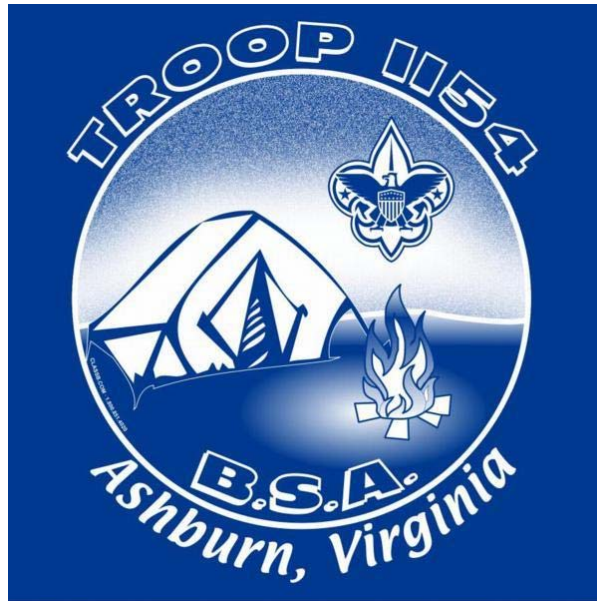


# Bylaws of BSA Troop 1154

Ashburn, Virginia USA

28 January 2009



The information contained herein supplements the charter and bylaws of the Boy Scouts of America, and is intended to provide guidelines for Troop operations. When in doubt, the Scoutmaster's Handbook, Committee Handbook, Boy Scout Handbook and BSA Policy take precedence.

## **I. Review and Adoption**

- A. The bylaws shall be reviewed at the Troop committee meeting three months prior to our recharter date. They shall be approved and adopted each year one month prior to rechartering.
- B. These bylaws can be amended by two-thirds majority vote of eligible Troop Committee Members and the Scoutmaster (SM) present at a regularly scheduled committee meeting. All proposed amendments will be investigated by duly appointed subcommittee, and cannot be adopted prior to the next scheduled committee meeting. Notice of impending changes will be provided in advance of the meeting.
- C. The bylaws shall be under the guardianship of the Troop Committee Chairperson. Each family of a Scout registered with the Troop, all registered Troop leaders, and members of the Troop committee will be provided with a copy of these bylaws.

## **II. Membership**

- A. Youth membership in Troop 1154 is open to all males at least 11 years of age (or having completed the fifth grade or upon receiving the Arrow of Light) that have not reached the age of 18 and meets all other BSA requirements and creeds.
- B. Youth membership shall meet a minimum participation requirement. A minimum of one (1) recordable event in a twelve (12) month charter period must occur for a youth member to be active. Recordable events are events that are recorded in the troop database; meeting and service project attendance are not recordable events Youth members not meeting this participation requirement will not be rechartered. Waiver of this requirement requires the concurrence of the Committee Chair and the Scoutmaster (SM)
- C. Adult membership in Troop 1154 is open to all parents of youth members, members of the sponsoring organization and other persons interested in serving the youth of this Troop. Adults must meet all other BSA requirements and creeds. The Chartered Organization Representative, the Troop Committee Chairperson, and the Scoutmaster must approve adult membership.

## **III. Troop Organization**

- A. National Organization
  - 1. NCAC and District - Troop 1154 is a chartered unit in the Goose Creek District of the National Capital Area Council of the Boy Scouts of America.
  - 2. Charter Organization
    - a) Troop 1154 is sponsored by the Ruritan Club of Ashburn, and is rechartered effective May 1 of each year. The Chartered Organization representative is the liaison between the Troop and parents, and the sponsoring organization.
    - b) The Chartered Organization approves the Troop Committee Chairperson. The Troop Committee Chairperson appoints members to Troop Committee positions.
- B. Troop Committee

The Troop committee consists of selected adults who are registered as Leaders with the Troop. They may be parents of member Scouts, members of the sponsoring organization or other persons interested in youth. Troop committee duties are to:

1. Select the best possible persons to serve as Scoutmaster and Assistant Scoutmasters.
2. Support the Scoutmaster with whatever assistance that is required to provide the Scouts with an effective Troop program.

### C. Troop Positions

The Scoutmaster is the designated adult Troop leader, and is responsible to the Troop committee and the sponsoring organization for overall supervision and operation of the Troop. The Scoutmaster is assisted by adult Assistant Scoutmasters and youth Junior Assistant Scoutmasters (JASM). Troop position duties are as described in the Troop 1154 Scout Leadership Positions Duties and Responsibilities document.

1. The Scoutmaster and the Committee Chairperson are responsible for filling adult leadership positions needed to run an effective Troop program. Some of these positions are, but are not limited to, Assistant Scoutmaster(s), Advancement, Outdoor, Fund-Raising, Special Projects, Secretary, Treasurer, and Newsletter. Appointees to these positions serve at the discretion of the Troop Committee Chairperson and the Scoutmaster.
2. All adult members of the Troop are expected to take all role specific training. Additionally, BSA Youth Protection Training shall be completed at least once every 2 years.
3. The term of office for all Troop youth positions (elected or appointed) is six months. Regular Troop elections shall be held semiannually in April (Spring) or October (Fall), or as necessary as determined by the adult leadership.
4. Elected positions cannot be held for consecutive terms. Appointed positions may be held for up to two consecutive terms at the discretion of the SPL and the Scoutmaster.
5. A Scout will only hold 1 office and rank at a time.
6. The Senior Patrol Leader is the elected Scout leader of the Troop. He is responsible to the Scoutmaster for all Troop functions and operations. The Senior Patrol Leader must have:
  - a) Been a registered member of BSA for a least one year;
  - b) Been a registered member of Troop 1154 for at least six months;
  - c) Advanced to the rank of Star;
  - d) Received the approval of the Scoutmaster, and;
  - e) Been elected to the position of Senior Patrol Leader by a majority vote of members present at a regularly scheduled Troop election meeting.
  - f) Been elected and served actively as Patrol Leader for a period of no less than 6 months.

