



Boy Scouts of America Troop 854

**Holy Cross Lutheran Church
Lake Mary, FL 32746
(As last amended on May 26th, 2011)**

TROOP 854 BI-LAWS

On January 8, 1990 the Troop Committee approved the Bi-Laws, which govern the operation of Troop 854. These Bi-laws are subject to amendment by 2/3-majority vote of the Troop Committee. Any amendments to the Bi-laws are subject to ratification as follows:

1. The Chartered Organizational Representative must have prior notification of the vote being taken.
2. The amendment must be passed with a 2/3-majority vote of all registered Committee members and assistant Scoutmasters, as listed with the Central Florida Council. A quorum of said registered Committee and ASM members is mandatory for any amendment vote to be valid.

The Troop Bi-laws and The Troop 854 Guidebook will be reviewed annually by all Scouts, usually in August. New Scouts joining Troop 854 will review the Troop Bi-laws and The Troop 854 Guidebook within the first month of joining.

ARTICLE I PURPOSE

The Troop 854 Bi-laws serve as a guide for both adults and Scouts in those areas that are unique to Troop 854. In no case shall the Troop Bi-laws supersede the rules and regulations, or the Bi-laws of the Boy Scouts of America, as set forth by the National or Local Council in matters of policy and/or procedures. The current edition of the Troop 854 Guidebook will serve as a detailed guide to the day-to-day operation of the Troop.

ARTICLE II UNIFORMS AND EQUIPMENT

1. All registered adult leaders in a uniformed position (Scoutmaster, Assistant Scoutmaster, Committee Chairman, and Standing Committee Coordinators) and youth members shall wear the official Troop 854 uniform to all Scouting functions unless advised otherwise. All members of the Troop Committee are encouraged to wear the BSA uniform.
 - a. This uniform, called the Field Uniform, shall consist of the BSA tan shirt with all proper insignia, the BSA khaki shorts or pants with an approved BSA belt and BSA buckle, BSA regular length or knee socks, the BSA style hat, and canvas or leather shoes. Only official BSA uniforms and accessories will be worn. Cross-registered members of Crew 854 may elect to wear the approved Venture Field Uniform, consistent with the troop uniforming policy.
 - b. The Activity Uniform is the same as described above with the official Troop 854 tee shirt or Troop 854 polo shirt (adults only) being worn in lieu of the BSA tan short sleeve shirt. Optional BSA tan activity shorts are also acceptable with the Troop tee shirt.

- c. The Troop 854 official neckerchief is custom designed black with red accents for scouts and red with black accents for adults.
2. For safety reasons, only enclosed footwear may be worn at Scouting activities.
3. Official Scout Handbook should be carried on all campouts as a reference guide.
4. The following is equipment that each Scout should consider obtaining:
 - a. Folding pocket knife (authorized for Scouts with Totin' Chip only)
 - b. Compass
 - c. Flashlight
 - d. Personal hygiene kit
 - e. Personal first aid kit
 - f. Sleeping bag and ground cloth
 - g. Tent

ARTICLE III MEETINGS

1. The Troop meetings will be held every Tuesday at 7:30 pm, at Holy Cross Lutheran Church, 760 Sun Drive, Lake Mary, FL 32746. Other Patrol/Troop activities are listed on the Troop calendar. Events not listed on the Troop calendar must be approved by the Scoutmaster and Troop Committee. Scouts should check the Troop website (www.troop854.com) for the latest changes.
2. The Troop Committee meetings are normally held on the last Thursday of every month at 7:30 pm, at Holy Cross Lutheran Church. The Chairman may call special Committee meetings at any time.
3. The Troop and Troop Committee meetings are scheduled to end at 9:00 pm.
4. Monthly Board of Reviews will be held in accordance with the current edition of the Troop 854 Guidebook.
5. If, one week prior, less than 35% of the Troop has not signed up for a campout or Troop event, the Scoutmaster may cancel the event for lack of participation.
6. To be considered active, a Scout must attend a minimum of 50% of the meetings held each month, and 50% of all the Troop activities held each month.
 - a. The Scoutmaster may grant "excused absences" on a case by case basis, if he receives advance notice of absences caused by conflicts with school events, family obligations, or similar occurrences. It is up to the Scout to personally contact the Scoutmaster.
 - b. In the event of extended or recurring conflicts or absences, the Scoutmaster may, at his discretion, assign a special project or duty to make up these events.
 - c. All Scout related activities listed on the Troop master calendar may be used for this requirement. The Scoutmaster and Committee Chairman may add additional events or activities throughout the year.

