

By-Laws for BSA Troop 710

Revised August 2017

I. THE TROOP IN GENERAL

A. Sponsorship

Boy Scout Troop 710 operated under the auspices of the Boy Scouts of America (BSA), the Greater Los Angeles Area Council (GLAAC), and is chartered by St. Matthew's United Methodist Church (15653 E. Newton St; Hacienda Heights, CA)

B. Membership and Fees

1. Membership is open to all boys and girls who meet current membership requirements as set forth by BSA and the chartered organization.
2. For each family, one adult will also be required to register as a committee member to maintain proper adult supervision for outings and help with other troop needs.
3. There is a 4 week trial period. During this time, the prospective scout and parent/guardian may attend troop meetings only to learn more about boy scouts. If your child wants to attend an outing during this time, troop fees and membership must be paid prior to the outing to be covered by BSA insurance.
4. Membership with BSA shall be the amount currently required by BSA for annual membership, Boy's Life Magazine subscription, accident insurance, and troop dues.
5. Scout registration with the troop shall include:
 - A one-time equipment fee (\$35)
 - Annual dues which includes National BSA fees, Council insurance and Troop dues (covers some of the cost for leadership, patches, Court of Honor ceremonies and helps replace worn items or an increase in equipment).
6. Adult registration with the Troop shall include: National BSA fees, Council insurance and Troop dues.
7. Cost of Troop 710 t-shirt, neckerchief, slide, and troop number (other items may also be available for purchase from the troop.
8. Fees paid for troop outings (camping, food costs, transportation, etc.) shall be non-refundable. All fees for troop outings must be paid before the event.
9. A charge of \$25 will be levied for an insufficient funds check.

C. Supervision

1. It must be recognized that at any troop activity (meetings, outings, etc.); the primary authority for supervision of the Scouts is charged to the adult Scout leaders (Scoutmaster or Assistant Scoutmasters).
2. The Senior Patrol Leader and the Patrol Leaders that are elected will be in charge with the guidance from the Scoutmaster/Assistant Scoutmasters to insure overall safety.
3. Two (2) deep leadership is required for all troop outings. Two (2) deep leadership is defined as two (2) unrelated adults .

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4. Members of the Adult Troop Committee will be expected to provide additional supervision when needed and to adhere to BSA policies at all times. Annual updating of Youth Protection Training (YPT) is required of ALL ADULTS who attends ANY scout outing, per BSA regulations.
5. For certain outings/events (example: popcorn show & sell and Pancake Breakfast ticket sales) each scout must have a parent/guardian present to chaperone & ensure scouts safety.

D. Adult Troop Committee

1. At least one adult per family is required to register as either a Troop Leader (Scoutmaster/Assistant Scoutmaster) or as a Troop Committee Member. Those interested in becoming a Troop Leader and working directly with the boys must have a discussion with the current Scoutmaster prior to filling out the application to ensure that you are clear about your role in the Boy Scout program.
2. The Troop Committee DOES NOT work directly with the boys but is the support staff behind every Troop Outing /Event. **Any parent concerns or comments should initially be brought to the Troop Committee Chair. Resolution may come from the Troop Committee Chair or the Scoutmaster depending on the circumstance.** Parents should not step in to handle discipline or other issues that arise at Troop meetings or outings **UNLESS** a scout is at risk of serious injury or death. Youth leaders are expected to learn by experience how to handle issues that arise and should be encouraged to ask for guidance from the Senior Patrol Leader/Scoutmaster/Assistant Scoutmaster if they are unsure how to handle a situation.
3. Troop Committee is comprised of many different positions to fill roles necessary to keep the troop running successfully. Many of the positions can be filled as a subcommittee with multiple members and adult committee members often fill more than one role. Some of the positions include:
 - a. **Committee Chair:** heads the Troop Committee, handles parent concerns by discussing them with the Scoutmaster, Oversees annual BSA rechartering (fall) and other positions to make sure the required work is being completed.
 - b. **Secretary:** Writes up the minutes (notes) from each Troop Committee Meeting (same day as the scouts' Patrol Leaders Council (PLC)).
 - c. **Treasurer:** Handles Individual Scout Accounts and keeps track of the inflow/outflow of general troop funds.
 - d. **Advancement Chair(s):** Works to input all scout paperwork into the tracking system for Scout Advancement. This includes blue cards from merit badges and service hours acquired from activity sign in sheets. Scouts are responsible to make sure that their book is up to date with service hour log & camping log and to periodically check in with the advancement chair to make sure the computer system accurately reflects this. Also, informs Troop Committee when a Board of Review needs to be conducted for a scout.