The Scoutmaster may modify these requirements if no interested or qualified Scouts

meet the requirements set forth in these bylaws.

7. The Patrol Leader is the elected Scout leader of the Patrol. He is responsible to the Senior Patrol Leader for the overall operation and conduct of his Patrol at all Patrol and Troop functions. The Patrol Leader must have:
  - a) Been a registered member of Troop 1154 for at least six months;
  - b) Advanced to the rank of First Class;
  - c) Received the approval of the Scoutmaster, and;
  - d) Been elected to the position of Patrol Leader by a majority vote of the troop at a regularly scheduled Troop election meeting.

The Scoutmaster may modify these requirements if no interested Scouts meet the requirements set forth in these bylaws.

8. The Patrol Leaders Council is the governing body of the Troop. The Patrol Leaders Council plans the Troop program, makes the program happen and deals with Troop and Patrol problems. Its voting membership is:
  - Senior Patrol Leader (Chairman)
  - Patrol Leaders
  - Assistant Senior Patrol Leaders
  - Troop Guides

Assistant Senior Patrol Leader appointments are made in consultation with the Scoutmaster. Other youth and adult members may be invited to make contributions to the Patrol Leaders Council from time to time but do not have a vote.

The September PLC is responsible for establishing the annual plan for the upcoming calendar year, with the exception of Summer Camp. The March PLC is responsible for selecting the Summer Camp for the following calendar year and leading the Troop at Summer Camp during their tenure in office. Each PLC can develop input for the following PLC by recommending ideas for the annual plan and Summer Camp.

9. Elections - The Senior Patrol Leader (with the guidance of the Scoutmaster) shall be coordinator of all elections. Duties include:
  - Verbally announcing vacancies at the Troop meetings
  - Running/supervising Troop/Patrol elections

The Troop Scribe will assist the Senior Patrol Leader as follows:

- Listing Troop and Patrol vacancies via the email distribution list
- Creating Troop/Patrol ballots

Interested candidates for vacancies (be it a Troop / Patrol position) must announce verbally at a Troop meeting their desire to run for election to a specific position at least two (2) meetings before the election is to be held. The Troop Scribe is to post the positions and candidates via email if possible.

In an election for Senior Patrol Leader or Patrol Leader, the Troop Scribe will be responsible for the distribution to the individual scouts in the Troop. The ballot will list the

vacant position and who is running. The Troop Scribe will issue them out in such a manner that those voting may do so without interference from other scouts. The uncounted ballots will be collected by the Scoutmaster and counted by the Scoutmaster and Eagle Advisor or another Assistant Scoutmaster.

The Scoutmaster will announce who has been elected as Leader. In addition the Troop Scribe will document the election results via email. The Scoutmaster or Eagle Advisor, or Assistant Scoutmaster will then destroy the ballots.

The Troop Scribe will create official ballots to be used in the elections and have it approved by the Patrol Leader Council. A generic sample of two different ballots are shown below:

#### Senior Patrol Leader Election Ballot

Put a check by the scout you are voting to be Senior Patrol Leader.

\_\_\_ Scouts Name

\_\_\_ Scouts Name

\_\_\_ Scouts Name

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#### Patrol Leader Election Ballot

Place the number 1 by the scout you are voting as your first choice to be Patrol Leader. Place the number 2 by the scout you are voting as your second choice. Please number the top # choices

\_\_\_ Scouts Name

\_\_\_ Scouts Name

\_\_\_ Scouts Name

10. Appointed Positions – Appointed positions are Assistant Senior Patrol Leader, Scribe, Librarian, Historian, Quartermaster, Bugler, Chaplain Aide, Troop Guide, OA representative, and Instructor. Multiple people can be appointed to the same position if the responsibilities warrant. The Senior Patrol Leader with the approval of the Scoutmaster appoints scouts to these positions.

a) One or more Assistant Patrol Leaders (APL) and a Patrol Quartermaster are appointed by the Patrol Leader for that Patrol with the counsel of the Scoutmaster or Assistant Scoutmaster assigned to that Patrol.

b) The Scoutmaster appoints all Junior Assistant Scoutmasters, and Den Chiefs.

c) Each Patrol will be assigned at least one Patrol specific Assistant Scoutmaster who will work with and assist the Patrol Leader in all Patrol activities. The Assistant Scoutmaster will have already received Adult Leadership Training prior to Patrol assignment, if possible.

11. Junior Leader Training (JLT) will be held semiannually for each new PLC. To the extent

possible because of weather and location availability, this training will be conducted in an outdoor environment.

12. Order of the Arrow Elections - Troop 1154 will annually hold elections to recognize youth and adult candidates for the Order of the Arrow. The youth election will be held at a regularly scheduled Troop meeting and is supervised by representatives of the Order of the Arrow. The Scoutmaster must approve all names placed on the ballot. The election will be scheduled, if possible, prior to the bridging of new scouts into the troop (e.g. early to mid February). The OA election team will count the votes immediately following the election. In accordance with OA election procedures, the Scoutmaster (or his designated appointee) may observe the counting of the votes. Other members of the troop or their families not be permitted to observe or participate in the counting of the results. Any communication of the election results to scout families will be done solely at the direction of the Scoutmaster.

