

The Bylaws of

Troop 207

**A Unit of the BOY SCOUTS OF AMERICA
Northeast Georgia Council
Etowah District
As Amended January 1, 2010
Revision: AC**

Compiled by Troop 207's Committee Members

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Article I. Introduction and Nomenclature

The Troop Committee has adopted the following bylaws concerning the operation and activities of the Troop based on the policies, procedures and guidelines as described in the *Boy Scout Handbook* and the *Scoutmaster Handbook*.

Parent implies Parent or Guardian of the Scout.

Article II. Purpose and Method of Troop 207

The intent of these statements is to provide a basis from which to make decisions.

Section 2.01 Purpose

To prepare young people for a lifetime of ethical leadership in accordance with the principles of Scouting.

Section 2.02 Method

Advancing Scouts with well-organized and enjoyable events.

Article III. Sponsorship

Troop 207, Boy Scouts of America, is sponsored by Creekside United Methodist Church, Cumming, Georgia and is administered by the Troop Committee and leadership of adult registered Scouters. Troop 207 is part of the Etowah District of the Northeast Georgia Council.

Article IV. Troop Committee Organization and Establishment

Section 4.01 Nomination and Election of a Chair

There will be an at-large nomination and vote for the Troop Committee Chair at a date to be determined. All voters must be registered members of Troop 207.

Section 4.02 Core Troop Committee Positions and Substitutes

The Core Troop Committee shall be made up of the following seven positions.

Position Name

Committee Chair

Secretary

Treasurer

Training Coordinator

Outdoor/Activities Coordinator

Advancement Coordinator

Membership Coordinator

Each Core Troop Committee member other than the Chair should recruit and name a substitute (or Vice Chair) that will fill in for them as necessary at the Troop Committee meetings, and make Committee reports on their behalf. Substitute Troop Committee members must be registered adult members of Troop 207 and will be selected by the Troop Committee by vote.

Section 4.03 Troop Committee - Attached Positions

The Core Troop Committee may establish Attached Troop Committee positions for the purpose of facilitating troop business. Each of these positions will be attached (or report to) one of the Core Troop Committee members for oversight. Attached Troop Committee nominees must be registered adult members of Troop 207 and will be selected by the Troop Committee by vote.

The Attached Troop Committee Positions are:

<u>Position Name</u>	<u>Attached To</u>
Equipment Coordinator	Outdoors/Activities Coordinator
Chaplain	Committee Chair
Health Coordinator	Outdoors/Activities Coordinator
Uniform Coordinator	Membership Coordinator
Publicity Coordinator	Secretary
Fundraising Coordinator	Treasurer
New Scout Liaison	Membership Chair
Merit Badge Coordinator	Advancement Chair
Safety and Behavior Coordinator	Training Coordinator
Eagle Coordinator	Committee Chair
Popcorn Sales Coordinator	Treasurer

Section 4.04 Method of election of the Troop Committee Vice Chair

The Troop Committee shall from one of their ranks, nominate and elect by simple majority a Vice Chair to fill in for the Troop Committee Chair on those occasions when the Committee Chair is not available, or as requested by the Committee Chair.

Section 4.05 Core Troop Committee Member Participation

Each Core Troop Committee position should be represented at each Troop Committee Meeting, either in person or by substitute. As a member of the Core Troop Committee, regular participation is required. Excessive absences may necessitate that a Committee Position be replaced. Missing 100% of the meetings within a quarter is considered excessive.

Section 4.06 Committee Member Replacement

At the discretion of the Troop Committee, a Committee Position or Attached Position Chair may be replaced by recruiting, nominating and electing a replacement by majority vote of the Troop Committee.

Section 4.07 Committee Position Descriptions

(a) Core Committee Positions

Committee Chair – Jim Jacobus

- Organizes the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organization representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly roundtables.
- Secure top-notch, trained individuals for camp leadership.

