without complaint. It is full participation so that the Troop is not held back. It is doing your assigned job to the best of your ability. It is seeing a job that needs doing and doing it. It is a smile and a "please" and a "thank you".

Scout Spirit is all of this and more.
It is something we all strive for and know when we have fleetingly attained it. It is all that is right with the world and ourselves. Without it we are of little value, but with it we can achieve great things.

In short, Scout Spirit is the essence of Scouting. Earning rank advancements and merit badges is important, but scout spirit goes much beyond that. "Scout Spirit" embodies what a true Scout is made of.

Looking at the Boy Scout Handbook at the rank requirements, one can see that, beginning with the Tenderfoot rank there is an added, more indefinite requirement: Demonstrate Scout Spirit.

The first thing to understand about Scout Spirit is that even though the requirement looks the same for each rank, it really isn't - Scout Spirit for Life Scout is very different (and much harder) than Scout Spirit for Second Class.

The Scoutmaster, and indeed all of the Troop Adult leadership, is continually evaluating everyone's Scout Spirit as an ongoing process. This is because a Scout must demonstrate Scout Spirit in their everyday life, not in the five minutes spent talking to the Scoutmaster. Generally this requirement is one of the last ones to be signed off for any rank. In Troop 777, the sign-off for Scout Spirit is reserved for the Scoutmaster, or designee.

The Scoutmaster will want to see appropriate Scout Spirit for some period of time before signing off the requirement.

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Note: A change appeared in the new 2010 Boy Scout Handbook. For each of the ranks it asks the Scout to document four specific examples of how they have lived the points of the Scout Law in their daily life. (These must be different examples from for the previous ranks).

It is advised that these examples be written before the Scoumaster's Conference.

14.2 The Scout Law

The twelve points of the Scout Law are the guidelines for all Scouts. They serve as the ultimate measure of the Scout's demonstration of Scout Spirit.

Trustworthy

- Scouts do not lie, steal, or cheat.
- When assigned a troop duty (e.g. preparing a meal), scouts must carry through with the duty as the welfare of others depends on his completion of the duty.
- Scouts exercise initiative and responsibility to find out what their duties are, rather than "sitting back" waiting for someone to remind them.

Loyal

- Cooperating with other scouts, e.g. by demonstrating teamwork and support.
- Supporting Youth Leaders, even while they are still learning and making mistakes.
- Attending scouting functions and participating in a positive manner.

Helpful

- Demonstrate initiative and responsibility in helping less experienced scouts.
- Work and cooperate with peers – helping through teamwork.
- Give back to scouting by teaching younger scouts – especially important for more experienced scouts, e.g. First Class and above.

Friendly

- Be friendly to fellow scouts and visitors.
- Be sensitive to teasing other scouts – stop when teasing "crosses the line" from fun to harmful.

Courteous

- Be polite and considerate in scout meetings and events.
- Observe the scout sign – become silent and attentive when it is up.
- Use proper, courteous language, i.e. no profanity in all forms of communications.

Kind

- The "Golden Rule" applies!
- Do not hurt others, animals or the environment.
- Work with, and compensate for, people with disabilities or different cultural backgrounds.

Obedient

- Follow rules and instructions from scout leaders.
- Obey laws and rules in community and school.
- Work within the system to change rules with which the Scout disagrees.

Cheerful

- No Whining!
- Do your scout duties with a smile instead of a frown
- Have fun.

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Thrifty

- Scouts pay their own way.
- Participate in troop fundraisers.
- Conserve natural resources.
- Care for personal, patrol and troop equipment.

Brave

- Stand up for what is right in spite of peer pressure to do otherwise.
- Demonstrate the courage to lead and try new things.

Clean

- Scouts have good personal hygiene – both in appearance and in proper sanitation on campouts.
- Wear proper, clean uniform to scout meetings and outings.
- When a scout leaves an area, it is cleaner than when they arrived.

Reverent

- Scouts actively participate in their religion.
- Scouts are respectful and participate in the general religious services on scout events.
- Scouts respect the beliefs of others.

