



**BOY SCOUTS OF AMERICA TROOP 9**  
**New Egypt, NJ**

**BYLAWS**

Version 1.0 - November 1, 2013

**Council:** Jersey Shore

**District:** Whispering Pines

**Charter Organization:** McKaig-Test-Mullen American Legion Post 455  
2 Meadowbrook Rd., New Egypt, NJ 08533

**For more detailed information regarding BSA troop operations and leadership guidelines, please reference the following links.**

<http://www.scouting.org> – Official BSA Web Site

[http://www.scoutmastercg.com/wp-content/uploads/2012/11/troop\\_committee\\_guidebook.pdf](http://www.scoutmastercg.com/wp-content/uploads/2012/11/troop_committee_guidebook.pdf) -

BSA Troop Committee Guidebook (PDF)

[www.scouting.org/filestore/pdf/33088.pdf](http://www.scouting.org/filestore/pdf/33088.pdf) - BSA Guide to Advancement 2013 (PDF)

## TABLE OF CONTENTS

1.	DOCUMENT.....	3
1.1	PURPOSE.....	3
1.2	INTENT.....	3
2.	MISSION STATEMENT.....	3
3.	ORGANIZATION OF THE TROOP.....	3
4.	ADULT LEADERSHIP.....	3
4.1	TROOP COMMITTEE.....	3
4.2	FINANCES.....	5
4.3	YOUTH PROTECTION TRAINED PARENTS.....	6
4.4	ADULT GRIEVANCES.....	6
5.	YOUTH MEMBERSHIP (SCOUTS).....	6
6.	TROOP OPERATION.....	7
6.1	PROGRAM.....	7
6.2	MEDICAL/HEALTH AND SAFETY.....	7
6.3	EQUIPMENT.....	8
6.4	UNIFORMS.....	8
6.5	MEETINGS.....	9
6.6	RANK ADVANCEMENT.....	9
6.7	MERIT BADGES AND BLUE CARDS.....	10
6.8	BOARDS OF REVIEW.....	12
6.9	FUNDRAISING.....	12
6.10	RULES AND REGULATIONS.....	12
6.11	CODE OF CONDUCT/BEHAVIOR.....	13
6.12	DISCIPLINE.....	15
6.13	ADULT BEHAVIOR GUIDELINES.....	17
6.14	PLANNING.....	17
	TROOP 9 BYLAWS AND CODE OF CONDUCT ACKNOWLEDGEMENT.....	18

## 1. DOCUMENT

### 1.1 PURPOSE

The purpose of this document, **Boy Scout Troop 9 Bylaws** (herein referred to as '**bylaws**') is to provide definition, purpose, guidelines, rules and regulations regarding the membership, organization, operation and function of **New Egypt Troop 9**.

### 1.2 INTENT

- These bylaws are intended to supplement the Boy Scouts of America (BSA) rules and regulations.
- In the event that these bylaws do not address a specific situation/scenario, the bylaws will serve as a guide and the intent of the scout spirit, oath, and law will be followed in all decisions.
- These bylaws may be amended at anytime by the Troop Committee, by a majority vote.

## 2. MISSION STATEMENT

The mission of BSA New Egypt Troop 9 is to prepare male youth in the New Egypt area to make good, ethical and moral choices over their lifetimes through character development and by instilling in them the values set forth in the Scout Oath, Scout Law and the Scout Spirit in their daily life.

## 3. ORGANIZATION OF THE TROOP

In 1948, McKaig-Test-Mullen American Legion Post 455 was granted a charter by the National Council of the Boy Scouts of America and, as such, adopted scouting as a youth program. As Charter Organization for Troop 9, Legion Post 455 will appoint one of its members as Charter Organization Representative to serve as a liaison between Legion Post 455 and Troop 9, and will serve as a non-voting member of the Troop 9 Committee. In addition, the Charter Organization Representative will represent Troop 9 on the Whispering Pines District Committee and serve as a voting member of the Jersey Shore Council.

## 4. ADULT LEADERSHIP

Troop 9 shall have the following four classifications of adults:

- Registered Committee Members
- Registered Adult Leaders (Scoutmaster, Assistant Scoutmasters)
- Youth Protection Trained Parents/Guardians
- Non-registered and untrained Parents/Guardians. (Cannot assist with Troop campouts/program/carpooling)

### 4.1 TROOP COMMITTEE

1. The Troop Committee is comprised of registered adults appointed by the Committee Chairman with advice and consent of the Charter Organization Representative of Troop 9 and may be seen as the "Board of Directors" of the Troop.