The Troop Committee may recommend a Troop Scouter for membership in the OA in accordance with the published OA guidelines. All Scouts and Scouters must meet the requirements as defined by Order of the Arrow.

#### **IV. Patrol Organization**

- A. New scouts will be assigned to a new Scout Patrol when they join the Troop. Every new scout will have the option to identify a buddy that will be assigned to the same Patrol. Unless specifically requested by a new scout, and supported by his parents due to existing friendships with older scouts, no new scout will ever be assigned to a Patrol without another new scout.
- B. New scouts will be merged into existing patrols prior to the Fall elections. New scouts will be given the opportunity to select a patrol. However, the scoutmaster and SPL may make adjustments to keep the patrols in balance.
- C. Scouts who are fifteen years and six months old at the time of election (Fall or Spring) will be assigned into a senior patrol. Senior patrol(s) may vary in size and number depending upon the number of scouts qualified to be in senior patrols.
- D. The Spring election will occur within Patrols, with the new Patrol Leader elected by the existing members of each patrol.
- E. The Fall election will occur within Patrols, with the new Patrol Leader elected by the existing members of each patrol.
- F. Troop Guides will be responsible for creating and leading a New Scout program that all new scouts will participate in together. The Patrol Leaders of each new scout will be responsible for tracking and aiding advancement through the ranks to First Class.
- G. Patrols are normally not reorganized. Patrols will keep the existing membership, Patrol names, patches and flags, adding new Patrols as required. New patrols will select their name from an established list. If the majority of Patrol members shared a previous Patrol name, they are entitled to keep that name. Each Patrol is designed to have no more than eight Scouts in it. The Patrol will have, at minimum, a Patrol Leader and Assistant as outlined above. Each Patrol will have an ASM assigned to it.

#### **V. Finances**

- A. Dues - Dues are assessed to each Scout on an annual basis in December. This is every Scout's equity in the Troop and is non-refundable. Dues are currently \$100 per year payable by the 1<sup>st</sup> of December of each year. This covers registration with the Boy Scouts of America, subscription to Boys Life magazine and Troop expenses such as gear and advancement patches. When a new Scout enters the Troop, he will be assessed a prorated fee to cover registration and other expenses. That fee is established at \$10.00 per month for each month remaining between the Scout's joining and the next January 1<sup>st</sup>, but not to exceed the annual dues. Fees for special events, camp-outs and food are assessed prior to the event and are in addition to Troop dues. The dues for an Active Eagle Scout will be reduced to an annual rate of \$25.
- B. The Troop Advancement Chair and Treasurer will maintain a master list of all scouts in Troop 1154, including if their Troop dues are paid. A scout delinquent in Troop dues may not participate in troop activities. (If prior arrangements have been made with the Troop Treasurer and Committee this requirement may be waived.)
- C. Budget - The Committee Treasurer will prepare and present a written annual budget to include all of Troop 1154's projected operating costs and estimated income from all sources, for presentation at the regularly scheduled August Troop committee meeting. This plan will be developed with the assistance of the Scoutmaster after the Patrol Leader Council has planned the year's program. The budget plan requires the approval of the Troop committee. Once approved this plan will serve as the Troop guideline for monitoring and controlling operational costs throughout the entire program year.
- D. Fund-raising - Money-earning projects may be conducted to offer Scouts the opportunity to earn funds that may be applied to costs of designated or undesignated Scout activities. Troop fund-raising projects may or may not require the submission of the Unit Money-Earning Application to the local council service center. The Committee of Troop 1154 will make an effort to ensure that Troop fund-raising does not interfere with Council related fund-raising projects as well as to insure that all fund-raising is done with the highest ethical standards in mind in order to set a good example for the Scouts.

Fundraising may take place on a Troop, Patrol level, or significant event level (e.g. raise money for a high-adventure activity such as Philmont or Seabase). The Committee will approve the distribution of profits from each event. The distribution may include Troop Level, Patrol Level, and Scout Level.

- E. Fund-raising - Money-earning projects may be conducted to offer Scouts the opportunity to earn money for their Scout Credit Account - The Troop committee will maintain a credit account for each Scout from proceeds distributed from various fund-raising efforts. The following rules shall apply to the Scout credit account:
  1. Any moneys from this account must be used for Scout-type activities with the Scoutmaster's approval.
  2. Individual escrow accounts will be maintained by the Committee Treasurer to hold these funds, and a list will be posted from time to time.
  3. Any unused moneys left in an individual escrow account when a Scout resigns from the Troop will be credited to the General Fund
  4. Scouts transferring to another Troop may have moneys from their individual account transferred to the receiving Troop upon written request from the new Troop and the

transferring Scout.