- Arrange for charter review and re-charter annually.
- Plan the charter presentation.
- Review and approve adult leader applications
- Eagle recommendations

Secretary – Kelly Avera

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity in the absence of a Publicity Coordinator.
- Coordinate news releases on troop activities and scout accomplishments in and out of Scouting, and involve the scouts in same.
- Prepare a family newsletter of troop events and activities.
- Work with the Merit Badge Coordinator to conduct the troop resource survey.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.
- Monitor and prompt “Thank You” letters from boys and adult leaders and on behalf of the troop. Also ‘get well’ and ‘sympathy’ notes.

Treasurer – Cris Utter

- Handle all troop funds and report to the Troop Committee at each meeting.
- Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain checking and savings accounts.
- Train and supervise the troop scribe in record keeping.
- Keep adequate records in the Troop/Team Record Book.
- Supervise money-earning projects, including obtaining proper authorization.
- Supervise the camp savings plan.
- Lead in the preparation of the annual troop budget.
- Lead in Friends of Scouting Campaign.
- Appoint Popcorn and other fundraising chairs.
- Provide for collections and accounting for trips
- Reimburse for expenses and establish procedures for such.
- Provide for campership assistance.

Training Coordinator

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes and other training resources.
- Work with the district training team in scheduling *Fast Start* training for all new leaders.
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic youth leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting.
- Assist in orientation of new parents.
- Be watchful that the troop is taking all steps to ensure the boys’ safety.

Outdoor/Activities Coordinator – Pete Sisseron

- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Work closely with Troop families to promote attendance at troop campouts, camporees, and summer camp to reach the goal of at least one outing per month.
- Secure tour permits for all troop activities.

- Report to the troop committee at each meeting.

Advancement Coordinator – Debra Thompson

- Encourage Scouts to advance in rank.
- Work with the troop scribe to maintain all Scout advancement records.
- Arrange troop boards of review and courts of honor.
- Work with the Merit Badge Coordinator to develop and maintain a merit badge counselor list.
- Make a prompt report on the correct form to the council service center when a troop Board of Review is held. Secure badges and certificates.
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
- Report to the troop committee at each meeting.

Membership Coordinator

- Develop a plan for year-round membership flow into the troop.
- Work closely with the Cubmaster and Webelos den leader of the neighboring Cub Scout packs to provide a smooth transition from pack to troop. Assist in developing and recruiting den chiefs, and assist in the crossover ceremony from Webelos Scouts to Boy Scouts.
- Insure that Webelos properly register with the troop.
- Keep the committee informed regarding the number of Webelos bridging and dates of bridging ceremonies.
- Keep the Uniform Coordinator informed regarding the need for neckerchiefs, and T-shirts for Webelos bridging into troop.
- Plan and coordinate a troop open house to invite non-Scouts into the troop.
- Encourage Scouts to invite their friends to join the troop.
- Keep track of Scouts who drop out of the troop, and develop a plan to encourage them to rejoin.

(b) Attached Committee Positions

Equipment Coordinator – Brian Thompson

- Supervise and help the troop procure camping equipment.
- Work with the Troop Quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all the troop camping gear, and encourage the troop in the safe use of all outdoor equipment.
- Report to the troop Committee at each meeting

Chaplain

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in time of sickness or need.
- Give spiritual counseling service when needed or requested.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Report to the troop committee at each meeting.

Health Coordinator – Evelyn Jacobus

- Maintain records of Scout and Adult Annual BSA Health and Medical Records.
- Contact Scouts and Parents when updated forms are required.

- Review records prior to troop activities to ensure updated forms are copied and provided to the event leader.

Uniform Coordinator

- T-Shirts, Jackets, Hats, Bolos, etc.
- Take orders for T-Shirts, Jackets, Hats, Neckerchiefs, etc.
- Ensure that new troop members obtain Class B T-Shirts in a timely fashion.
- Secure payment for any order and deliver to Troop treasurer.
- Keep the committee informed regarding any change in cost or vendor of these items.
- Coordinate a uniform exchange program within the troop.

Publicity Coordinator

- Coordinate publicity in local media and Council and District Newsletters regarding activities of the troop or individual scouts as directed by the troop committee.
- Work closely with the Scoutmaster and Troop Committee to insure timely information regarding any publicity effort on behalf of the troop.
- Obtain copies of any media coverage of the Troop and deliver to Troop historian.
- Maintain the Troop website and calendar on-line.