2. The Troop Committee must have a minimum of three members, one of who serves as the Troop Committee Chairman, to comply with BSA regulations.
3. It is desirable to have a majority of Troop Committee members present to conduct a meeting; however, a Committee meeting can be conducted with a minimum of three members.
4. Only Troop Committee members are entitled to vote on Troop Committee matters. The BSA registration process must be completed through the Jersey Shore Council before voting rights are granted.
5. All Troop Committee matters must have a majority vote of those Troop Committee members in attendance to pass.
6. Current recognized Troop Committee positions are as follows. Please refer to the online BSA Troop Committee Guidebook for responsibilities.
  - Chairman
  - Secretary
  - Treasurer
  - Event Coordinator
  - Advancement Coordinator
  - Training Coordinator
  - Equipment Coordinator
7. The Troop Committee will be reorganized annually or may be reorganized on an as needed basis, based on a recommendation of the Committee Chairman, and upon approval of a majority vote or whenever a Committee position is vacated.
8. Committee members may volunteer to fill a vacant position and will assume the responsibilities of that position upon approval of a majority vote at the next scheduled Committee meeting.
9. Committee meetings are open to registered Troop Leaders, registered committee members and the Chartered Organization Representative.
10. Troop committee meetings, meeting minutes and agendas shall be conducted according to Robert's Rules of Order guidelines. Refer to <http://www.robertsrules.com/>
11. The Committee Secretary will take and distribute Committee meeting minutes to the Committee Chair within one week after each meeting to provide full transparency of Committee's actions to all Committee Members, Troop Leadership and troop parents/guardians. Once approved by the Committee Chair, the Secretary will distribute the minutes to all Committee Members.
12. All motions properly approved by majority vote on the Committee are binding on all members of the Troop.
13. Any motion voted down by the committee may not be reintroduced for consideration of the committee until the next scouting calendar year.
14. The Troop Committee responsibilities include:
  - Providing logistical support for the Troop program.
  - Adheres to and enforces the policies and regulations of the BSA.
  - Adheres to and enforces these bylaws.
  - Recruitment and training of quality Adult Leaders and Committee Members.
  - Makes recommendations to the Charter Representative for the position of the Scoutmaster and Assistant Scoutmaster.
  - Selection of Troop Committee Chairman, subject to approval of the Charter Representative and Committee majority vote.
  - Supports the Adult Leaders in carrying out the Troop program.
  - Development of community service projects.

- Assists with arranging for the transportation for outings.
- Planning and assistance in fundraising.
- Provide for special needs and/or assistance for individual Scouts.
- Serve on Boards of Review and attends Courts of Honor.
- Maintaining records of Troop finances and advancement.
- Responsible for the charter renewal process.
- Securing tour permits and reservations for any activities or outings, as required.
- Provide safe and adequate meeting facilities.
- Approve, purchase and maintenance of Troop equipment and supplies.
- Provide positive encouragement to scouts, and ensure that the code of conduct and safety is followed at all Troop events.
- Promotes active involvement and participation in Troop activities by parents to the extent possible.
- The Committee members are required to complete required training as their time permits (according to current BSA required training standards).
- Work together in unity as a Troop.
  - Concerns or issues relating to a Scoutmaster, Assistant Scoutmaster, Committee Chair or Committee Member need to be discussed in Committee Meetings.
  - If warranted, following Roberts Rules, the Committee may hold a meeting, which has been fully advertised at least 7 days in advance, and with a majority vote, recommends to the Charter Representative that the “in question” individual be asked to resign.
  - Only the Charter Organization has the actual authority to remove an individual from the Committee or Adult Leadership.

## 4.2 FINANCES

1. The Troop Committee will determine the amount for dues each year (based on Troop expenses, current funds and cost of BSA re-chartering).
2. Dues shall be paid to the Treasurer by a deadline determined by the Troop Committee.
3. If the Committee determines that the Troop finances are sufficiently sound, the Committee may, at its discretion, authorize the use of Troop funds to pay for the cost of attending summer camp for Registered Adult Leaders. Eligible registered adult leaders are those who will be in attendance at summer camp for at least three days and who have been active registered leaders.
4. In cases where there are multiple registered adult leaders from the same household, the active requirement for one leader will be satisfied through the combined participation of all leaders from that household. More than one leader from the same household may qualify for Troop sponsorship of the cost of summer camp if they individually satisfy the requirements stated above.
5. The Troop Treasurer shall maintain appropriate records of the Troop's funds, revenues and expenses.
6. The Treasurer shall reconcile the Troop's financial accounts monthly and shall make monthly reports to the Troop Committee.
7. Special purpose funds shall be maintained in the Troop's checking account or savings account, as determined by the Troop Committee.

8. Junior Leader Training (NYLT) maybe funded at the rate of \$TBD for the week of training, as determined by the Troop Committee.
9. Fees for Scout Training that will enhance leadership in the development of the Scout may be paid by the Troop up to the cost of \$TBD per session, as determined by the Troop Committee.
10. Based on a Scout's individual needs, special requests for financial aid can be honored based on a Troop Committee motion and vote for approval.
11. No Adult Leaders should spend more than \$100.00 without prior Committee approval.

#### **4.3 YOUTH PROTECTION TRAINED PARENTS**

1. A fair and equitable share of assistance is expected from each parent/guardian. Parents may be asked by the Troop leadership to provide help and support for various Troop activities.
2. Youth Protection Trained Parents are permitted under these bylaws and are defined as parents of scouts, who have also completed BSA's Youth Protection Training to help and support the activities of the Troop but are not committee members or registered leaders.

