

TROOP 460  
SPONSORED BY: CALVARY UNITED METHODIST CHURCH  
MOUNT AIRY, MARYLAND  
BY-LAWS AND POLICIES  
ADOPTED BY TROOP COMMITTEE  
Date: February 27, 2010

DEFINITIONS:

*The following terms are defined by Troop 460 and apply throughout these by-laws.*

*Activity-* Any Scout-related event that is not considered camping and is overseen by a Scouter.

*Camping-* An overnight (1 or more nights) Scout Activity overseen by the Scoutmaster or another Scouter “acting” as the Scoutmaster.

*Committee-* The group of Scouters specifically assigned the task of oversight of the Troop’s programs and budget. Committee members may participate in activities and/or camping. At Committee meetings, only Scouters specifically registered as Committee members can vote on motions. The Committee will meet at least once monthly. (June and July meetings are optional.)

*Event Chairman-* A Parent (Scouter or not) who serves as the primary contact and organizer of a Troop 460 fundraiser.

*Mentor-* A Scouter assigned to a particular scout leadership position for the purpose of providing guidance and support as a resource in the fulfillment of his duties.

*Merit Badge Counselor-* An adult who has completed an Adult Leader Application and a Carroll County Merit Badge Counselor form. Counselors are enabled to sign off requirements on blue cards for their designated Merit Badges.

*Patrol Leaders’ Council (PLC)-* The overall Scout Leadership contingency made up of the SPL, Assistant SPL, Patrol Leaders, Troop Guides, Order of the Arrow Representative, Den Chiefs, Scribe, Librarian, Historian, Quartermaster, Bugler, Chaplain’s Assistant, Webmaster, Leave No Trace, Junior ASM. Elections are held twice yearly, normally in November and May.

*Scout Calendar Year-* The scout year for Troop 460 begins in September. Quarters run: Sep-Nov, Dec-Feb, Mar-May and Jun-Aug.

*Scout-* A boy who is 11 years old or one who has completed the fifth grade or earned the Arrow of Light Award and is at least 10 years old, but is not yet 18 years old registered in Troop 460.

*Scouter*- An adult leader (Scoutmaster, Assistant Scoutmaster (ASM), Committee Member) registered to Troop 460 and having completed Youth Protection Training and applicable position specific training as required by National, Council, District and/or the Troop. Scouts reaching 18 years of age must become a Scouter within BSA policy to stay active in the Troop.

*Senior Patrol Leader (SPL)*- The scout elected to run the overall operation of the Troop on a scout level. When absent, the Assistant SPL will run the event or an “acting” SPL may be appointed.

## SECTION 1- PURPOSE

- 1.1 This Troop is organized for the purpose of promoting character building and citizenship training of each young man. Troop 460 will subscribe to the “Charter and By-laws” and the “Rules and Regulations” of the Boy Scouts of America, Inc (BSA). Troop 460 by-laws reinforce and hone the official policies of the BSA, but do not override them. In all disputes, official BSA policy takes precedent.

## SECTION 2- APPEARANCE

- 2.1 Troop 460 is a fully uniformed Troop. Since some Scouts have had difficulty getting proper fit and wear with official BSA scout pants, Troop members may substitute non-BSA pants. Use of this uniform will be in accordance with Boy Scouts of America Rules and Regulations. The SPL or acting SPL for an event will determine the appropriate uniform to be worn at scout activities. The standard uniform for regular Troop meetings will be the Field Uniform. The standard uniform for travel to and from Troop activities and camping will be the Field Uniform.
- 2.2 Field Uniform: Troop 460 ball cap, official Boy Scout button up shirt, green or brown pants or shorts, official green or leather BSA belt, official Boy Scout socks, hiking boots or dark, closed-toed shoes.
- 2.3 Activity Uniform: Troop 460 ball cap, Troop 460 or other Scout activity t-shirt, green, brown or blue jean pants or shorts, activity appropriate closed-toed shoes.
- 2.4 Scouts that arrive late to meetings due to outside activities are encouraged to bring their Field Uniform and change before joining the meeting. Attendance of the meeting takes priority over attire in these situations. It is appropriate for an ASM to ask a Scout why he is not in the appropriate uniform and remind him of these by-laws and policies.