Fundraising Coordinator – Stefanie Winborne

- Coordinate annual fundraising events.
 - Popcorn
 - Christmas Tree Pickup
 - Scout Cards
- Report to the committee regarding the progress of fundraising efforts.
- Encourage Scout and Parent participation in Fundraising activities.
- Insure that fundraising projects comply with District and Council Scouting policies and standards.
- Prepare and submit *Unit Money-Earning Application* to local council.

New Scout Liaison

- Work closely with the New Scout patrols to insure their participation at troop meetings and activities.
- Insure that the new scouts are properly uniformed and are familiar with the troop leadership and structure.
- Coordinate orientation for new families through an annual parent meeting.
- Encourage new scouts to advance in rank.

Merit Badge Coordinator – Carol Pawlik

- Work with the Advancement Coordinator to develop and maintain a merit badge counselor list.
- Work with the Council Merit Badge Coordinator to keep an up to date list of the council wide merit badge counselors.
- Assist in the recruitment and registration of adults to serve as merit badge counselors.
- Assist the troop librarian in maintaining a Merit Badge Pamphlet Library at the scout hut.
- Keep track of changes in Merit Badge requirements and inform the troop of those changes.

Safety and Behavior Coordinator

- Review all aspects of troop activity from a standpoint of Safety
- Maintain all current BSA policies on safety, e. g. Guide to Safe Scouting, Sweet 16, SSD/SA, Climb on Safely
- Instruct on and monitor 2-deep leadership and Youth Protection
- Keep medical records on scouts & adults, make available for all outings
- Keep records of all reported injuries or incidents wherein safety might be implicated

- Promote policies enhancing safety and enjoyment by all members, including but not limited to disciplinary concerns
- Report to the troop committee at each meeting
- Participate on Behavior committee

Eagle Coordinator

- Assist Scouts in planning their track toward Eagle
- Maintain current literature and policies on Eagle requirements and procedure
- Give appropriate orientation to scouts who attain the rank of Life, and their parents
- Assist CC in compiling and retaining necessary records and recommendations
- Pick up Eagles
- Assist in planning and coordinating Eagle ceremonies
- Maintain liaison with past Eagles
- Promote adult leader attendance at District Eagle Boards.

Popcorn Sales Coordinator – Cris Utter

- Responsible for obtaining the popcorn sales packets from the District Popcorn Kickoff meeting.
- Responsible for distributing these sales packets to the scouts at a troop Kickoff meeting.
- Communicate to the troop the dates for each step of the sale process.
- Collect and maintain records of all the sales income.

Article V. Troop Committee Business Management

Section 5.01 Assignment of Quorum

Quorum is the minimum number of members required to be present at an assembly or meeting before it can validly proceed to transact business. Quorum is assigned to four Core Troop Committee members, not including the Attached Troop Committee members. Previously established substitute Troop Committee members may count toward Quorum in place of whom they are substituting for, however a single person cannot be counted toward Quorum more than once.

Section 5.02 Troop Committee Meetings and Meeting Frequency

The Troop Committee shall hold a regularly scheduled monthly meeting of the Troop Committee. The suggested timing is on the Wednesday after Roundtable of each month January through December. There will be no committee meeting in June and July.

The Troop Committee Chair or Vice Chair may call a special Troop Committee meeting as needed without notice. At special called meetings, all business management rules apply as with regular Troop Committee meetings.

Section 5.03 Troop Business Execution

All parents of Troop 207 Scouts are encouraged to take part in the Troop Committee meetings and participate in business discussions. Troop business will be advertised on the Committee meeting agenda one week prior to the meeting. Optionally at the meeting, troop business may be added to the agenda at the discretion of the Troop Committee Chair. If quorum is established, troop business will be executed by a simple majority vote of the voting members present. Any registered adult of the troop is a voting member.

Section 5.04 Establishing Troop Subcommittees (Resp: Chair)

The Troop Committee will manage the establishment, the charter and the status of the Troop Subcommittees.

