

BOY SCOUTS OF AMERICA  
BOY SCOUT TROOP 78  
USAF ACADEMY, CO 80940

**1. NAME AND PURPOSE**

The name of this organization is Boy Scout Troop 78. Troop 78 was established under the guidelines of Boy Scouts of America in November, 1972. It is the full intent of these BY-Laws that they shall enable the members of Boy Scout Troop 78, whose Chartering organization is the USAF Academy Association of Graduates to abide by the Constitution and By-Laws of the Boy Scouts of America, and in doing so, develop from our Scouts, better boys and citizens.

**2. GENERAL**

This Troop shall be governed by the principles set forth in the Boy Scout Handbook, the Scoutmasters Handbook and other publications of the Boy Scouts of America (BSA). In extension of these principles, Troop policy has been approved by Troop Committee and the leaders at-a special Committee meeting and shall govern the activities of Boy Scout Troop 78.

**3. ORGANIZATION AND LEADERSHIP**

- a. The Troop shall be composed of Patrols. Each Patrol should consist of not more than 8 Scouts. The Scoutmaster may accept new applicants into the Troop as long as there is at least one adult Troop Leaders per every 8 boys.
- b. Upon accepting membership in the Troop, all families agree to provide active leadership for a reasonable period of time in any of the following positions, as described in the official BSA literature.

**COMMITTEE MEMBERS**

- |                               |  |
|-------------------------------|--|
| 1. Chairperson                | 6. Training                              |
| 2. Secretary                  | 7. Equipment Coordinator (Quartermaster) |
| 3. Treasurer                  | 8. Other members as needed               |
| 4. Advancements               |  |
| 5. Administration Coordinator |  |

**TROOP LEADERS\***

- |                |                           |
|----------------|---------------------------|
| 1. Scoutmaster | 2. Assistant Scoutmasters |
|----------------|---------------------------|

\* "Acting Scoutmaster" is defined as the leader, usually an Assistant Scoutmaster, designated by the Troop Committee to perform the duties of Scoutmaster during an extended absence of the Scoutmaster, such as extended TDY or disability or as the leader designated by the Scoutmaster for an outing, activity, or meeting which the Scoutmaster is unable to attend. The term Scoutmaster is used interchangeably with Assistant Scoutmaster.

- c. The Committee shall consist of at least 3 registered Committee Members, Chairperson, and parents. The Committee shall discuss and vote on all matters pertaining to the Troop. The majority shall carry the vote. The Chairperson shall not vote except in case of a tie, and then the Chairperson shall cast the deciding vote.
- d. The Troop leaders and Committee members will be selected by the Committee and approved by the Chartering Organization IAW BSA policy. The Scoutmaster is responsible for the Troop program and will operate the Troop IAW BSA Policy. The Committee will assist the Scoutmaster with the planning of Troop program.

**4. MEMBERSHIP**

- a. Membership in Troop 78 is in accordance with BSA policy.
- b. The Administrative Coordinator Committee member shall handle processing of applications.
- c. The Scoutmaster shall assign applicants accepted for membership to patrols with consideration to the boy's desires, distance from home and vacancies available.

d. When the Troop exceeds the ratio of 1:8, any new applications will be placed on a waiting list in the order received. As vacancies occur, they shall be filled from the list of waiting applicants. No boy shall be placed on the waiting list without the approval of the Committee. It is the responsibility of the parents, the Committee, and the Chartering Organization to actively recruit new leaders so a boy can be removed from the waiting list as soon as possible.

e. The Boy's parents or guardian will initially pay membership fees.

## **5. UNIFORMS**

a. Uniforms are required for the Scoutmaster, Assistant Scoutmasters, and Committee Chairperson and all Scouts. Uniform wear by other Committee members is encouraged but not required. The Committee shall determine what specific uniform items will be required. See Section two of the Troop Guidebook

b. The adult uniform shall consist of an official BSA shirt or blouse and all the patches required for the position held and troop neckerchief (optional).

c. Scout uniforms shall consist of the official shirt, Troop neckerchief, slide, and all the proper patches. Official pants are not required, but when they are not worn, solid colored pants must be worn.

d. Uniforms will be worn to all meetings and outings unless otherwise prescribed by the Scoutmaster or other Troop Leader.

## **6. MEETINGS**

a. Troop meetings will be held weekly, as determined by the Committee and Scoutmaster.

b. Troop leaders shall select the day and time for meetings with approval of the Committee.

c. Troop leaders and Scouts shall wear uniforms at troop meetings. (See section 5)

d. Courts of Honor will be held at a minimum of 2 times a year at a place and time approved by the Committee. All Scouts who are receiving an award should try to have at least one parent or guardian attend Courts of Honor.

e. No meeting or outing shall be held without adequate adult leadership and supervision IAW BSA policies. A minimum of two adults and two boys is required at all meetings or outings) Note: At no time will an adult be alone with a boy (other than the adult's or guardian's own son).

f. At least one Troop Leader/Committee member shall attend the monthly Jamboree District Roundtable.

g. Troop Committee members shall meet once month. The Troop Committee shall review, approve, and check financial feasibility of events and activities. These meetings will be conducted by the Committee Chairperson and that individual may call other meetings any time one is needed for the planning or administration of Troop activities.

h. Parents and guardians are encouraged to attend Committee meetings and may bring up suggestions or recommendations.

## **7. ATTENDANCE**

a. All scouts are required to attend troop meetings.