5. Scouts who “age out” of the Troop will receive the balance of their Passbook Account upon their 18<sup>th</sup> birthday.
- F. Checking Account - The Troop shall maintain a checking account for operational expenses. All bank accounts shall be reconciled monthly by the Committee Treasurer and a written report submitted to the Troop Committee. All checks or cash received from dues, special money earning functions, donations, etc., shall be with proper receipt and deposited in the Troop checking account to ensure an audit trail.
- G. Annual Accounts Audit - An audit of all accounts will be conducted at the end of each calendar year and two or more members of the Committee or qualified adults will accomplish such audit.
- H. Troop Insurance - Troop Insurance - The Committee Treasurer will ensure that Troop 1154 maintains BSA Unit Accident Insurance coverage for all of its registered members as provided by the National Capital Area Council as well as comprehensive and collision coverage for the troop trailer.
- I. Financial Aid - Financial aid may be provided for any legitimate Scout activity, such as summer camp or monthly activities. Financial aid will be considered for any needy Scout upon request by his parent to the Scoutmaster or Committee Chairperson. Any financial aid will be kept in the confidence of the parties.

## **VI. Meetings and Attendance**

### **A. Troop Meetings**

1. Troop meetings are held at an appropriate location as set forth by the Troop Committee, normally Thursday evenings from 7:30 to 8:30 PM, and subject to modification by the Scoutmaster in coordination with the Committee Chair. Scouts should arrive by 7:25 PM to ensure a timely meeting start.
2. Special Troop meetings may be held to meet the needs of the Troop program. Special meetings must have the approval of the Scoutmaster and generally must be announced in advance.
3. Scouts are expected to attend Troop, Patrol Leaders Council and Scoutmaster meetings in proper uniform. We realize that other activities may interfere with regular attendance. It is incumbent upon the Scout to inform the Scoutmaster if there will be a protracted period of absence. Absence may delay rank advancement. If a Scout misses more than 50 percent of Troop meetings with no explanation, the Scout must meet with the Scoutmaster to assess his “Scout Spirit.” A Scout should inform his Patrol Leader if he will not be at a meeting. Those Scouts in a leadership position have a responsibility to ensure that their responsibilities are covered for the meeting.
4. Adult Troop leaders are expected to attend Troop meetings in uniform. A minimum of two adult leaders must be in attendance at all Troop and Patrol meetings/events to provide supervision of and safety for the Scouts. At least one of the two attending adults should be Adult Leader Trained, and at least one of the two attending adults shall be YPT current.

## B. Patrol Leaders Council Meetings

1. Patrol Leaders Council meetings will generally be held the first Thursday of each month at a location to be chosen beforehand. This information will be published to those who need to attend.
2. All members or designee of the Patrol Leaders Council must attend all Patrol Leaders Council meetings. The Scoutmaster or his representative and at least one other adult leader must also be present. Patrol Leaders Council meetings are usually scheduled for the first Thursday of the month.
3. A special Patrol Leaders Council may be held to plan the next year's program in its entirety.
4. The Scoutmaster (or his appointee) is responsible for working with the PLC in developing their monthly plans or building the year plan. The Scoutmaster has the discretion to select and limit the adults supporting this process, so as long as the two-deep leadership requirement is met.

## C. Patrol Meetings

1. The Patrol Leader should schedule patrol meetings once a month to plan for upcoming outings and to conduct Patrol business. They may be held in conjunction with Troop meetings or at a separate time and location determined by the patrol. Two additional Patrol meetings per month are encouraged, as this is a requirement of the Baden-Powell Patrol Award.
2. All members of the Patrol are expected to attend all Patrol meetings. Two adult leaders or parents of the Patrol members must be present at every Patrol meeting.

## D. Courts of Honor

1. Approximately four Courts of Honor will be held throughout the year.
2. Courts of Honor are held to formally recognize Scout achievement and advancement. Leadership induction and other Troop recognition may be conducted at these times.
3. All Scouts, parents, Troop leaders, and committee members are expected to attend. Troop member's families, relatives and friends are invited and encouraged to attend.
4. Special Courts of Honor, such as for Eagle candidates, will be held as necessary throughout the year.
5. The Advancements Committee Member is responsible for the planning and execution of all Troop Courts of Honor, including those involving Eagle candidates.

## E. Boards of Review

1. A Board of Review will be held each month at the Troop meetings as necessary. The Scout is responsible to schedule the Board of Review with the Troop Advancement Chairperson.
2. A Board of Review examines the Scouts application to rank advancement. The Board is made of a group of Committee members and adults, headed by the Advancement Coordinator.
3. The Advancements Committee Member is responsible for the planning and execution of

all Troop Boards of Review.

#### F. Troop Committee Meetings

1. Troop Committee meetings are generally held shortly after Goose Creek's monthly roundtable at a location to be determined by the Committee Chairperson. Meeting dates and venue may be adjusted to accommodate members' schedules.
2. The Troop Committee Chairperson or the Scoutmaster with reasonable prior notice may schedule special meetings.
3. Troop Committee members and the Scoutmaster are expected to attend Troop Committee meetings. Parents of Scouts, adult leaders, and other adults associated with the Troop are invited to attend.
4. Troop Committee meetings will consist of the following reports and presentations:
  - Financial Report
  - Equipment Report
  - Advancement Report
  - Roundtable Report
  - Fundraising Report
  - Program Review
  - Outdoor/Event Report
  - Publicity Report
  - Training Report
  - Open Discussion

#### G. Special Events and Camp-outs

1. All Troop special events will be planned in advance by the Patrol Leaders Council including the determination of associated fees.
  - a) Food costs will be assessed in advance and will generally be \$15.00 per event, per person.
  - b) Scouts may be responsible for additional fees for special activities.
  - c) Refunds may be made available upon request if the Troop has not expended the funds on behalf of the Scout that does not attend the event or previously acquired necessary food, etc.
  - d) Scouts will be responsible for any funds expended on their behalf.
  - e) Summer Camp costs, such as weekly fees and bus, associated with the acting Scoutmaster and Lead ASM's may be at the discretion of the Committee amortized and paid by Scouts in attendance. This should not include additional adults in attendance that should pay such costs through the Troop. The exact distribution of camp funding (for adults) should be worked as appropriate.
  - f) Patrols are responsible for determining the duty roster as appropriate for the activity and ensure that it's posted as necessary.