#### **4.4 ADULT GRIEVANCES**

1. If any adult (parent, leader or committee member) has a concern, issue or grievance about any Troop matter, then the inquiry is to be first brought to the Scoutmaster (if related to Scout activities) or Troop Committee Chairman (if Committee related) within 30 days of the occurrence, to try to resolve.
2. The Scoutmaster or the Committee Chairman (or designees) will:
  - Meet with the adult who has the concern, issue or grievance to discuss and verify it.
  - Meet with any other individual involved in the concern, issue or grievance to verify it, if necessary.
3. If the Scoutmaster or the Committee Chairman (or designees) is unable to resolve the concern, issue or grievance, then the Committee Chairman will bring the matter to the Troop Committee (which includes the Scoutmaster as a non-voting member of the Committee and the Charter Representative as a voting member) during the next regular monthly meeting or call for a special meeting, if warranted, to seek a decision or render a resolution.
4. If the Committee is unable to resolve the concern, issue or grievance, the Charter Representative will bring the matter to the troop charter organization for review, direction and resolution at the charter organizations next meeting.
5. All decisions by the Charter Organization regarding the grievance are considered final.

#### **5. YOUTH MEMBERSHIP (SCOUTS)**

1. Any boy who has completed 5<sup>th</sup> grade, or is 11 years old, or who has earned the Arrow of Light Award, but has not reached the age of 18, may apply for membership as a Scout in the Troop.
2. Troop membership will require the approval of a majority vote of the Troop Committee only in the event of special circumstances, prior behavioral issues or unethical/criminal behavior as warranted.

## 6. TROOP OPERATION

### 6.1 PROGRAM

1. The Troop delivers the scouting program thru activities at regularly scheduled Troop meetings, and various outdoor activities including weekend camping, week-long annual summer camp, and other Troop activities.
2. Outdoor activities will be run by the PLC, SP and the Adult leaders. Youth Protection Trained parents may attend these activities by invitation of the Adult leaders.
3. Teaching, training and encouraging boys to be leaders is the core of Scouting. Scouts learn by doing, and what they do in the Troop is lead their patrols and their Troop.
4. Scouts will also learn skills of interest by earning merit badges, some of which are required and others of which are elective in order to advance thru the program.
5. Scouts will be required to provide a permission slip signed by parent/guardian in order to participate in activities beyond the regularly scheduled weekly scout meetings. These permission slips must be handed in by the due date on the form along with payment.
6. Scouts who do not get permission slips and any associated fees in by the due date specified will not be allowed to attend the event, unless granted exception by both the Scoutmaster and Committee.
7. Scouts who have committed to events with fees are responsible to pay those fees, unless the adult leadership associated with the activity can cancel the Scout's participation early enough to avoid a financial burden to the Troop. If not, the scout is still financially responsible.

### 6.2 MEDICAL/HEALTH AND SAFETY

1. Scouts will be required to have on file with the Troop a record of emergency data and the Boy Scout physical on the appropriate form required for participation in the scouting activity. BSA physical forms will be updated annually for all scouts and registered leaders.
2. The Scoutmaster or his designated assistant will retain all medicines and drugs at all Troop activities, whether they are prescription or over-the-counter medications. Medicines and drugs must remain in original container, and parents must provide written directions for administration to the Scoutmaster. Exceptions may be made for inhalers dependent on the severity of the Scout's condition.
3. Scouts with physical or other challenging disabilities will be encouraged to participate in all Troop activities to the extent they are able to do so. Parental support or assistance may be required and is restricted to the parent/guardian.
4. Scouts may not go swimming, enter the water, or use any type of boat, unless prior approval has been received from the Scoutmaster. Scouts shall comply with the rules and regulations governing aquatic safety contained in the most current version of the *Guide to Safe Scouting* published by the Boy Scouts of America.
5. All Scouts are required to take the BSA swim test annually in order to participate in Troop sponsored water activities.
6. All drivers transporting scouts must be at least twenty-one years of age and have a valid operator's license in their possession. All vehicles will be insured for at least the minimum amount of insurance required by the State of New Jersey and required by the local council.

7. Scouts will obey the rules established by the drivers of vehicles used for transportation. Seat belts are required for all occupants and must be in use when the vehicle is operated.
8. Scouts are not permitted to ride in open truck beds. Scouts are not permitted to hang out of vehicle windows, throw anything from a vehicle or yell at pedestrians or drivers of other vehicles.

### **6.3 EQUIPMENT**

#### **1. Troop Equipment**

- The Troop may make equipment available for use during Troop activities. This equipment may include items intended for group use, special purpose items, or items with sharp cutting edges.
- The Troop will not normally provide any personal gear for any BSA activities.
- Personal use of Troop equipment is not permitted.
- The individual using the equipment will be responsible for the proper care and prompt return of the equipment, and for the replacement cost of any lost, destroyed, or abnormally damaged equipment.
- The Troop will be responsible for the cost of repair or replacement of equipment due to normal wear.