ARTICLE IV CAMPING

1. Troop 854 has a policy to go camping (or other related outdoor event) as a Troop once a month. All outdoor activities will be conducted in accordance with the current edition of the Troop 854 Guidebook, as well as the current edition of the *BSA Guide to Safe Scouting*.
2. Scouts and adult leaders must have a current, accurate BSA medical form (class 1, 2, or 3, as required) on file with the troop committee prior to attending any outdoor activity with the troop. Parents must notify the Scoutmaster and Committee Chairman of any change in their sons'

medical or mental condition that might adversely affect his participation in troop activities. This includes changes to prescription medications that are taken on campouts or other activities.

3. All adult leaders who annually camp 70% of the time from August through July shall have their following years camping fees (excluding food & fuel) paid for by the Scouts attending each campout. Summer camp and high adventure treks are excluded from the 70% minimum participation requirement, but will count towards fulfillment of the requirement.
4. Campout Payments:
 - a) Campout fees are paid by check or cash directly to the Troop Treasurer or the Assistant Treasurer during troop meetings prior to the campout. The campout fee should be paid no later than the second troop meeting prior to the campout so that an accurate head count can be attained for planning purposes. The Treasurer will provide the Scout/Parent making the payment with a receipt showing the name of the activity and the amount and date paid.
 - b) The Treasurer will maintain a payment log for each campout to document those who have paid the campout fee. This log will be the only document used to determine payment of the campout fee. Payment information will not be included on the campout signup list.
 - c) Use of the Individual Scouting Account to pay for a regular monthly campout is discouraged and should be on a limited basis. In cases where a scout and/or parent chooses to use the scout's ISA for a monthly campout, the scout and/or parent must inform the Treasurer who will then check the scout's current ISA balance to insure that the scout has sufficient funds in his ISA to cover the amount of the campout fee. If the fee lowers the scout's ISA below a negative balance of more than \$25, the Troop Committee Chair or Scoutmaster must approve the transaction before the scout is logged as paid on the campout payment log.

ARTICLE V DUES, FUNDING, & REGISTRATION

1. An annual participation fee of \$180 will be assessed to all registered Scouts in Troop 854. This fee is payable on August 1st of each scouting year and must be paid in full no later than December 25th of the same year. Annually, this fee will pay for Troop dues, Troop insurance, one (1) Troop Activity Shirt, re-registration fees, cross-registration fees, Boys Life subscription, troop level equipment, and all Boy Scout related awards and badges. The troop offers several fundraising opportunities during the fall for scouts to earn enough money to pay this fee.
2. Scouts who join Troop 854 during the year will be assessed a prorated participation fee that will carry them forward to the following August 1st. This prorated fee is due with their Boy Scout application at the time of joining. New Troop scouts will also receive one (1) Troop neckerchief, red shoulder epaulets, one (1) set of Troop numbers, and one (1) Troop nametag. Boys without a current BSA membership are also responsible for paying the prorated membership fees and initial Boys Life subscription, as determined by Central Florida Council.
3. Families with more than one registered scout in Troop 854 will pay a reduced fee of \$150 for the second registered sibling, \$120 for the third registered sibling, etc, etc (the 7th brother is free!). Scouts who pay their fee before September 1st will receive a discount on their annual fee and only pay \$150.
4. Scouts who fail to pay their annual participation fee in full by December 25th will not be re-registered in the troop during the annual recharter process and will be dropped from the troop rolls on December 31st.