2. It is the intent of this Troop to plan for an outdoor overnight camping trip or other significant event each month. Occasionally, as in the case of a museum trip, indoor accommodations may be used.
  - a) Policy -
    - 1) Scouts must check in and out of camp using a written log.
    - 2) Scouts need to have a current physical on file with the Troop. At a minimum, a Class I form is to be filled out annually prior to summer camp.
    - 3) No Scout is to leave camp without permission of the Scoutmaster.
    - 4) No Scouts or Patrols may leave on Sunday before the Troop dismissal unless special permission is obtained from the Scoutmaster prior to camp-out.
    - 5) Scouts may leave, come late, or return to camp due to sporting events or other conflicts, provided Scouts check in and out.
    - 6) BSA requires that Caravans not be permitted; however we sometimes travel in small groups.
3. A long-term resident camp (one-week) is scheduled in the summer of each year.
4. Patrols are allowed to schedule special Patrol activities including overnight Camp-outs. The Scoutmaster must approve these activities and they must be attended by at least two adults, one of which must be Youth Protection Trained and should be Adult Leader Trained .
5. A minimum of two adult leaders must be present at every Troop or Patrol activity.
6. Parent permission is required for attendance at each Troop or Patrol activity conducted at a location other than the normal meeting place. A Parent Permission Form must be filled out and submitted to the Scoutmaster prior to attending any such event. Event coordinators will prepare permission forms for distribution to the Scouts.
7. Parents must inform the Scoutmaster or his representative of the need for Scouts to receive medication while on a Troop or Patrol activity. This information is required on the troop permission slip. All medications being turned in for administering must be in an original labeled container
8. A Local or National Tour Permit Application will be submitted to and approved by the NCAC prior to overnight Troop, Patrol or applicable Merit Badge events. The Troop Committee issues tour Permits. No Tour Permit will be issued without prior Scoutmaster approval. Tour permits are not required for District or Council activities such as camporees.
9. It is the responsibility of Scout parents to provide transportation for Scouts to and from Troop and Patrol activities. Carpooling is encouraged. The Outdoor/Events committee member maintains a list of approved drivers so that Tour Permits can be properly filed.

## **VII. Equipment**

- A. Troop 1154 has a number of tents and cooking items for use by Scouts. Scouts desiring to use this equipment must check with the Troop and Patrol Quartermaster for availability. Any gear borrowed must be promptly returned to the Quartermaster clean, dry and in good condition.
- B. The Troop adult and youth Quartermasters are responsible for maintaining Troop equipment and making recommendations to the Troop committee regarding repairs and replacements.
- C. Each Scout will be provided with upon joining the Troop:
  - Epaulet Tabs
  - Troop neckerchief
  - Neckerchief Slide
  - Troop Tee Shirts
- D. Each Scout must provide his own:
  - Long or short sleeve Scout shirt (with all insignia properly in place)
  - Scout Belt
  - Long or short Scout pants
  - Outdoor clothing including boots
  - Personal items
  - Eating utensils
  - Sleeping bag
  - 10 Outdoor essentials (Attachment 2)
  - Scout handbook
  - Personal Mess Kit
- E. Prohibited and Controlled Items
  - 1. The following items are prohibited on Troop or Patrol activities:
    - a. Sheath knives
    - b. Camouflage clothing, including face paints
    - c. Electronic entertainment gear (cell phones, radio, MP3's, EGames, and similar items)  
Note: The use of electronic entertainment gear during transportation is at the discretion of the driver
  - 2. Scouts subject to the listed conditions may carry the following items:
    - a. Folding knives with a blade of less than 4 inches provided the Scout has earned and is in possession of Tot'n Chip Note: Knives are not permitted at Troop meetings when the meeting is held on school property
    - b. Matches or lighter provided the Scout has earned and is in possession of his Fireman Chit
  - 3. Drugs, alcohol, firearms, or any other illegal or controlled substance are prohibited at all

Scout functions. The use of tobacco products by adults is prohibited.