#### **2. Personal Equipment**

- Each individual will be responsible for the safety and care of that individual's personal equipment.
- Each individual is required to provide their own backpack, personal mess gear, canteen, bedding, and any other personal camping equipment he requires for outdoor Troop activities. Adult leaders may use their own saws, axes, hatchets, cooking utensils, etc.
- Scouts are not permitted to carry knives larger than 3.5" or hatchets, axes and saws as part of their personal equipment. Each Scout should possess a scout knife or its equivalent. A Scout may not use a knife, saw or axe unless he has earned the TOTE'N CHIP.
- Any person who damages or destroys another's personal equipment will be required to replace or repair it.
- Scouts and adult leaders may carry any equipment they deem necessary for their comfort on outdoor activities, as long as it is not excessive, can be suitably packed, and is not otherwise disallowed.
- Scouts are not permitted to use personal electronic devices (i.e., radio, television, player/recorder, electronic games, personal computer, cell phone, etc.) at Troop activities or on campouts, unless specifically authorized by the Scoutmaster.

### **6.4 UNIFORMS**

1. Scouts are expected to wear a clean, neat and properly configured Scout uniform as outlined below. If the scout has come directly from another non-Troop activity, he should be prepared to change into the appropriate Troop uniform when he arrives at the meeting, campout, or any Troop activity.
2. Class A Uniform
  - BSA's official uniform, also known as the Class A Uniform, is to be worn on the last Thursday of the month to the Troop meeting. The Class A must also be worn during the Board of

Review, Court of Honor, summer camp evening retreats, and special events. The Class A Uniform will consist of:

- ✓ Official BSA shirt (long or short sleeved) with all proper insignia including proper rank, Jersey Shore Council Patch, Troop 9 Unit Numbers, Patrol patch, etc.
  - ✓ Troop 9 Neckerchief and BSA slide
  - ✓ Olive green pants (BSA or generic). Blue jeans, torn or baggy jeans or pants worn off the hips are not considered appropriate.
  - ✓ BSA Scout Belt
  - ✓ Hiking boots/trail shoes only. No sneakers or open toed shoes of any kind may be worn with the Class A Uniform.
- OA Scouts should wear their OA sash only for sanctioned OA events.
  - Leaders may wear Wood Badge insignia as appropriate.

### 3. Class B Uniform

- Class B Uniforms, also known as the outdoor activity uniform, will be worn at Troop meetings (except for the last Thursday of the month) and Troop outings.
  - ✓ Troop 9 T-shirt and/or Troop 9 Hooded sweatshirt.
  - ✓ Olive green, khaki, tan or brown pants. Blue jeans, torn or baggy jeans or pants worn off the hips are not considered appropriate.
  - ✓ Hiking boots/trail shoes only for meetings; no sneakers or open toed shoes of any kind may be worn to Troop meetings.
  - ✓ Boots are recommended for all hikes and most outdoor activities, campouts, and summer camp. However, sneakers or other footwear (i.e., water shoes) may be more appropriate for certain activities. The Adult leaders will advise accordingly.
  - ✓ At summer camp, open toed sandals or flip-flops will be permitted in the shower or waterfront areas only unless otherwise stated by the campgrounds.

## 6.5 MEETINGS

1. Troop meetings are generally held Sept. through July on Thursday evenings from 7:00pm – 8:30pm.
2. Troop meeting activities are planned in advance by the PLC.
3. Meetings will not be scheduled on days where there is no school or school is canceled, based on the New Egypt school district calendar.
4. Parents shall drop their scouts off for weekly meetings prior to the start of the meeting and are expected to pick them up in a timely manner at the conclusion of the meeting, without interfering with the closing ceremonies.

## 6.6 RANK ADVANCEMENT

1. Scouts will hold a rank based on their achievements in the program as prescribed by the BSA and outlined in the BSA Scout Handbook.
2. The ranks in ascending order are as follows:
  - Scout
  - Tenderfoot
  - Second class
  - First class

- Star
  - Life
  - Eagle
3. Scouts who transfer into the Troop from another unit will hold the rank as documented from their transferring council.
  4. Scouts are eligible for Rank Advancement when they have successfully completed the requirements for that rank as outlined in the Scout Handbook, completed a Scoutmaster Conference and upon a completion/recommendation of the Board of Review.
  5. Rank Advancement patches will be provided by the Troop, assuming that sufficient funds are available; otherwise they will be the responsibility of the scouts/parents.

## 6.7 MERIT BADGES AND BLUE CARDS

1. Blue Card Procedure
  - a. Once a Scout decides he is interested in a specific merit badge and is ready to begin the process, his first step is to meet with and discuss the merit badge with his Scoutmaster (or approved Assistant Scoutmaster). The Scoutmaster does not “approve” the Scouts’ choice, but is expected to advise, coach and mentor the Scout. The Scoutmaster helps the Scout identify a possible merit badge counselor. The front of the Application for Merit Badge or “Blue Card” is filled out by the Scout and signed by the Scoutmaster. The first Scoutmaster signature is evidence of the discussion between Scoutmaster and Scout.
  - b. The Scout identifies another Scout, friend or family member that will be his “buddy” to attend all meetings with the counselor to follow safe scouting guidelines.
  - c. Third, the Scout contacts the Counselor and asks for his/her assistance in earning the merit badge. The Counselor reviews the requirements with the Scout and they decide on projects to complete and a completion schedule. The Counselor provides expertise, advice, and guidance as needed until the Scout has completed the requirements. Only the Counselor may make a determination about a Scouts maturity or preparedness for the Merit Badge Requirements. When satisfied, the Merit Badge Counselor certifies completion of requirements and only the requirements, no more and no less. The date of completion is the date it is considered earned. This is the date recorded on all Scout records, including the advancement order form and the final Merit Badge Card. The Merit Badge Counselor will then keep the **Counselor's Record** portion, and give the other 2 portions to the Scout.
  - d. Once complete, the Scout returns the “Blue Card” to the Scoutmaster for the final signature. The Scoutmaster will give the Scout the **Applicant Record** portion of the Blue Card for his records. The Scout should update his Scout Handbook. The Scoutmaster turns in the remaining blue card section to the Advancement Chair who will record the Merit Badge completion in the Troop Records, order the Merit Badge and Merit Badge Card. The Scout receives his Merit Badge patch at the next Court of Honor.