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- e. **Service Project Coordinator:** Looks for service project opportunities for the troop and informs scoutmaster, puts together signup sheets & permission slips. Helps coordinate Beautification Cleanup (weekend before Independence Day)
- f. **Outings Coordinator:** Puts together signup sheets, books campsites/picnic areas (will be reimbursed, so keep all receipts.), and makes & collects permission slips & outing fees.
- g. **Equipment Coordinator:** Keeps trailer at home & works with scout leadership to make sure it stays in proper condition. Scout leadership should inform the Equipment Coordinator of any damaged or broken equipment at the end of every outing.
- h. **Training Coordinator:** Informs Committee Members of upcoming adult training opportunities, keeps log of Youth Protection Training (YPT) due dates. Helps to find scout training opportunities and post on bulletin board at meeting site.
- i. **Merit Badge Coordinator:** Maintains a list of current adult members and the merit badges that they can do (merit badge counselors required to fill out a second application requesting approval by the council), and also looks into any other approved merit badges coming up and provides the list to scoutmaster to give to the boys.
- j. **Membership Coordinator:** maintains current troop roster and provides sign in sheets for the adults at the Troop Committee meetings and provides an updated copy (scouts only) to the Scoutmaster every month for the boys to use to track their own participation.
- k. **New Scout & Parent Coordinator:** helps walk new parents & scouts through the initial paperwork and tells them more about the scouting program. It is beneficial if this person be bilingual in Chinese & English.
- l. **Health Form Coordinator:** Maintains the Health Form binders and makes sure they stay current with parts A & B (needed for all outings) and part C before summer camp.
- m. **Fall Popcorn Chair (Aug – Oct):** Attends required popcorn meetings, can pick up troop order forms & place popcorn order, can store & deliver troop popcorn to show & sell locations.
- n. **Spring Pancake Breakfast Chair (Jan – May):** Goes to local businesses to ask for donations for our pancake breakfast/ raffle (Jan-Mar), Follows up with businesses in Apr., Makes sign up sheets for Scouts & parents to work the day of, Coordinates with Kiwanis to set up a date that works for the pancake griddle, Purchases any additional items required for the breakfast.

II. UNIFORMS

- A. The distinctive BSA uniform is graphic evidence that a boy is a member of the world's largest boys' organization. The uniform also does these things for a scout:
It reminds him to live up to the Scout Law, Oath, and Motto "Be Prepared".

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It encourages neat, correct appearances as well as proper behavior.

It provides the only place for proper display of his rank, position, and merit badges.

It leads others to think more highly of him and to expect more from him.

- B. All Scouts are required to be in proper uniform for all troop functions. All uniforms must be regulation BSA issue. Any problems in obtaining a uniform should be directed to the Scoutmaster or Troop Committee Chair so arrangements can be made to obtain one.
- C. The uniform to be worn to any activity shall be specified by the adult leader in charge.
- D. Adult uniforms are optional except for the Scoutmaster and Assistant Scoutmasters.
- E. Uniforms may be purchased at BSA Scout Shops or at *scouting.org*. The nearest GLAAC Scout Shop is located at the Smiser Scout Center – 3450 E. Sierra Madre Blvd; Pasadena, CA and can be contacted by phone at (626)351-8815.

F. Troop 710's Uniforms

- 1. **Class A Dress Uniform** – Required for Board of Review, Court of Honor & parades
 - a. BSA tan uniform shirt with proper insignias
 - b. BSA olive green long pants
 - c. BSA belt
 - d. Troop 710 neckerchief & BSA approved slide
 - e. Closed toed dark dress shoes & BSA socks
 - f. Merit Badge sash (if the scout has earned any merit badges)

- 2. **Class A Standard Uniform** – to be worn for Troop meetings from Labor Day to Memorial Day & for traveling to and from outings unless otherwise informed by the scoutmaster.
 - a. BSA tan uniform shirt with proper insignias
 - b. BSA olive green long pants
 - c. BSA belt
 - d. Closed toed dark shoes or hiking shoes & BSA socks

- 3. **Class B Uniform** – to be worn for Troop meetings from Memorial Day to Labor Day (summer) or as indicated by the Scoutmaster.
 - a. Troop 710 red t-shirt or other official BSA logo t-shirts
 - b. BSA olive green uniform pants or BSA olive green uniform shorts
 - c. Closed toed dark shoes or hiking shoes & BSA socks

G. Proper wearing of the BSA uniform

-All clothing and accessories shall be clean, free of excess wrinkles, and not tattered.

-Uniform shirts and t-shirts must always be tucked in.

-The official BSA belt must be worn with both pants and shorts.

-If Troop cap or hat is worn, they should be worn properly (brim forward for caps) and always removed when inside buildings and for flag ceremony/prayer.

-The Troop 710 neckerchief is to be worn under the collar. Eagle Scouts have the option to choose to wear the Eagle Scout neckerchief or the Troop 710 neckerchief.