(a) Subcommittee Establishment, Charter and Objectives

The Troop Committee alone will establish and annul Troop Subcommittees. The Troop Committee will define the charter of the subcommittee at the time it is established, and will periodically review and refine the charter as necessary. In addition to the charter, specific objectives of the subcommittee will be outlined and communicated to the subcommittee in writing. Each subcommittee will be attached to a Core Troop Committee Position.

(b) Subcommittee Chair and Membership

The Troop Committee will nominate and vote to determine the chair of the subcommittee. The chair must be a registered member of the Scout Troop. The subcommittee chair may establish the remainder of the subcommittee positions. Subcommittee members may or may not be registered members of the Scout Troop.

(c) Subcommittee Meeting Minutes and Reports

The subcommittee should record the minutes from their subcommittee meetings and make those available to the Troop Committee along with the subcommittee report. The Troop Committee will propose the subcommittee reporting content and frequency. Generally, active subcommittees should present a report at each Troop Committee meeting. The subcommittee report should include the charter, any proposed alterations to the charter, an update on the status of the objectives (including cost and timing if applicable), as well as any revisions to the objectives.

(d) Subcommittee Status

The Troop Committee will determine the status of the subcommittee to be Active or Inactive.

Section 5.05 Planning Committee

The Troop Schedule requires vigilance and perseverance to be kept relevant and up to date. The Committee will establish and charter a Planning Committee to

1. Prepare and execute the bi-annual Troop Committee Planning Sessions (January and August).
2. 'Own' and ensure proper publication of the Troop Committee Schedule and the Troop Schedule.

Planning Committee membership includes the Troop Committee Chair, the Outdoors/Activities Chair, the Secretary, the Scoutmaster and the Senior Patrol Leader.

Section 5.06 Sensitive Issues Resolution Committee

From time to time there will be issues of a sensitive nature and complaints that arise and will need to be resolved appropriately. The Committee shall establish and charter a Sensitive Issues Resolution Committee to

1. Create and make known a proper venue for receiving notification of sensitive issues or complaints.
2. Receive, process, and respond to issues of a sensitive nature in a timely way.
3. Provide a review and appeal process for issues presented to the Committee for the purpose of reconciling and resolving issues.
4. Guard both respect of the individuals involved and the proper confidentiality of the information.
5. Determine and provide the proper content and extent of communication to the Troop Committee and the Troop or Troop Parents regarding issues raised.

Committee membership includes the Troop Committee Chair, the Safety and Behavior Chair and the Troop Chaplain as voting members, and the Scoutmaster as an advisory member.

Section 5.07 Committee Reports

(a) Finance

1. Report for the last year or calendar year with current balance, all accounts.
2. Transactions since last report, including deposits from fundraisers, etc.

(b) Advancement

1. Advancements -year to date--number of rank advancement, number of MBs.
2. Current rank report--n Tenderfeet, n Second class, n Stars, etc. (helps with planning)
3. Not advancing for 1 year, not advancing at last COH
4. Upcoming advancement opportunities
5. Advancement needs, e. g. overnighter cooking requirement, etc.

(c) Membership

1. Current number registered adults, Scouts
2. Attendance for the last month.
3. Average attendance for last year; number and IDs of those not attending in; last month, last 2-3 months.
4. Visitor status
5. Den Chief report and other report on expected crossovers, and other recruiting efforts.
6. Lost member (Drop) follow-up report. This sounds like a lot, but is easily doable with Troopmaster, and if the boys start taking attendance, as each patrol leader should be doing now. This also reinforces patrol identity.

(d) Training

1. Training since last meeting
2. Current trained report
3. Progress toward training recognition by adult leaders.
4. Upcoming training opportunities.

(e) Troop Committee Meeting Minutes, including Troop Subcommittee Meetings

Minutes should be prepared and issued within ten days of meeting.

Committee Meeting Minutes should include the Committee Organization, meeting attendance, Subcommittee Rosters, Active Committee Reports, Troop Committee Business and Calendar.

Article VI. Method of Alteration and Adoption of Troop Bylaws

Section 6.01 Introduction of Bylaw Proposals

Proposed additions or alterations to the Troop Bylaws will be submitted in writing to the Troop Committee Chair or any Troop Committee Member from any source for consideration by the Troop Committee. The proposal recipient will be responsible for communicating the proposal to the Troop Committee for review at least one week prior to the Troop Committee meeting, and will be responsible for ensuring that the item is added to the meeting agenda.