**Throughout the process, until the completed & signed off blue card is turned in, the Scout is fully responsible for the card (though the Counselor may choose to retain the card until completion).** Once merit badges are awarded, Scouts should keep the **Applicant record** portion of the blue cards separate from the Merit Badge cards. That way if one is lost, the other can replace it. If anything should ever happen to the official records of the Scout, the blue cards or Merit Badge Cards will serve as proof of earning the merit badge

towards the Eagle rank. The Merit Badge Card and each portion of the blue card should be retained until the Scout turns 18 or is awarded the rank of Eagle.

## 2. Merit Badge Advancement at Summer Camp

- a. Troop 9 annually participates in summer camp where many Boy Scout advancement opportunities are offered. The procedures for advancement in summer camp are established by the council advancement committee for the council that sponsors the camp in cooperation with the committee responsible for summer camp, the camp director, and the program director for the summer camp in question. These procedures are typically given to Troop 9 as part of pre-camp orientation. Troop 9 will modify its Merit Badge Procedure for summer camp based on camp procedures. However, the spirit and intent of Troop 9's Merit Badge Procedure will be maintained. The general idea is:
  - i. Before a Scout leaves for camp, he has met with and discussed his merit badge choices with the Scoutmaster and has followed the appropriate registration rules.
  - ii. The Scout has reviewed the Merit Badge requirements and completed the necessary prerequisite work specified by the camp.
  - iii. The Scout attends the classes as scheduled by the camp and insures his name is on the 'roll call' for class attendance.
  - iv. Before the Scout leaves camp, he should meet with the Merit Badge Counselor and understand his completion status for all of the merit badges started during the camp.
  - v. The troop will receive a 'troop report' (for all participating scouts and their MB status) as they leave the camp. This information will be updated into the Troop 9 individual scout records. Sometimes, there are requirements that must be completed in advance. Unless the Scout does this, he will leave camp with a "partial".
- b. To maximize the number of badges completed at summer camp, Scouts should look carefully at the requirements and complete as much in advance as possible (at least any stated "prerequisite" requirements). The camp will have access to a wide range of Counselors to sign off on badges once all requirements have been met. Leaving even one requirement incomplete means the Scout will need to find a counselor approved by the Scoutmaster when the Scout gets home to sign off that last requirement. It is far better to walk away from camp with a completed Merit Badge.
- c. Because of the nature of summer camp and the quantity of blue cards involved, Troop 9 amends its policy by holding all **Applicant Record** portions of the blue cards until the first COH following summer camp.

## 3. Merit Badge Advancement at Merit Badge Fairs

- a. Like summer camp, the council advancement committee for the council sponsoring a merit badge fair is responsible for the advancement procedures for their event. If necessary and appropriate, Troop 9 will modify its Merit Badge Procedure for the merit badge fair based on the fairs' procedures. However, the spirit and intent of Troop 9's Merit Badge Procedure will be maintained.
- ✓ Scouts must be considerate of the Scoutmaster's time; do not wait until the last minute to ask for a Blue Card (i.e., the troop meeting right before a merit badge fair or the week before summer camp).
  - ✓ Troop 9's Merit Badge Procedure adheres to BSA's official *Guide to Advancement*. For additional information and a complete copy of that document, please feel free to visit [www.scouting.org](http://www.scouting.org)

- ✓ Adult leaders, Merit Badge Counselors and Committee Members are strongly encouraged to be familiar with BSA's official *Guide to Advancement*.
- ✓ Reminder to Merit Badge Counselors: Youth Protection Training must be current (renewed every two years; send certificate to Troop Committee Chair) and either ensure scouts follow the buddy system or that two-deep leadership is maintained.

## **6.8 BOARDS OF REVIEW**

1. The Troop will follow all of the guidelines set by the BSA with regards to the requirements needed for a scout to be advanced to the rank they are requesting.
2. Scouts must request and complete a Scoutmaster Conference before requesting a Board of Review from the Advancement Coordinator.
3. Scouts appearing before a Board of Review must bring their BSA Scout handbook and must be in full Class A uniform as outlined in Section 6.4 paragraph 2.
4. If a scout is not properly prepared with the items listed above, the review will not take place and will need to be rescheduled.
5. Registered Committee Members sitting on a Board of Review must adhere to the following requirements:
  - Must be an active registered Committee Member with Troop 9.
  - Must be prepared to participate in the Board of Review.
  - Must not be a parent/guardian of the scout being reviewed.
6. The advancement chair or adult chairing the review, if the advancement chair is not available, must have all of the paperwork needed to file for the rank advancement and the paperwork should be filed, as required, in a timely fashion for the scout.