## SECTION 3- ATTENDANCE

Minimum attendance requirements for advancement are specified in the Boy Scout Handbook.

- 3.1 To be considered “active in your troop and patrol” for advancement, the following guidelines are set forth by BSA:
  - 3.1.a The Scout is registered in the Troop;
  - 3.1.b The Scout has not been dismissed from the Troop for disciplinary reasons;
  - 3.1.c The Scout has been engaged by Troop leadership on a regular basis (the Patrol Leader, a member of the PLC and/or a Scouter has attempted to contact the Scout to determine his status in the Troop);
  - 3.1.d While the Scout is not required to attend any certain percentage of events, if the Scout is part of the PLC and is not fulfilling his duties, he should be removed from that position by the SPL after consultation with the Scoutmaster. This may affect the Scout’s advancement.
- 3.2 Specific to Troop 460, in order to advance to Star, Life or Eagle, a Scout must have camped in each of the 4 scout calendar year quarters immediately preceding a Scoutmaster conference.
- 3.3 If school, work, sports or church activities conflict with the Scout’s attendance and performance of leadership, then the Scoutmaster may assign a specific additional leadership challenge to the Scout for the purpose of advancement. The Scoutmaster ultimately determines if leadership has been demonstrated satisfactorily for advancement.
- 3.4 The Scout may request that the Troop Committee review the circumstances involved with a lack of attendance or a substandard performance of leadership to determine advancement. In this circumstance, if the Committee cannot come to agreement, the issue will be elevated to a District level.
- 3.5 To assist each Patrol Leader in working toward the National Honor Patrol Award, the following participation requirements for Scouts are strongly encouraged in any continuous 3 month period:
  - 3.5.a Take part in at least one hike, outdoor activity, or other scouting activity other than a regular Troop meeting;
  - 3.5.b Attend two patrol meetings per month, which may be held in conjunction with a regular Troop meeting;
  - 3.5.c Participate and complete two Good Turns or service projects approved by the PLC;
  - 3.5.d The Patrol Leader must attend or be represented at 3 PLC meetings.

#### SECTION 4- ATTITUDE (SCOUT SPIRIT AND BEHAVIOR)

- 4.1 Demonstrating “Scout spirit” is accomplished through living by the Scout Oath and Law. A Scout shows Scout spirit by being a role model to his peers. The concept of Scout spirit is not based on how many events or outings a Scout

attends, but rather by how he helps bring out the best in others as a reflection of his own character and attitude in his “daily” life.

- 4.2 If, for disruptive reasons, a Scout does not adhere to the Oath and Law during an activity or while camping, the SPL will privately talk to the Scout and determine the problem. If the problem cannot be resolved at the Scout level, the Scoutmaster will become involved. If the Scoutmaster cannot resolve the issue, he will notify the parents and the Committee Chairman in a timely manner.
- 4.3 Scouts are expected to:
  - 4.3.a Listen carefully with consideration at all Troop events. “Respect” the Scout sign;
  - 4.3.b Participate in the events at Troop activities and while camping;
  - 4.3.c Practice the “buddy” concept when a Troop activity warrants it. Camping always warrants the “buddy” system;
  - 4.3.d Take care of the Troop and Patrol gear with the utmost care.
- 4.4 These listed unacceptable behaviors are a clear violation of “Scout Spirit.” A Scouter is thoroughly justified in withholding advancement based on this list. The following behaviors will NOT be tolerated:
  - 4.4.a Swearing- Foul language will be counseled immediately. If counseling fails to correct the problem, the Scouter observing or made aware of the behavior will notify the Scoutmaster. The Scoutmaster will call the parents at his discretion to report the incident;
  - 4.4.b Violating “buddy” concept- Wandering off alone will be counseled once the Scout is located. If counseling fails to correct the problem, the Scouter observing or made aware of the behavior will notify the Scoutmaster. The Scoutmaster will call the parents at his discretion to report the incident;
  - 4.4.c Destruction or abuse of Troop or Patrol gear. Misuse of gear will be counseled immediately. If counseling fails to correct the problem, the Scouter observing or made aware of the behavior will notify the Scoutmaster. The Scoutmaster will call the parents at his discretion to report the incident;
  - 4.4.d Illicit Drugs- Use of illicit drugs is not permitted. A Scout CONFIRMED of using or selling drugs in or out of the BSA will immediately be terminated from Troop 460. If the Scout is using or selling drugs during a BSA activity, the Scouter observing the activity will immediately call (or verify call is made to) the parents, Scoutmaster, local law enforcement, the BSA District Executive and the Committee Chairman. Confirmation shall include the credible observation of the use or the selling of drugs by at least 2 Scouters, or a school or police document showing a drug violation. Over the Counter (OTC) drugs or Prescription drugs will be maintained and distributed as prescribed by a Scouter with full consent from the parents as documented on a permission form;
  - 4.4.e Alcohol- Use of alcohol is not permitted. A Scout CONFIRMED of bringing or using alcohol during any scout function shall be immediately