5. Fund raising ideas will be presented to the Patrol Leaders Council for approval. Approved fund raising ideas will then be presented to the Troop Committee for approval, and, if approved, to the Chartered Organizational Representative, before submission to Central Florida Council for final approval.
6. For normal Troop fundraisers, such as Bass Pro, Popcorn Sales, Candy Sales and Christmas Wreath Sales etc, Scouts will receive one hundred percent (100%) of the profit earned at that fundraiser. This money will be held in the scout's Individual Scouting Account (ISA) in accordance with the current edition of the Troop Guidebook. On occasion, the Scoutmaster or Committee Chairman may organize a Troop fundraiser where 100% of the profit earned on this designated troop fundraiser will go to the Troop 854 General Fund. These funds can be used to help with the day to day operating expenses of the Troop or for special purposes such as Summer Camp, new Troop equipment, etc, as directed by the Troop Committee.
7. In certain fundraisers, Adult Leaders may receive credit for working. The Adult Leader can direct this credit to one of three choices: a specific scout's ISA; to the Troop General Fund; or to the Troop 854 Campership fund to provide financial assistance to deserving scouts.
8. On occasion, the Troop Committee may approve an additional assessment of the troop members to offset additional operating costs or to acquire approved equipment.
9. Troop expenditures over fifty dollars (\$50.00) by the Scoutmaster, Assistant Scoutmaster(s), Committee Chairman, or Standing Committee Coordinators require prior approval of the Troop Committee. Accurate receipts are required for all authorized expenditures, and will be reconciled with the Troop Treasurer within 30 days of the expenditure or activity.
10. The registered adult leaders authorized to sign Troop 854 checks are the Committee Chairman, Troop Treasurer, Advancement Committee Member, Scoutmaster, and at least one Assistant Scoutmaster.
11. All Troop checks require two (2) signatures.
12. Troop Budget:
 - a. Annually, at the July Committee Meeting, the Treasurer, with input from the Committee Chairman and Scoutmaster regarding the coming years program, shall present the Committee with a balanced, proposed Troop Budget for the twelve (12) month period starting August 1 of the current year (budget year). The proposed budget shall include:
 - i. Projected income and expenditures with detailed line items for the upcoming year.
 - ii. Actual income and expenditures for the current year with estimated values for the balance of the current budget year.
 - iii. Actual income and expenditures for the preceding year.
 - b. The proposed Troop Budget will be issued by the Committee Chairman, via standard communication methods, to the parents of all active scouts to all parents and registered leaders within one week of the presentation with notification of the review period and voting date for the proposed Troop Budget, which will take place at the next scheduled Committee Meeting.
 - c. Comments to the proposed Troop Budget will be accepted by the Committee Chairman and/or Troop Treasurer prior to and during the August Committee meeting. The comments do not need to be distributed, but will be presented during the discussion period prior to voting on the budget.
 - d. During the August Committee meeting, the proposed Troop Budget will be reviewed, discussed, adjusted as necessary and voted upon. The proposed Troop Budget requires a majority approval of eligible voters present at the August Committee meeting to pass and become the current year Troop Budget.
 - e. The Committee shall adhere to the Troop Budget except line items may be altered by a two thirds majority of those attending a Committee Meeting in which such change is presented as long as the budget remains balanced.

- f. The Troop Treasurer shall present a year to date update of the Troop's finances and actual budget figures at each of the Monthly Committee meetings including all income and expenses as of that month. If the Treasurer, or Assistant Treasurer, is unable to present at a Committee Meeting the Committee Chairman shall be responsible for reporting the financial report on their behalf.
- g. If not contradictory to laws and regulations, a positive balance may be carried over to the next budget year; however, a negative balance of more than \$500.00 may not be carried over, except as voted by a two thirds majority of those in attendance at the Committee Meeting in which the proposed Budget is voted upon.