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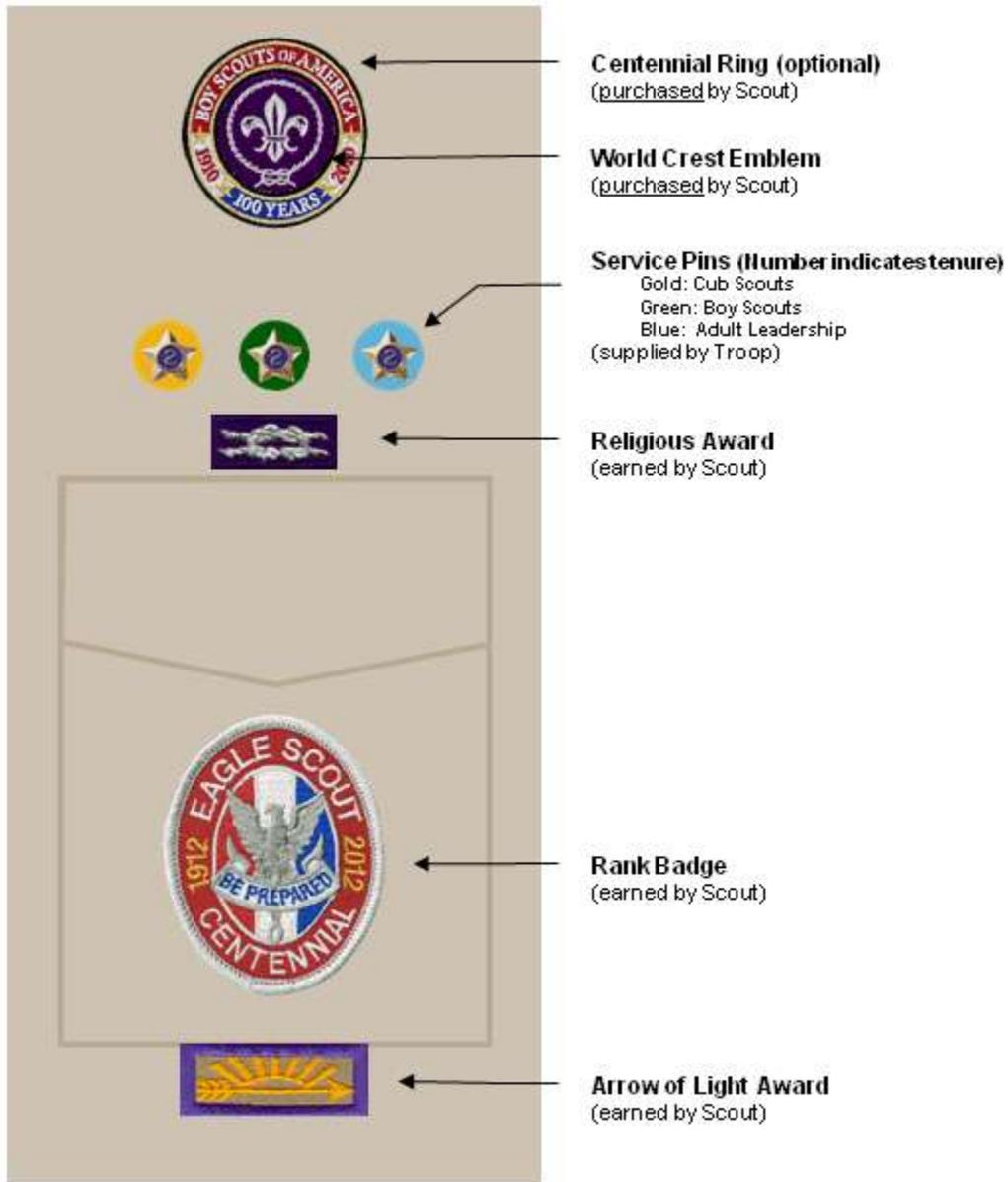
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15 Appendix A – Uniform patch Placement