terminated from Troop 460. Confirmation shall include the credible observation of the use or possession of alcohol by at least 2 Scouters. The Scouter observing or made aware of the activity will immediately call (or verify call is made to) the parents, Scoutmaster, and the Committee Chairman;

- 4.4.f Tobacco Products- Tobacco use by Scouts is not permitted. A Scout CONFIRMED of bringing or using tobacco during any scout function shall be immediately terminated from Troop 460. Confirmation shall include the credible observation of the use or possession of tobacco by at least 2 Scouters. The Scouter observing or made aware of the activity will immediately call (or verify call is made to) the parents, Scoutmaster, and the Committee Chairman;
  - 4.4.g Intentionally hurting/bullying another Scout/Person physically, verbally or electronically- This act shall be immediately reported to the Scoutmaster or nearest Scouter. The Committee Chairman will then be notified by that Scouter directly. An immediate phone call to the District Executive might be warranted as well. Safety of the Scouts is paramount. Good judgment must be exercised. Two deep leadership is important for later recollection of the event/s. Depending on the severity of the incident; the Scout might face disciplinary action and might be terminated from the Troop.
- 4.5 When a Scout shows blatant disregard for the above unacceptable behaviors during an activity or camping and the Scoutmaster deems it necessary, the parents(s)/Guardians will be notified to pick up the Scout, and remove him from the location. If the situation evolves to this level, the Scout will not be allowed to return to Troop meetings, activities or camping until a meeting is held with the Scoutmaster, Troop Committee Chairperson, and the Parent(s)/Guardians. This meeting will determine whether or not the Scout will be allowed to remain in Troop 460.
- 4.6 Scouters are not allowed to consume alcohol or be under the influence of alcohol while participating in camping or any other Scout activity.
- 4.7 Scouters are discouraged from using tobacco products while participating in camping or any other Scout activity.

## SECTION 5- FINANCE

- 5.1 The Treasurer can write checks totaling up to \$100 per month with the Committee Chairperson's approval.
- 5.2 Expenditures over \$100 require Committee approval.

- 5.3 A financial statement must be submitted to the Committee once a year, normally in September. An annual budget review should coincide in order to refine the budget, identify funding priorities and finalize requirements for the following year.
- 5.4 The Equipment Coordinator is empowered by the Committee to purchase the equipment necessary to maintain the Troop's Camping program and get reimbursed up to \$50 per month. The Treasurer is still bound by 5.1, so coordination between the Equipment Coordinator and the Committee Chairman is advised. These expenditures must be documented in the Equipment Coordinator's monthly report to the Committee.
- 5.5 The Troop will pay the transfer fee for each Webelos crossing over. The Troop will supply handbooks, hats, epaulets and t-shirts to Webelos crossing over into Troop 460.
- 5.6 Scout and Scouter registration and Troop 460 dues will be set in September by the Committee. The stated fee will include Boy's Life magazine, but parents/Scouters may opt not to receive this magazine.
- 5.7 "Non-service" related camping or activities should be self-funded. (i.e., a payment should be made by attendees to cover food and campground expenses)
- 5.8 "Service" related camping and activities will be funded by the Troop at the Committee's discretion. The SPL or acting SPL should justify the "Service" related event to the Committee at a Committee meeting in order to acquire this funding.