## F. Caring for Troop Equipment

1. Inventory Reports:
  - a. Patrols will do a quarterly inventory of all Troop issued equipment in the presence of the Troop Quartermaster, or designated assistant.]
  - b. The inventory check may be done at a campout providing that the Quartermaster is notified prior to the campout.
2. Damaged or Missing Equipment:
  - a) Patrols should notify the Quartermaster of any item damaged during a campout. Equipment damaged due to normal use, age, or accidents will be either replaced or repaired by the Troop.
  - b) Patrols will reimburse the Troop for any item that is missing from the inventory or damaged due to neglect or misuse.
3. Storage in Trailer:
  - a) Patrols may not store fuel tanks or cylinders, matches, lighters, fire starters, or charcoal in the trailer. Stove lighters that work using butane are considered lighters.
  - b) Patrols may not store food (either dry goods or canned good) in the trailer.
  - c) Equipment is to be stored away properly, to the approval of the Quartermaster.
  - d) Water jugs should be drained completely and stored open so that they may dry out.
  - e) Cooking pots, pans, and utensils should be stored in the storage container.
4. At a campout:
  - a) Patrols should show to the Quartermaster a list of the equipment they are taking from the trailer. This list is to be posted on the Patrol's duty board.
  - b) No scout may enter the trailer without permission of the Quartermaster or SPL.
  - c) All patrol equipment is to be returned to the trailer at one time and placed in the trailer under the direction of the Quartermaster.
  - d) The Patrol Leader, or Patrol Quartermaster, should show to the Quartermaster that they have a list of the tents and tarps and other equipment being taken home by scouts.
  - e) The Troop Quartermaster must check axes for sharpness and loose handles before they can be used.
5. Returning equipment at a Troop meeting:
  - a) Scouts should return the equipment to their Patrol Leader or Patrol Quartermaster so they may update their equipment list.
  - b) Patrol Leaders and Patrol Quartermasters may pass equipment on to the Quartermaster for placement in the trailer.
6. Marking equipment:
  - a) Only the Quartermaster may put markings on Troop issued equipment.
  - b) Patrols may not put their patrol name on any Troop issued equipment.
  - c) Color tape may not be removed from Troop issued equipment. Worn tape should be brought to the attention of the Quartermaster for replacement.
  - d) Patrols may mark up and put tape on equipment that they have purchased on their own.
7. Equipment needed for presentations or non-camping events:
  - a) Patrols should notify the Quartermaster of equipment they need from the trailer one Troop meeting before the event. The Quartermaster will be responsible for getting the

- equipment to the patrol.
- b) Patrols may have an ASM retrieve and return equipment to the trailer without the Quartermaster present. Patrol Leaders will be responsible for making sure that equipment is returned and stored properly and that the Quartermaster is notified of the action.

### **VIII. Uniform**

- A. All Scouts are expected to have and wear a complete Boy Scout Class A Uniform to all official Scouting functions. This Troop defines the complete uniform as follows: long or short sleeve Scout shirt with all insignia properly in place, Scout belt, Scout long or short pants, Scout socks, neckerchief and slide.
- B. At Troop meetings, the Scouts are expected to wear the complete uniform and have the Scout Handbook, notebook and pen.
- C. The Scoutmaster and Assistant Scoutmasters must wear the complete Scouter uniform. The Scouter uniform consists of the official scout shirt, scout pants (long or short), scout belt (canvas or leather), and scout socks. A neckerchief or bolo, as well as a hat, is optional for adult leaders.
- D. The Scoutmaster, for particular events, may specify an alternative Uniform of the Day. For example, in hot weather the Uniform of the Day might be shorts and Scout tee shirt.
- E. The Class A uniform is to be worn at all Troop meetings, to and from campouts, to and from Summer Camp and significant events (Court of Honors and Public Service). . A class B uniform may be worn as directed by the Scout Master or event coordinator. The Class B uniform includes the Troop tee shirt, Troop hat, appropriate pants or shorts, socks, and closed toe footwear.
- F. Scouts not in the required uniform for an event may be sent home. Scouts not in uniform should provide a reason to the Scoutmaster and Senior Patrol Leader as to why they are not in uniform.
- G. Scouts will wear the uniform properly as stipulated in the Official Uniform Inspection Sheet, see Attachment 1. Scouts not in compliance will be excused from the event until they are in compliance.

In 2008 the BSA adopted the Centennial Uniform. Effective March 2009 scouts that bridge will move to the new Centennial Uniform. Current scouts and scouters may continue to wear the old uniform as is through December 2009. Starting January 2010 all scouts and scouters should be in compliance with the Centennial Uniform standard.

### **IX. Advancement**

- A. Rank – It is the mission and goal of Troop 1154 to make certain that all Scouts achieve the Rank of First Class. After that rank, advancement is up to the Scout himself. Troop 1154 will endeavor to have available at all time registered Merit Badge Counselors for the required Eagle Merit Badges. All troop designated merit badge counselors should be proficient and knowledgeable in the merit badge that they serve as a counselor for.
  - 1. After passing the initial joining requirements, all rank advancement requires a

Scoutmaster's conference and a Board of Review.

2. Scouts must contact the Scoutmaster or his designee to obtain a review of rank advancement requirements and sign-off of those requirements.
  3. When a Scout is ready to advance a rank, he should:
    - a. Check to make sure the Boy Scout Handbook matches the Advancement Coordinator's records and that **all** the requirements have been completed and signed off.
    - b. Request a ScoutMaster Conference. The SMC may be conducted by an ASM.
    - c. After the Scout has passed a Scoutmaster Conference and his Handbook has been initialed, he should request a Board of Review with the Advancement Chairperson or his designee.
- B. Merit Badges - When a Scout is ready to start a merit badge, he should:
1. Seek approval from the Scoutmaster
  2. Locate and seek approval from a registered merit badge counselor
  3. Acquire a blue card from the Merit Badge Coordinator or Scoutmaster
  4. After the Scout has finished the merit badge requirements and the counselor has initialed his blue card, he should provide the appropriate blue card section to the Advancements Coordinator for registering.
- C. Boards of Review - Boards of Review will be conducted on a monthly basis. It is up to the Scout to call the Advancement Coordinator to schedule a Board of Review. The Advancement Coordinator will contact committee members to conduct the Board of Review. A minimum of three committee members comprises the Boards of Review. A Board of Review is held during the first and third week of every month. The Scout should appear before the Board of Review in full Class A uniform. No Scout parent can be on the Board reviewing their own son.
- D. Record Keeping - The Troop Advancement Coordinator will maintain complete advancement records, including any disciplinary issues.
- E. Sign Offs – Responsibility for sign-offs for rank advancement rest with the PLC, Asst. Scoutmaster or Scoutmaster. The Scoutmaster can at his discretion permit other adult leaders and qualified Scouts at or above the rank of First Class, to do signoffs if the situation warrants. At no time can a parent sign off on his or her son's rank requirements.