ARTICLE VI TROOP ELECTIONS

1. The "New Scout" patrol(s) will elect new Patrol Leader(s) at the last Troop meeting of every month. A Scout will hold the office of Patrol Leader of a "New Scout" patrol only once, until everyone in the New Scout Patrol has been elected Patrol Leader.
2. Regular Scout patrol(s) will elect new Patrol Leader(s) in February and August. A Scout will not serve consecutive terms as a regular Scout Patrol Leader.
3. The Troop will elect a new Senior Patrol Leader (SPL), and regular Scout Patrols will elect a new Patrol Leader (PL) twice a year. Elections are normally held in February and August.
 - a. The Scoutmaster's Handbook and the Junior Leader Training Guidebook outlines the training required of all Scouts in leadership positions.
 - b. All newly elected and appointed leaders are required to attend the scheduled semiannual Troop level Junior Leader Training (JLT) as part of their acceptance of a position of responsibility.
 - c. Scouts seeking the Senior Patrol Leader (SPL) position must complete National, Council, or District level Junior Leader Training prior to seeking this office.
4. All Scout elections will be conducted via written, secret ballot, in accordance with the current edition of the Troop 854 Guidebook.
5. All appointed positions will be made by the proper youth leadership, with assistance from the Scoutmaster, as set forth by the current national publications and the Troop 854 Guidebook.
6. Election for the Order of the Arrow will be conducted by the Takachsin Chapter of Seminole Trails District according to national and local OA policies. The Troop Committee may also elect adult leader(s) from the Troop each year, in accordance with OA policies. This adult leader must also meet the same camping requirements, as do Scout nominees. This name must be submitted to the OA Chapter Election Team at the time of the Scout OA election.

ARTICLE VII RULES

Each Scout is expected to practice the Scout Oath, Law, Motto, and Outdoor Code in his daily behavior.

1. Respect other Scouts and Leaders.
2. Respect nature, Troop and personal property.
3. The Scout Sign is a call for silence.
4. The Senior Patrol Leader, or his designee, is responsible for the conduct of all Troop events.

5. Proper respect will be given to the speaker, activity, or event being presented. Unnecessary or inappropriate behavior will not be tolerated and may result in expulsion from the meeting, activity, or event.
6. ABSOLUTELY no food or drink in the Troop meeting, unless otherwise advised.
7. All tasks assigned by the Troop leadership will be carried out with appropriate Scout Spirit.
8. All Scouts and adult leaders will wear the proper uniform required for each Troop function.
9. Each Scout/Leader is responsible for the Troop property he is assigned/or using. All proper care and respect for this equipment is expected. While normal wear and tear is anticipated and expected, negligent or intentional damage to Troop or personal property will result in disciplinary action, as set forth in Article VIII.
10. All outdoor activities will be conducted in strict compliance with the policies and guidelines set forth by BSA National Council, Central Florida Council, and the Troop 854 Guidebook.
11. Once his parents have left a Scout at a Troop function, he is the responsibility of the Scoutmaster (or designated adult leader) and will remain with his Patrol and Troop unless his parents have made prior, alternative arrangements with the Scoutmaster.

ARTICLE VIII DISCIPLINE

Scouts who violate the policies and guidelines of BSA National Council, Central Florida Council, or Troop 854 are subject to disciplinary action, as deemed appropriate by the Patrol Leader's Council and the Troop Committee.

Adults who violate the policies and guidelines of BSA National Council, Central Florida Council, or Troop 854 are subject to disciplinary action, as deemed appropriate by the Troop Committee.

The Troop Committee Chairman will provide written notification of any disciplinary proceedings to the Chartered Organization, Scoutmaster, parent(s), and Scout, as appropriate.

Any report of child abuse requires the Scoutmaster or Committee Chairman to immediately notify the Seminole Trails District Executive (407 889-4403).

ARTICLE IX CERTIFICATION

The Chartered Organizational Representative having received prior notification of the vote being taken, these Bi-laws, as amended, were approved by 2/3 majority vote of all registered Troop Committee members on May 26, 2011.

On behalf of the Troop Committee,

Jason Proodian

Jason Proodian
Committee Chairman
Troop 854

I have read the Bi-laws of Troop 854 and agree to the contents set forth by the Troop Committee. I have in my possession a copy of the Troop Bi-laws for my own personal records.

Boy Scout's name (print) _____

Boy Scout's signature _____

Date _____

Parent(s) name (print) _____

Parent(s) signature _____

Date _____

Note: The Troop 854 Committee will retain this form for record-keeping purposes.