## SECTION 6- CAMPING/ACTIVITES

"Outdoors" is one of the eight methods BSA applies in developing its program and in accomplishing the aims of scouting. Boy Scouting is designed to take place outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at troop meetings come alive with purpose. Accordingly, Troop 460 places strong emphasis on Scout participation in outdoor (e.g., camping) activities.

- 6.1 Name, money and permission slips will be handed in prior to the trip to the acting Scoutmaster in charge of the event, or a Scout/Scouter designated by the acting Scoutmaster.
- 6.2 A "Tour permit" will be prepared by the acting Scoutmaster in coordination with the Troop Outdoor/Activities Coordinator for his/her processing. The Troop Outdoor/Activities Coordinator will secure the tour permit through the Council.
- 6.3 The Committee will make every effort to supplement the cost for each Scout attending Summer Camp or a High Adventure Camp. Recognition of the value of

these summer activities cannot be overstated and must be considered a priority over regular Troop events.

- 6.4 Two deep adult leadership shall always apply.
- 6.5 Only Scouters are allowed to stay overnight on Camping trips.
- 6.6 Electronic equipment other than cell phones and GPS's are discouraged from all Troop events unless that event specifically allows such devices. Cell phones are only to be used in the event of an emergency, or as dictated by the Scoutmaster or acting Scoutmaster. All electronic devices are only to be used on a non-interfering basis with the scouting program.
- 6.7 It is strongly encouraged that the acting Scoutmaster submit a "trip report" after any camping or activity to document attendance, and to identify lessons learned for consideration when planning future Troop activities and budgets.

#### SECTION 7- TROOP COMMITTEE

- 7.1 The Troop Committee's primary responsibilities are to support the Scoutmaster in delivering a quality Troop program and to handle the Troop's administration. The Troop Committee is the Troop's board of directors. Unless otherwise noted in these by-laws, the Committee operates per the BSA "Troop Committee Guidebook (ISBN 978-0-8395-4505-7)."
- 7.2 If a discussion leads to a "motion," and that motion is seconded, then the Chairman will offer an appropriate time for discussion. Then the Chairman will call for a vote. If the majority votes "for", then it's approved. "No" votes will be noted. If vote is split, the motion will be tabled until the next Committee meeting.
- 7.3 If the majority votes "for" but the Chairman and/or the Scoutmaster feel strongly against, then implementation of the motion will be delayed until they discuss it with the Chartered Organization Representative or a District Representative. A final re-vote on the motion will be conducted at the following Committee meeting.
- 7.4 While there is no "veto" authority, the Chairman and/or Scoutmaster may delay a vote on a motion for no more than one month to gather subject information and documentation.
- 7.5 At Committee meetings, only Scouters specifically registered as Committee members or designated by the BSA can vote on motions. At Troop 460, the Scoutmaster can vote on motions not pertaining to his position.
- 7.6 A quorum is required to vote on a motion. A quorum is considered greater than 50% Committee member attendance at a Committee meeting.

- 7.7 The Committee will meet at least once monthly. (June and July meetings are optional.)