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-Neckerchief slides may be either the official BSA slide or a slide that has been crafted or purchased. Knotting the neckerchief or using twist ties or rubber bands are not approved uniform attire.

III. PARTICIPATION

- A. All Scouts are required to attend as many Scout functions as possible. If a Scout is unable to attend a scheduled Scouting function, his Senior Patrol Leader, Patrol Leader or Assistant Patrol Leader must be notified in advance.
- B. All Scouts must be Active the minimum amount of time required for his next obtainable rank as indicated in the current BSA Handbook.
- C. **ACTIVE: for the purpose of this troop, means the Scout has a current paid registration with BSA and with the troop and has an average attendance of 50% of all meetings and troop activities.**
- D. If a Scout become delinquent, it is up to the Youth Leadership to inform the Scoutmaster of the delinquency. **All required active time in rank for advancement and positions of leadership held may not be counted.**
- E. Scoutmaster has the discretion to waive a delinquency if it is due to school activities, illness, or participation in other Boy Scout functions such as Order of the Arrow or Venturing. A Scout must notify either the Scoutmaster or Patrol Leader by telephone, text or email before the scheduled meeting or activity to receive credit for absences from troop activities due to the above named situations.
- F. **Parent Participation is necessary to keep our troop active and successful.** One parent from each family is required to be either a Troop Leader or a Troop Committee Member. Parents are also used to help provide transportation to and from outings and meetings in a timely manner and provide additional supervision when asked. Parents are also encouraged to become merit badge counselors for areas that they are qualified in.

IV. TROOP ELECTIONS

- A. Frequency: Troop Leadership will be elected every six months.
- B. Requirements:
The minimum rank requirements must be met before any nomination is accepted:
 - Junior Assistant Scoutmaster – Eagle
 - Instructor – Life
 - Senior Patrol Leader - Star
 - Assistant Senior Patrol Leader - Star
 - Patrol Leader - First Class
- C. If a Scout exhibits exceptional maturity and is within one rank, the Scoutmaster may give approval to the Scout to run for the position.
- D. If a Scout is elected but declines the position, then the Scout receiving the second highest number of votes will be elected to the position. The Scoutmaster has discretion to appoint for these positions as necessary when no other candidates are available.
- E. The Scout must remain **Active (as defined above)** to remain in an elected position.

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- F. Other positions will be delegated by the Scoutmaster with recommendations accepted from the Senior Patrol Leader
- G. Requests for Den Chief assignments must be made to the Scoutmaster

V. **FINANCES**

- A. Troop 710 will participate in the GLAAC Friend's of Scouting campaign. Contributions to Friend's of Scouting support council activities and are tax deductible.
- B. Fundraisers may be periodically needed to finance troop activities and any fundraisers outside of GLAAC sponsored fundraisers need to be approved by the District Finance Chair.
- C. Individual Scout Accounts
 - 1. To minimize out of pocket expenses, Scouts will have an opportunity to earn funds for Individual Accounts by participating in Council or Troop fundraisers. The Troop Committee shall determine the portion of income from fundraisers to be placed in a Scout's Individual Account.
 - 2. Funds in an Individual Account
 - a. Must be used for scouting related items or activities
 - b. Must be used while the Scout is still active in scouting.
 - c. Are not transferable directly to a Scout or his family unless as reimbursement for a scouting activity.
 - 3. If a Scout transfers to another troop, the funds in their Individual Account may be transferred to the new troop to be used for scouting activities. If the Scout leaves the troop and does not remain active in scouting, all funds in the Scout's Individual Account will revert to the troop's general funds.
 - 4. The troop Treasurer will maintain records of Individual Accounts and provide periodic Account Statements to the Scout in regards to the amount of funds in his account. No Interest will be earned on Individual Accounts.

VI. **TROOP ACTIVITIES**

The Troop activities consist of, but are not limited to:

- A. Troop Meetings
- B. Camping – base and backpacking
- C. Hikes
- D. Scout Sunday
- E. Troop Pancake Breakfast
- F. Pre-Camporee
- G. District Camporee
- H. Scout Expo
- I. Scouting for Food
- J. Service Projects
- K. Pack Arrow of Light Ceremony/Crossover to the Troop

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Patrol outings – must be approved by the Scoutmaster.

VII. MEDICAL FORMS

Parents must provide the troop with a copy of the current BSA Health and Medical Form for each scout and parent registered with the troop and any family member who attends a scout outing. (Note: Parts A and B are required of everyone, Part C is required from anyone attending an activity lasting more than 72 hours, per BSA regulations.) Each Scout will carry a copy of this form when traveling to and from scouting activities. The Scoutmaster or adult in charge of an activity will carry a copy of each Scout's Health & Medical Form in a binder for each outing. Copies of this form will be provided to the registrar at any scout camp.