## **6.9 FUNDRAISING**

1. Scouts and parents are expected to assist with Troop fundraising events. If there are fundraisers where a portion of the monies are going to be deposited into the Scouts account, that Scout must work a predetermined minimum requirement set by the person coordinating the Fundraiser to receive a credit.
2. Fundraising events maybe scheduled on an as-needed basis. These funds will go towards the Troop's general fund for operational costs or other items as deemed necessary by the Troop Committee.

## **6.10 RULES AND REGULATIONS**

1. A Scout will be considered "active" in his troop if:
  - The Scout is registered in his troop (registration fees are current).
  - Troop annual dues and activity fees are current
  - The Scout has not been dismissed from his troop for disciplinary reasons.
  - The Scout is engaged by his Scoutmaster on a regular basis (informed of troop activities through Scoutmaster Conference, email or personal contact, etc.).
  - The Scout is in communication with the Scoutmaster on a quarterly basis.
2. The Troop may not modify the definition of "active"; this is a BSA national standard.

3. If the Scout does not initiate communication, the Scoutmaster is to contact the Scout and ask if the youth wishes to remain in Scouting. If the answer is negative, then the Scoutmaster should no longer communicate with the Scout. If the answer is affirmative, the Scoutmaster should provide the troop calendar. After six months of nonparticipation, the Scoutmaster may cease to contact with the youth and advise the Committee to drop the Scout from the troop at re-charter time.
4. The Scout may return to the troop at anytime while on the troop charter. Anytime a Scout is dropped from a charter, the youth must re-apply to the troop for readmission; the acceptance of the application is at the discretion of the Troop Committee. The youth would be reinstated at the rank and level that can be documented by either the Scout or the Troop subsequent to confirmation by the Jersey Shore Council.
5. Scouts are expected to attend Courts of Honor, Troop meetings and Troop functions.
6. Scouts are expected to set a good example for others by following the Scout Law and Scout Oath.
7. Scouts are required to be current on Troop financial obligations.
8. Scouts not in good standing cannot advance in rank or participate in outings or activities without approval from the Scoutmaster.
9. Scouts attending meetings are required to stay in the meeting area unless authorized by adult leadership to go elsewhere in the building.
10. Scouts are expected to maintain a notebook for scouting related material (notes, projects, merit badges etc.).
11. Any issues/concerns from either Scouts or parents regarding Troop matters should be addressed to the Scoutmaster, Assistant Scoutmaster(s), or the Troop Committee Chair and will be addressed in a timely manner. If the issue/concern is with the Scoutmaster or Committee Chair, the matter should be addressed to the Charter Organization Representative. For the protection of the person(s) involved, open discussion of the matter at hand should be refrained from until the matter has been addressed. At no time is it acceptable for Scouts to witness confrontations between adults or hear discussions about other Scouts, leaders or parents.

### **6.11 CODE OF CONDUCT/BEHAVIOR**

1. Scouts and Adults are expected to exhibit appropriate behavior at all times. The Scout Oath and Scout Law will serve as the Troop Code of Conduct at all times.
2. Scouts and Adults shall exhibit behavior appropriate to the spirit and letter of the Scout Oath, Law, and Motto.
3. No Drugs, Alcohol or Profanity are permitted at Troop functions by either Scouts or Adults. Adults who smoke are expected to physically separate themselves from the scouts and/or the troop functions before engaging in the act of smoking.
4. Troop policy at any meeting/activity will not tolerate hitting, bullying, pushing, degrading comments regarding another Troop member, or any other behavior unbecoming as a Scout. At no time will a Scout or Adult Leader be physically or verbally abusive of or abused by anyone.
5. The following rules of conduct have been adopted for purposes of health, safety and behavioral conduct. Discipline will be warranted for any Scout found to be:
  - Failure to follow reasonable directives from a leader, junior leader (SPL or ASPL), or other adult is unacceptable.
  - Unruly, loud, disrespectful or disobedient behavior or language will not be tolerated. The Adult Leader in charge is responsible for each boy's safety and boys will be held accountable for obedience to the fullest extent.