## SECTION 8- TROOP MENTORS AND RANGER

- 8.1 Unique to Troop 460 is the “Mentor” program. This program assigns a Scouter to support and provide guidance to Scout PLC positions. While the Scoutmaster ultimately approves a Scout’s leadership obligation for advancement, it is the Mentor who signs the Scout’s handbook requirement to serve in a “position of responsibility” for the ranks of Star, Life and Eagle. A Mentor can decline to sign the Scout’s book if he or she feels the scout has not performed his leadership obligation adequately. Again, the Scoutmaster is ultimately responsible and can sign in place of the Mentor if he feels adequate leadership was shown in the Scout’s “position of responsibility.”
- 8.2 Mentors volunteer or are solicited by the Scoutmaster or the Committee Chairman.
- 8.3 Because of duties specific to the Committee as designated by the Committee Guidebook, the Equipment Coordinator, Chaplain, Scribe and Librarian Mentors will be appointed by the Committee. It is strongly encouraged that these Mentors serve on the Committee to facilitate monthly reports at Committee meetings. A list should be made available to the Webmaster to be posted on the Troop website.
- 8.4 While most Mentors work specifically with the Scout, the Equipment Coordinator has specific responsibilities to the Committee due to significant financial relevance.
- 8.4.a The Equipment Coordinator should provide a monthly status of the Troop gear in a report to the Committee.
- 8.4.b With every Scout Quartermaster change, a full, written inventory must be conducted and be readily available to the Committee.
- 8.5 The Scoutmaster will appoint all other Mentors for the PLC. A list should be made available to the Webmaster to be posted on the Troop website.
- 8.6 Although not a Mentor in the standard definition, the Winding Trails Ranger also has an obligation to work directly with the Committee, since his position has significant financial relevance. The Ranger should provide a monthly status of Winding Trails to the Committee.

## SECTION 9- AUTHORIZATION FOR SCOUT SHOP

- 9.1 The Treasurer, Advancement Chair, Membership Chair, Committee Chairperson and Scoutmaster are authorized to use the account at the Baltimore Scout Shop.
- 9.2 A minimum of \$100.00 will be kept at the Baltimore Scout Shop.

## SECTION 10- LIFE TO EAGLE

- 10.1 The Advancement Chairperson is in charge of picking up Eagle Kits from Scout Headquarters in Baltimore. He will request assistance if needed. Eagle Kits are funded by the Troop.
- 10.2 In order to present an Eagle project to the Committee, a Scout must satisfy the following Troop 460 requirements:
  - 10.2.a Be in complete Field Uniform;
  - 10.2.b Workbook must be signed by benefiting organization representative;
  - 10.2.c Workbook must be signed by Scoutmaster;
  - 10.2.d Scout must provide notification to the Committee at least one week prior to the Committee meeting in order to be placed on the agenda;
  - 10.2.d Presentation must be in BSA Scout Leadership Service Project Workbook format

## SECTION 11- FUNDRAISING

- 11.1 An Event Chairman is in charge from beginning to end of the project. They will deposit all proceeds and give all deposit slips to Committee Treasurer ASAP unless other arrangements have been made with the Treasurer.
- 11.2 The Event Chairman will keep track of how much money was made per shift, per day for the event.
- 11.3 The Event Chairman will fill out the Unit Money Earning Application form and give copy to Committee Chairperson and Treasurer.
- 11.4 The Event Chairman will give a report to the Committee prior to the following meeting through email or in person.
- 11.5 As an Event Chairman, one set of annual dues (Scout or Scouter) will be excused the following year. The annual registration fee must still be paid.

## SECTION 12- AMENDMENTS

- 12.1 Any Scout or Scouter may propose an amendment to these by-laws. The amendment will be ratified by a two-thirds vote of a Committee quorum. A proposed amendment is considered an automatic “motion” and will be voted on in accordance with Section 12 of these by-laws.
- 12.2 An amendment cannot be voted on at the same meeting it is proposed. A one month “discussion/feedback” period will occur prior to voting on the amendment.
- 12.3 In order for the Committee to consider an amendment, it must be written, numbered appropriately and fit the context of the rest of the by-laws.

- 12.4 Once ratified, the amendment will replace the existing text of the by-laws with an effective date attached. The webmaster will be notified of the change and will adjust the webpage to reflect the amendment.
- 12.5 A new signature sheet will be generated by the Committee, but the Scoutmaster is tasked with collecting and retaining the signature sheets.

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Troop Committee Chairperson

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Chartered Organizational Representative

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Scoutmaster

I have received, read, understand and agree to abide by the By-laws and Policies of Troop 460, Boy Scouts of America, sponsored by the Calvary United Methodist Church:

\_\_\_\_\_  
Parent(s)/Guardian name printed

\_\_\_\_\_  
Scout name printed

\_\_\_\_\_  
Parent(s)/Guardian signature

\_\_\_\_\_  
Scout signature

\_\_\_\_\_  
Date

Troop 460 By-laws and Policies  
Effective date: February 27, 2010