## **8. CODE OF CONDUCT**

a. The scout oath and scout law are the basis for Troop 78's code of conduct (section 10 Troop Guidebook).

## **9. FINANCES**

a. Dues will be paid on a yearly basis in September of each year. See the attached sheet for the cost of dues. Note: When collected, dues are required regardless of whether a boy attends meetings.

b. Dues must be in good standing by the time of the Troop meetings or Courts of Honor in order for the boy to receive any

awards. For campouts and other activities, if the scout is more than one-month delinquent, he will not be able to attend.

- c. Dues will be used to defray the cost of awards and cover routine Troop operating expenses, recharter, some uniform items and support scouting activities as determined by the Troop Committee on a case-by-case basis.
- d. The Troop shall operate under a budget as prescribed by BSA policy.
- e. The Troop Treasurer shall handle Troop funds IAW the accounting methods and records established by BSA. All funds, including scout accounts are the property of the Chartering Organization and the BSA.
- f. Additional funds for the Troop shall be raised as needed using fund raising ideas approved by the Committee. All scouts and parents or guardians should give full cooperation to any authorized fund-raising project.
- g. The Treasurer is authorized to add funds to the Troop account at the Council Service Center without Committee approval.
- h. Only the Scoutmaster, Committee Chairperson, Treasurer, Advancements chair, and the Administration Coordinator person are authorized to charge purchases at the Council Service Center against the Troop account.
- i. The Troop uses two signature checks. The Treasurer, the Scoutmaster, the Assistant Scoutmasters, the Committee Chairperson, and the Administrative Chairperson are authorized to sign checks against the Troop account.
- j. The Committee shall review the Treasurer's budget each year prior to charter renewal.
- k. The Scoutmaster is authorized to spend up to \$20.00 to cover incidental expenses. The Scoutmaster should provide a receipt to the Finance Chairman for reimbursement of funds spent. In case of emergencies, the Scoutmaster or Acting Scoutmaster may obligate Troop funds without committee approval.
- l. The Treasurer shall establish sub-accounts, within the Troop's checking account, for each scout. Scouts that participate in fund raising activities will have money placed in their individual accounts. The amount of the money will be based on the number of hours that the scout work at the fundraiser and will be determined using the following formula:

$$\text{\# of Hours a Scout worked multiplied by } \frac{(\text{Total money earned by fund raiser} - \text{Troop Share}^*)}{(\text{Total \# of hours all scouts worked})}$$

\*Where the Troop share is a percentage of the total money earned and is determined by the Troop Committee on a project-by project basis.

- m. A scout may withdraw money from his individual scout account for Scouting related items and expenses as determined by the Troop Committee. Except for summer camp expenditures, funds from the scout account must be approved prior to expenditure of the funds. See separate policy for guidelines for using the scout account. When a boy leaves the Troop he will NOT be given the money in his individual account until his new Scoutmaster requests the money in writing. Scouts who leave the Troop and don't join another, his scout account will revert back to the Charter Organization (Troop General Funds).
- n. Money is collected to pay for registration or purchase food and other perishables prior to an outing. Once spent, the money cannot be refunded if a boy fails to attend the outing. If money is not collected prior to the outing, but registration, food and other perishables are bought for a boy who does not attend the outing, after previously indicating that he would attend, the boy is still obligated to pay for his share of the food and other perishables.

## **10. AWARDS AND ADVANCEMENTS**

- a. All awards and advancements and exceptions will be made IAW BSA policies.
- b. Awards will be presented, whenever possible, at the first regular Troop meeting after the boy completes all of the requirements for the award. A formal award presentation will be made at the next Court of Honor.

## **11. OUTINGS**

- a. All outings will be conducted IAW BSA policies and guidelines. A tour permit will be filed in accordance with BSA and

Council guidelines.

- b. Parents are expected to support outings by participating in the outing, providing transportation, providing pre-outing coordination help, etc.
- c. If there is not adequate adult supervision at an outing, IAW BSA policy, the outing will be canceled.
- d. Permission slips must be signed by a parent for all outings and activities in order for the scout to attend.

## **12. MEDICAL TREATMENT AUTHORIZATION**

Upon joining the troop and/or the first of every year, all parents must complete a Medical Treatment Authorization, or a statement prohibiting medical treatment. No boy will be allowed to attend an outing unless this form or statement prohibiting medical treatment has been turned in to the Scoutmaster.

## **13. INSURANCE**

Comprehensive general liability insurance, non-owned aviation liability insurance, auto liability insurance, and accident/sickness insurance is provided to all members of the Troop by the Pikes Peak Council, BSA during authorized scouting activities.

## **14. CHANGES TO THE BY-LAWS**


The By-Laws will be reviewed prior to rechartering and amended as deemed necessary by the Troop Committee.


## **15. DISSOLUTION**

In case of dissolution of the organization, whatever funds are contained in the treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of the assets will be disposed of as determined by the Troop Committee and the Charter organization.

## **16. APPROVAL**

These By-Laws were reviewed and approved on the 14th day of September 2004.

  
Committee Chairman, Troop 78

  
Scoutmaster, Troop 78

Revised 14 September 04

Revised 13 September 05

RETURN THIS PORTION AS SOON AS POSSIBLE

STATEMENT OF PARENTAL/GUARDIAN UNDERSTANDING

I, the parent/guardian of \_\_\_\_\_ (scout's name)

Have read and understand the Troop by-laws. In consideration of my son's membership in Troop 78, I agree to abide by the by-laws.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date