VIII. EQUIPMENT

- A. Each Scout is required to supply certain items for himself on campouts (see BSA Handbook). All of the Scout's personal items should be clearly marked or labeled with his name.
- B. The troop and patrol equipment shall be clearly marked for identification. The Troop Committee shall be responsible for obtaining items needed for each patrol, based on the information provided by the youth leadership and the Scoutmaster. Each patrol is responsible for their patrol's equipment. Items lost or damaged due to sheer negligence shall be replaced by that patrol and each of its members equally.

IX. TRANSPORTATION

All transportation to and from events will be provided by the parents. Vehicles must meet current California and BSA requirements, i.e. Seatbelts, insurance, and a licensed driver. Reimbursement for transportation fees for an outing will be determined by the Troop Committee.

X. CAMPOREE

This District-sponsored event is a series of tests of Scouting Skills for each patrol. This competition is generally held in the spring. Since this requires more time to prepare, a pre-camporee with all patrol members participating is recommended.

XI. ADVANCEMENT

A. Board of Review

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A Scout who desires to advance in rank shall:

1. Request the Advancement Chair to review handbook to assure that all requirements have been signed off.
2. Request a Scoutmaster Conference
3. Request a Copy of the Scout's records from the Advancement Chair
4. Schedules a Board of Review through the Troop Committee Chair
5. Appear before the Board of Review in full Class A Dress uniform with Scout Handbook and a copy of the records given by the Advancement Chair.
6. In the case the Board of Review finds all requirements have not been met, the Board of Review will be terminated and another can be requested once the requirements are met.
7. If it is later discovered that a Scout did not meet all the requirements for the rank, the Scout's advancement shall be held in abeyance until all requirements have been met.
8. Any disputes arising from a Board of Review shall be taken to a Troop Appeal Committee in a timely manner for final decision. This Appeal Committee shall consist of the Scoutmaster, one Assistant Scoutmaster, the Advancement Chair, the Chartering Organizational Representative, and the District Advancement Chair. All parties involved in the dispute must present their position to the Troop Appeal Committee. Requests for appeal should be made to the Advancement Chair.

B. Progress Board of Review

A Progress Board of Review will be held for a Scout as the need arises.

XII. COURT OF HONOR

A Court of Honor will be held once every three (3) months. All Boy Scouts and Parents are **Strongly Encouraged** to attend. Scouts will not be permitted to participate in the Court of Honor unless they are in full Class A Dress Uniform.

XIII. DRUGS, MEDICATION, AND MEDICAL INSURANCE

- A. Alcohol, drugs and weapons are strictly prohibited.
- B. Possession of prescription medications must be made known to the Scoutmaster or Adult Leader in Charge before leaving on an outing. The leader must be made aware of medication side effects to watch for.
- C. Parents **must** have their Scout covered by their own medical insurance and proof needs to be submitted with the annual health form.

XIV. ELECTRONIC GAMES & CELL PHONES

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- A. Electronic games will not be taken to any Scout outing. These items will be confiscated by the youth leadership and given to the Scoutmaster or Adult in Charge and returned after the campout.
- B. Cell Phones **may** be taken on outings if allowed by the Scoutmaster (troop outings) or Adult in Charge for the outing. If allowed, they are to be used for emergencies only. Games are not a good use of Scout time and youth leaders can confiscate a cell phone and turn into the Scoutmaster or Adult in Charge if improper cell phone use is seen.
- C. It is requested that cell phones are not used during troop activities in order to eliminate distraction and interruption of the activity.

XV. CONDUCT AND DISCIPLINE

- A. All Scouts shall display proper conduct at all times.
- B. Scouts exhibiting improper behavior will be counseled by the Scoutmaster or the Adult Leader in Charge.
- C. The Scoutmaster or Adult Leader in Charge has the right to have a Scout returned home at parents' expense in the event of a major infraction or continued disciplinary problems and the Scout cannot control himself. This applies to all Scouting events and regular meetings. This will be at the discretion of the Scoutmaster or Adult Leader in Charge.

Reviewed, Approved and Adopted by:

Committee Co-Chair, JUSTIN LEAO

Committee Co-Chair, CARMEN LEBRON

Scoutmaster, CHUCK CARRILLO

Advancement Chair, NATASHA MERCER

Secretary, JENNY TRAN

Training Coordinator, EVA YE

Treasurer, CHERI WAGONER-SWARTHOUT

Committee Member, HUBER BONGOLAN

Equipment Coordinator, JIM XU

Chartered Organizational Representative, ROBERTO HERNANDEZ

ADOPTED THIS _____ DAY OF _____, 2017.