Section 6.02 Review of Bylaw Proposals by the Troop Committee

By motion and second, the proposal will be reviewed by the Troop Committee in meeting.

Section 6.03 Adoption of Bylaw Changes and Additions

By motion and second, the proposal will be brought to a vote. A majority vote of the committee members present is sufficient for adoption of the proposal affecting the Troop Bylaws. The vote will be administered by the Troop Committee Chair or designate

Section 6.04 Method of Communicating Troop Bylaw Revisions

The Secretary will maintain the original Troop Bylaws. The Secretary will ensure that updates are issued to Troop Committee members. The Secretary will ensure that Scout Parents have access to the content of the Troop Bylaws upon request. The Secretary may at their discretion issue copies of the Troop Bylaws in part or whole to all Scout Parents. Present on each page of the bylaws will be a revision number in the footer.

Section 6.05 Emergency Alterations to Troop Bylaws

Notwithstanding the preferred method of introducing proposals to the bylaws (described above), the Troop Committee Chair or their designate may on occasion propose alterations to the Troop Bylaws in the Troop Committee meeting. The method of adoption and communication would not change in that case, except that rather than require a majority vote, passage will require a unanimous vote by the Troop Committee Members present.

Article VII. Financial Management

Section 7.01 Dues and Fees

Annual Scout membership dues, assessments and various event fees are required to be paid to be eligible to participate in the troop and troop events respectively. The Committee shall be responsible to set and publish the joining fees, annual membership dues and assessment fees by August 31st for the next charter year. The Treasurer should have all fees collected by January 31st to conclude the re-charter submission.

Section 7.02 Financial Reimbursement

(a) Purpose

The intent of the Financial Reimbursement Policy is to define the terms or requirements whereby a Scout or Parent reimburses the Troop for expenses associated with involvement in the Troop. These expense items might include yearly dues or assessments, uniform and related items, and expenses associated with attending Troop activities.

(b) Process

Under normal circumstances, the scout will pay all expenses. Yearly dues or assessments and trip fees are discussed in the weekly patrol meetings and all Scouts that participate in the troop are expected to pay their share of the expenses.

(c) Payment

All payments for dues, assessments or trip fees should be made directly to the Treasurer of the troop. Checks made payable to "Troop 207" is preferred for all expense items, but cash will be accepted in the event a check is not available. Cash should be handed to the Treasurer or the Event Chair for safe and accurate handling and record keeping. If the Treasurer is not available to receive funds, the check can be given to a registered leader at a Troop meeting

Delinquent Funds

Most of the events associated with Scouting have deadlines. Annual dues or assessments occur during Troop re-charter in January. Most trips require deposits and final installments prior to the date of the scheduled trip. The Treasurer will announce the deposit and payment deadline dates as the events unfold during the year. Efforts should be made to ensure that all funds are paid on time prior to any scheduled event. Efforts will be made during the regularly scheduled meetings to collect any delinquent funds from Scouts. Extended delinquent funds status of any Scout will result in the appropriate action necessary to recover the funds.

Section 7.03 Financial Help

(a) Purpose

The intent of the Financial Help Policy is to define the terms or requirements whereby a Scout (or his family) might receive financial assistance with expenses associated with belonging to Troop 207. These expense items might include yearly dues or assessments, uniform and related items, or expenses associated with a Troop activity.

(b) Application Process

The process for obtaining funds is as follows:

1. The Scout or Parent should approach the Scoutmaster, the Committee Chair or the Treasurer and make their need known.
2. The Troop Committee should decide whether troop funds be committed in order to fulfill the need on a case by case basis.
3. The Committee should consider the Scout's participation in fund raising events designed to benefit the troop in making the determination of support.
4. The popcorn sales earned by the Scout should be considered as a source of funds for financial help. The amount is a small percentage of the Scout's gross popcorn sales, and is typically used to fund summer camp.
5. The Scoutmaster may decide on his own for amounts up to \$25.