## **X. Code of Conduct**

- A. Upon joining the Boy Scouts of America a boy is accepting the Scout Oath and the Scout Law as his personal Code of Conduct.

Additionally, the boy has elected to join a uniformed organization. Our uniform is our symbol of solidarity, common cause, common goal, and fellowship. The Uniform is to be treated with respect and worn correctly.

Last, but not least, a boy is expected to come to each and every Scout Event with the proper

attitude. If it is obvious to the adult leadership that a Boy no longer wishes to be a Boy Scout, he will be invited to seek other activities.

#### B. Conduct Unbecoming a Scout or Scouter

1. No member of BSA or any adult attending a Boy Scout function will engage in any activity or conduct which is inconsistent with the principles of BSA, the Scout Oath, the Scout Law, the Outdoor Code, and State, local or federal law, rule or regulation, or any activity which would bring disrepute upon the BSA, Troop 1154, and our Charter Organization (the Ashburn Ruritan Club).
2. While no document can fully cover every instance of behavior in violation of this code of conduct, the following are some examples of inappropriate behavior:
  - Use of obscene language or using signs which say or mean the same thing
  - Any derogatory or inflammatory statement or conduct which may relate to a person's race, sex, age, national origin or physical appearance
  - Intimidating or bullying conduct, physical or emotional
  - Use of any item that is prohibited by BSA or any governmental body. This would also include items which are not prohibited, but whose inappropriate use creates a danger or violation of any of the above, e.g., flame in tent.
3. The use of alcohol by an Adult is strictly prohibited at all Scout activities, and while in Scouter uniform.
4. The use of tobacco products by an Adult is prohibited at all Scout activities. Smoking by an adult is only acceptable away from the main Troop activity and out of sight of all Scouts.
5. Responses to violations of these codes of conduct and their identification will be the responsibility of Adult leaders in concert with the Patrol Leaders Council.

#### C. Discipline

1. Discipline within Troop 1154 should not be a problem since all members are Scouts and as such have pledged to live by the Scout Law, Scout Oath and Outdoor Code.
2. The Troop Committee and the Patrol Leaders Council has developed the following discipline policy. Most disciplinary actions should be handled among the Scout leadership. In the event behavior is serious or continuously unbecoming, the following procedure has been adopted.

Serious or continuous behavior unbecoming a Scout (i.e., behavior not in accordance with the Scout Law, Scout Oath, or Outdoor Code) may result in the following:

- a) The initial response may be in a verbal correction, a conference with the Adult leader in charge, a group meeting defining the inappropriate behavior and consequences, or restriction to camp or Patrol area.
- b) In severe instances, the Scout may be removed from the activity, which then becomes the responsibility of the Scout's parents to transport their son from the activity to home, even if the activity is far removed from home base. The decision for removal

from the activity will not be taken lightly, and will not be a point of discussion or negotiation once that decision has been made.

- c) When such behavior occurs at a Scout activity, the Adult leader present will provide a written report to the Scout and his parents, the Scoutmaster, and Troop Committee. When a written report has been received, the Scoutmaster with the approval of the Troop Committee and the advice of the Patrol Leader's Council, may make note of the inappropriate behavior for future reference and counsel the Scout, or penalize inappropriate behavior by suspension of the Scout's participation in Troop activities. When participation is permitted, a probationary period of up to a year may be set for a Scout who received a written report. During the probationary period, the Scoutmaster or other adult leading a Scout activity may require the presence of a parent or other adult who accepts responsibility for the Scout during the activity.
- d) Any formal disciplinary action becomes a part of the Scout's Troop record.

## **XI. Training**

- A. All adult members of the Troop are expected to take all role specific training. Additionally, BSA Youth Protection Training shall at minimum be completed once every 2 years.
- B. District and Council Junior Leader Training may be held at various times during the year. The Scoutmaster will make nominations for the training.
- C. The Troop will conduct Junior Leader Training (JLT) semiannually.
- D. All Troop adult leaders are expected to required various adult-training sessions held throughout the year. The committee minutes will contain notice of these events.
- E. It is the Troop policy that the Troop will pay youth and adult-training fees of a nominal amount provided resources are available.
- F. It is Troop policy that all adult leaders working with youth complete BSA Youth Protection Training annually.

## **XII. Miscellaneous**




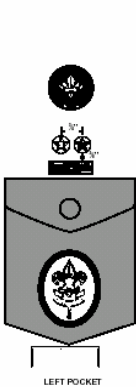
- A. The Troop will maintain a website with relative information on upcoming events, policies, BSA and international links, etc.
- B. The Troop will maintain an e-mail distribution list for the disbursement of relevant information pertaining to upcoming events, advancement, merit badge classes, etc.
- C. The Troop will maintain an emergency preparedness plan and review it annually.