- When the Boy Scout Sign goes up, everyone is quiet. This is true not only at our Troop meetings, but also at every Scout event.
- No swearing or use of offensive or inappropriate language.
- No fires of any kind are permitted inside tents. This means no candles, lit matches, stoves, heaters or lanterns. Only battery operated lanterns or flashlights are permitted.
- Fire safety rules will be enforced at all times. Scouts will not play in the fire or wave burning sticks in the air. Fires will be placed only in designated locations. Scouts will be allowed to have matches as part of their 10 essentials, but these will only be used under Adult Leader supervision.
- No Scout will carry or use a knife, until he has completed the proper training and is in possession of a valid "Tote 'N Chip" card.
- Knives with blades of more than four (4) inches will not be carried by boys under any circumstances. Any knife deemed unsafe will be confiscated. The Adult Leadership's word is absolutely final in this area.
- Lights out will be respected. Be considerate of your neighbors. Lights-out times will be determined by the Adult Leaders in charge.
- Respect other people's property. No borrowing of any people or troop's equipment or property without prior consent. If it is not yours, leave it alone. Practical jokes, such as hiding someone else's gear, sabotaging tents, stuffing a sleeping bag with leaves, etc., have no place in this Troop, and will not be tolerated.
- No alcohol or any other controlled substances are allowed by Scouts or adults (except medication of which the Adult Leadership is aware).
- No use of any tobacco products by any youth members. Adults may use with discretion in designated areas per BSA Policy.
- Tape/CD players, portable TV's, radios, MP3 players, iPods, cellular phones, portable games, etc. are not allowed. Personal MP3 players or games, with headphones, may be allowed during long travels to and from an event, but requires prior driver and Adult Leader approval.
- Firearms, fire crackers, fireworks, ammunition, black powder, sling shots, bows and arrows, paint ball guns or any other weapons are prohibited. Exceptions will be made only for Troop 9 approved shooting sports. The penalty for bringing fireworks on a campout is suspension for a whole year. It's not worth it!
- Food, candy, snacks or soft drinks of any kind are NOT allowed in tents.
- There are to be no carbonated drinks on campouts. Exceptions are made only by the Adult Leader.
- Horseplay or inappropriate physical roughness will not be tolerated. Never restrain another Scout. No shoving, punching, kicking, hitting, slapping or stick fighting is allowed.
- Throwing of rocks or other objects in an inappropriate or unsafe manner is NOT allowed.
- Respect other people's feelings. Threatening or intimidating another person by word or action is not allowed. No hazing, "put-downs," ridiculing or name-calling by any Scout or Adult Leader.
- No Scout shall leave an activity and/or designated area without the Adult Leader's express permission to do so.
- Never venture off alone. The "buddy system" will be used at all times to provide support and safety. Scouts are required to have another person or buddy with them when

swimming, meeting with a Merit Badge Counselor and during other specified Boy Scout activities.

- The intentional destruction of, or damage to, natural or man-made areas, as well as to personal or troop property is forbidden.
- Lying. This type of behavior is inconsistent with the goals and ideals of Scouting and will not be tolerated.
- No fighting allowed. Fistfights, loud arguments, hurtful comments, jokes at other people's expense, etc. have no place in Scouting. Fistfights or verbal arguments never resolve the problem and are simply not allowed. Troop suspension is the minimum consequence.

## 6.12 DISCIPLINE

1. In the event a situation occurs that warrants a scout to be disciplined, there will be at least two registered adults present at all times.
2. At no time will a Scout be verbally or physically abused by anyone.
3. Adult leaders have the responsibility to step into any situation they consider inappropriate or unsafe. Discipline will be administered in a series of progressive steps. The consequences for not following BSA and Troop 9 rules will be that Adult Leadership and/or Committee apply one or more of the following, based on the severity and/or repeated poor behavior issues:
  - a. Verbal warning(s) by the SPL, ASPL, or Adult Leadership.
  - b. Removal from the activity, outing or event, possibly including a call to a parent or guardian to retrieve the scout.
  - c. Withhold Board of Review and rank advancement due to failure of the "demonstrates Scout Spirit" requirement.
  - d. Removal or ineligibility from troop position and/or office. Reject "Order of the Arrow" eligibility.
  - e. Recommend a review meeting by the Adult Leadership and/or the Troop Committee.
  - f. Suspension and/or expulsion from the Troop depending on the severity of the violation and the safety hazard caused.
4. For most minor infractions the SPL, ASPL, SM, ASM or event leader may simply:
  - a. Issue a warning to the scout.
  - b. Issue a reminder of expected behavior
  - c. Remove the scout from the event or activity, temporarily.
5. For a more significant or repeated offenses, the issue needs to be brought to the attention of the Scoutmaster/Assistant Scoutmasters, who may opt to:
  - a. Follow any of the above.
  - b. Set up a meeting with the Scout (as soon as practical), to discuss and verify the infraction.
  - c. Set up a meeting with the Scout's parent(s)/guardian(s) (as soon as practical), to discuss the infraction.
  - d. Assign an appropriate consequence if one has not been assigned.
  - e. Ensure that the Scout and parent(s)/guardian(s) understand that further misconduct will lead to further disciplinary action.
  - f. The Scoutmaster may opt to document the incident, detailing the infraction, pertinent dates, and a brief summary of the resolution.
6. When an incident is considered to warrant such action, either because of severity or repeat occurrence, the Scoutmaster may:

- a. Bring the matter to the attention of the Committee Chair.
  - b. The Scoutmaster and the Committee Chairman (or designees) will:
    - i. Meet with the involved Scout(s) and at least one of the Scout's parent(s)/ guardian(s) immediately (or as soon as practical) to discuss and verify the infraction.
    - ii. Upon verification, the Scout and his parent(s)/guardian(s) are to be reminded of the expectations of the Boy Scouts of America, this Code of Conduct, and the Scout's desire to remain with the Troop is to be verified.
    - iii. Assign an appropriate consequence if one has not been assigned.
    - iv. Reach an agreement with the Scout and his parent(s)/guardian(s), such that further misconduct on the part of the Scout will lead to further disciplinary action, up to and including a request that the Scout leaves the Troop.
  - c. The Scoutmaster and/or the Committee Chairman will document the incident, detailing the infraction, pertinent dates, a brief summary of the resolution, and the acknowledgement that further misconduct will lead to potential dismissal from the Troop. This document is to be signed and dated by all participants and duplicated before adjourning. The original document will be kept by the Troop Committee Chair, and the duplicate will be given to the Scout's parent(s)/guardian(s).
  - d. The incident documentation will be reviewed by the Troop Committee at the next scheduled monthly meeting and recorded as part of the meeting minutes.
7. If, after all previous disciplinary actions have been pursued, the inappropriate behavior continues or the offense is of such severity, then expulsion from the troop may be necessary and the Scoutmaster and the Committee Chairman (or designees) will:
- a. Meet with the Scout and at least one of the Scout's parent(s)/ guardian(s) immediately (or as soon as practical) to discuss and verify the infraction.
  - b. Upon verification, conduct a special Committee meeting to formally decide if the Scout will be requested to leave the Troop and return all Troop materials/equipment in his possession based on a majority vote of the Troop Committee at a meeting fully and openly advertised at least 7 days in advance and to which all Committee members have been invited.
  - c. Should the Committee vote come down in favor of the scouts dismissal from Troop 9, the Committee will make a reasonable attempt to assist the Scout and his parent(s)/guardian(s) in locating another Troop, if requested.
  - d. Should the Committee vote come down in favor of further disciplinary action, and not dismissal from the Troop, the Committee will determine what that discipline will be and lay out a course of action to implement it.
    - i. The Scoutmaster and/or the Committee Chairman will document the incident, detailing the infraction, pertinent dates, and a summary of the Committee's recommendation. This document is to be signed and dated by all participants and duplicated before adjourning. The original document will be kept by the Troop, and the duplicate will be given to the Scout's parent(s)/guardian(s).
    - ii. The incident documentation will be reviewed by the Troop Committee at the next scheduled monthly meeting and recorded as part of the meeting minutes.
8. If, at any time, an incident is of such an egregious nature that another Scout, an Adult, or the operation of the Troop is determined to be in jeopardy, the Adult Leadership or the Committee can, at its discretion, decide to handle the incident as prescribed under the Forth Offense.

### **6.13 ADULT BEHAVIOR GUIDELINES**

1. All adults, working with the Troop, are expected to conduct themselves in a courteous and professional manner (including: Adult Leaders, Troop Committee members and any other parents or adult that interacts with the Troop).
2. Adults are expected to lead by example and not be disruptive or distracting during Troop meetings or outdoor activities. Scouts are influenced by the adult's behavior around them.
3. Adult behavior problems will be dealt with by the Adult Leadership, Troop Committee or in extreme circumstances (determined jointly by the Adult Leadership and Troop Committee Chairman and/or Troop Committee), by the Troop's Charter Organization in a professional and timely manner.

### **6.14 PLANNING**

1. Planning for the upcoming year is held annually, typically in August.
2. Proposed campouts and activities should fulfill a scouting skill, purpose, scout rank and/or Merit Badge requirement.
3. All scouts are invited to provide input and feedback to the PLC who will plan the activities and events for the upcoming year.
4. Adult Leadership and the Committee Event Coordinator will make every reasonable effort to guide, assist and implement the plan put forth by the PLC. Obviously, both minor and major adjustments are to be expected, but Adults should not lose sight of the objective of a Boy-led Troop.
5. School calendars, national and religious holidays are also considered into the annual planning.
6. The Scouting year activity and event planning is subject to the final approval of the Scoutmaster and the Troop Committee.

## TROOP 9 BYLAWS AND CODE OF CONDUCT ACKNOWLEDGEMENT

Scouts along with their Parent/Guardian are annually required to acknowledge that they have received a copy of Troop 9 Bylaws and the Code of Conduct, and that they agree to abide all rules, regulations, policies and procedures issued by the Boy Scouts of America.

**Every registered Scout must return a signed acknowledgement form to the Troop Committee Chair, in order to participate in Troop events. Please acknowledge your receipt of the Bylaws and your agreement to abide by the Bylaws and all BSA rules, regulations, policies and procedures by signing in the spaces provided below and returning this page to the Troop Committee Chair.**

The Troop's Bylaws do not contain or detail every Troop 9 and BSA policy and procedure. The Troop Committee reserves the right to interpret, change and make exceptions to the Bylaws, Troop policies and Troop procedures at anytime. The Troop Bylaws and this acknowledgement form can be found on the Troop's website. Complete BSA rules, regulations, policies and procedures can be found in numerous BSA publications, including the Scout Handbook.

---

We have received a copy of the Troop 9 Bylaws and the Code of Conduct and agree to adhere and abide by its content and all BSA rules, regulations, policies and procedures.

Scout's Name (print): \_\_\_\_\_

Scout's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Name (print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_