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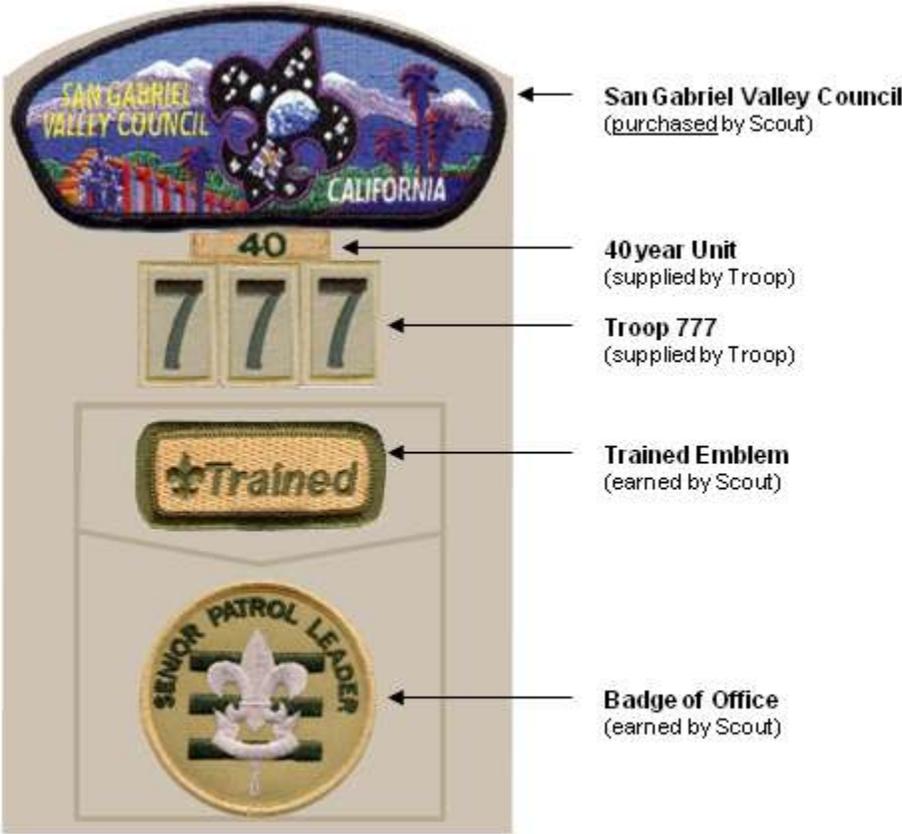
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Left Pocket

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Left Sleeve

DK

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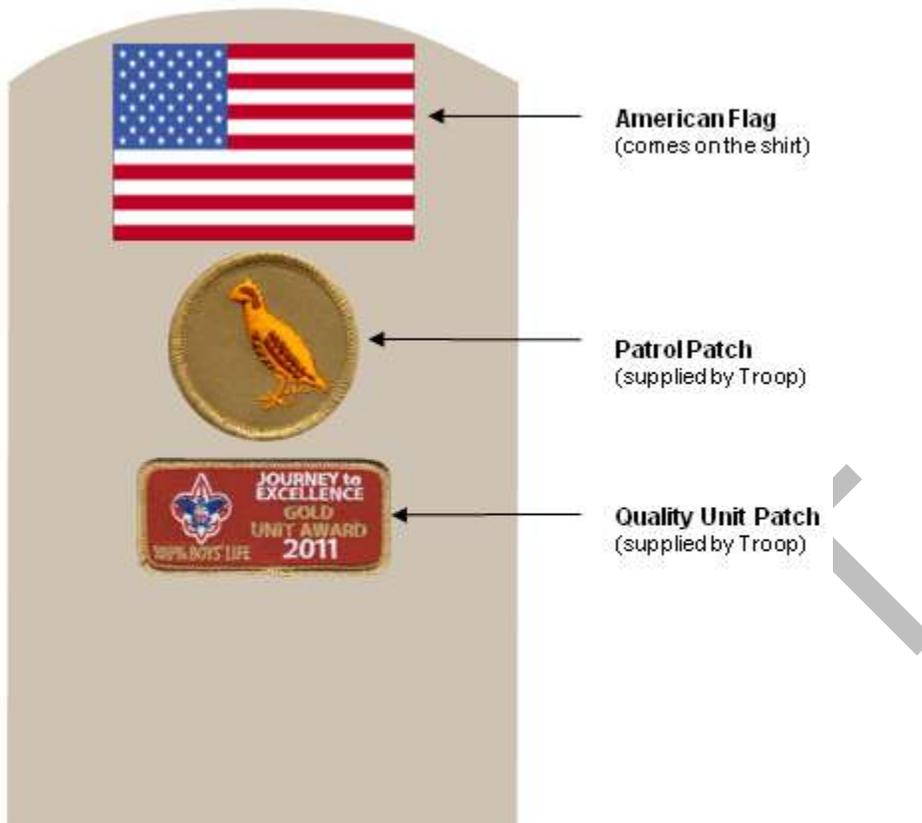
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Right Pocket

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American Flag
(comes on the shirt)

Patrol Patch
(supplied by Troop)

Quality Unit Patch
(supplied by Troop)

Right Sleeve