Attachment 1



Troop 1154  
Boy Scout Uniform Standards

1154

<i>Right Arm Sleeve</i>		<i>Left Arm Sleeve</i>	
	U.S. flag. Only the most recently earned Quality Unit Award may be worn below patrol emblem or below National Honor Patrol star. Musician badge, if in band or drum corps, is worn 1/2 inch below patrol emblem. Up to six merit badges may be worn on the long-sleeve shirt in two columns of three starting 3 inches above the bottom edge of the cuff.		Council patches, unit numeral, and badge of office are worn as shown snug up, and touching each other. Badge of office is centered below and touches unit numeral. The veteran unit bar (25, 50, 55, 60, 65, 70, 75, or 80 years) is positioned above and touching troop numeral and in turn touching council patch. Den chief cord is worn over the left shoulder and under epaulet.
<i>Right Pocket</i>		<i>Left Pocket</i>	
	Jamboree insignia (only one) worn above BSA or interpreter strip. Order of the Arrow lodge insignia worn on pocket flap. Temporary insignia worn centered on the pocket. Flap buttoned. Nameplate, if worn, is centered above the BSA strip and interpreter strip.		Service stars above the pocket. If a medal or embroidered knot for youth members is worn, service stars are raised. Embroidered square knots are worn centered above the pocket in rows of three. Not more than five medals may be worn, pinned centered immediately above the pocket (extending over knots if both are worn). The wearing sequence for knots or medals is at the wearer's discretion and lead color is to the wearer's right. Badges of rank are worn centered on the pocket above the Arrow of Light Award. Flap buttoned. The World Crest is worn centered horizontally over the left pocket and vertically between the left shoulder seam and the top of the pocket.
General Appearance	<ul style="list-style-type: none"> <li>-Good Posture</li> <li>-Clean Face And Hands</li> <li>-Hair Combed</li> <li>-Neatly Dressed</li> <li>-Clean Fingernails</li> </ul>		
Headgear	-Visored Cap		
Shoes	-Leather or canvas, neat and clean		
Neckerchief And Slide	<ul style="list-style-type: none"> <li>-Insignia At Back Should Be Right Side Up And Centered.</li> <li>-Draw Neckerchief Slide Over Ends And Adjust To Fit Snugly.</li> </ul>		
Shirt	<ul style="list-style-type: none"> <li>-Official Long- Or Short-Sleeve Tan Shirt With Red Shoulder Loops On Epaulets.</li> <li>-The Collar Should Be Unbuttoned.</li> </ul>		
Belt	<ul style="list-style-type: none"> <li>- Olive web with BSA insignia on brass buckle</li> <li>or</li> <li>- BSA Philmont belt and buckle</li> </ul>		
Pants/Shorts	-Official, olive, pressed; no cuffs. Socks. Official olive-colored mid-calf-length socks with red tops worn with official shorts or trousers.		
Registration	-Current membership card or temporary certificate on person		
Insignia	<ul style="list-style-type: none"> <li>-Correct placement:                             <ul style="list-style-type: none"> <li>o left pocket</li> <li>o right pocket</li> <li>o left sleeve</li> <li>o right sleeve</li> </ul> </li> </ul>		

## Attachment 2

### THE 10 ESSENTIALS

#### 1. Pocketknife or multipurpose tool.

These enable you to cut strips of cloth into bandages, remove splinters, fix broken eyeglasses, and perform a host of repairs on malfunctioning gear

#### 2. First-aid kit.

Prepackaged first-aid kits for hikers are available at outfitters, but you can customize your kit with your favorite blister treatment and ointments for common outdoor ailments (a topical antihistamine, for example, to take care of itches and rashes).

#### 3. Extra clothing.

Two rules: Avoid cotton (it dries slowly and keeps moisture close to your skin), and always carry a hat. A windproof, water-resistant fleece jacket can help you withstand ornery outdoor conditions. Plastic baggies or extra socks can help keep hands warm.

#### 4. Flashlight or headlamp with extra batteries.

Headlamps and flashlights allow you to find your way in the dark or signal for help. Headlamps are convenient for hands-free use.

#### 5. Rain gear.

Even in a temperate summer forest, a dousing rain can quickly chill you to the point of hypothermia. Rain gear protects against not only rain, but also wind, cold, and even insects.

#### 6. Water bottle.

Without enough water, your body's muscles and organs simply can't perform as well. You'll be susceptible to hypothermia and altitude sickness, not to mention the abject misery of raging thirst. Always carry plenty of water and stop often to drink.

#### 7. Map and compass.

A map not only tells where you are and how far you have to go, it can help you find campsites, water, and an emergency exit route in case of an accident. A compass helps you find your way through unfamiliar terrain—especially in bad weather where you can't see the landmarks.

#### 8. Matches and fire starter.

Carry matches and a small amount of fire starter protected in zipper-locking bags. Fire starter is anything flammable, from pocket lint to filled-in journal pages. Pine needles and birch bark make especially good starter, even when wet.

#### 9. Sun protection and sunglasses.

Buy sunglasses that are ultraviolet ray (UV) resistant. Don't use sunscreen that's been sitting in your medicine cabinet for a season or more: It has probably lost at least some of the effectiveness of its sun-protection factor (SPF), a rating of how well and how long the sunscreen will keep you from getting sunburned.

#### 10. Trail food.

You can make your own trail mix with nuts, raisins, banana chips, and chocolate bits. The combination of sugar, fats, and potassium tastes great and provides quick energy, long-lasting calories, and replacement electrolytes. Always take a bit more food than you think you will need. A lot of things could keep you out longer than expected, like a lengthy detour, get-ting lost, an injury, or difficult terrain.