(c) Communication of Results

Once the Committee has made a decision regarding the request, the Scoutmaster or designate should communicate the results to the Scout and his family in private.

Section 7.04 Troop Fund Raisers

(a) Popcorn Sales

The troop participates in the annual Boy Scout Popcorn Sales fundraiser. Organized by the Popcorn Chair, each Scout is encouraged to sell popcorn in uniform to raise money to be used for BSA, the Troop and towards the cost of their summer camp experience. The Troop receives 35% of the total popcorn sales amount. The funds the Troop receives from Popcorn sales are distributed as follows, 75% to the Scout Account (Scout Bucks) and 25% to the Troop. (See Popcorn Chair position description)

Article VIII. Membership

Section 8.01 Scout Membership and Participation

Boys who qualify for registration in the Boy Scouts of America and who have their parents consent may apply for membership to the Troop. Troop 207 will consist of patrols, which will be limited to 6 - 10 Scouts each. The patrols will be organized and run according to the Boy Scouts of America Troop Organization Plan. Boys registered as members of Troop 207 are expected to be active participants in Scouting by regularly attending at troop meetings and activities and participation in service projects and fund raising.

Section 8.02 Protocol for New Scout Patrol Assignments

The Membership Chairman will make patrol assignments. It is the intent to keep patrols equally balanced with six to eight members in each patrol, including the Troop Guide. Age groups when possible will divide patrols.

Any new scout joining Troop 207 will be placed into the patrol of that age group with the fewest members. This will be done randomly and at the discretion of the Scout Master & Membership Chairman. Scouts crossing over from Cub Scouts will be placed into an existing patrol or will be placed into new patrols where sufficient members are needed and mixed with other boys from other groups.

Section 8.03 Adult Membership and Participation

Parents are welcome and encouraged to become active participants in the troop program. Adults that intend to participate are strongly encouraged to become registered members and if possible, attend Leader Training. Registration provides you with insurance and also makes you eligible to become a member of the Troop

Committee or a Merit Badge Counselor. Parents are encouraged to become Merit Badge Counselors within their area of expertise.

Section 8.04 High Adventure Unit Membership and Participation

Troop 207 will have a high adventure unit, centered on a Venture Crew. The purpose of the unit is to focus on high adventure activities, fostering retention of older boys in the Scouting program. Adult and youth leadership of the Venture Crew must be registered primarily as Venture members. The Troop Committee of Troop 207 will also govern the Venture Crew. The Boy Scouts who participate in the high adventure activities must be age 13 and at least Star rank, or registered for an upcoming high adventure event within the next 12 months.

The Venture Crew should plan events and solicit adult event leaders.

Article IX. Scout Event Participation

Section 9.01 Supervision

All scheduled Troop activities, inclusive of outdoor activities will be under the supervision of a minimum of two registered adults (Scoutmaster, Assistant Scoutmasters, or Troop Committee Members). At least one must be current with Youth Protection Training. Each patrol will have at least one registered Assistant Scoutmaster assigned as a Patrol Advisor.

Section 9.02 Scout Health Qualification

It is the responsibility for the parent to inform the Safety Officer and Event Safety Officer promptly of any health problem or disability that would affect their son in taking part in the troop activities. This notification should be done in writing and turned in with the activity permission slip. Parents are also responsible for advising in the same way of any special medical requirements their son may have including, but not limited to, the administration of medication.

Parents are responsible to obtain and keep current the Annual BSA Health and Medical Record for their son. Parents are also responsible to re-certify annually by their review and signature that the documents on-file with the troop has not expired and is accurate. The proper time to accomplish this is at Troop Re-charter.

At the discretion of the Event Safety Officer, the parent may be required to accompany the Scout on the trip.

Section 9.03 Conduct

A Scout is expected to conduct himself as a Scout at all times in compliance with the Scout Oath & Law. In addition a Scout is expected to follow all BSA, Troop, or activity site regulations. Conduct that detracts from the overall best interest of the Troop and BSA will not be tolerated. Any Scout in violation of the rules of conduct may be subject to suspension or probation by the Scoutmaster. Repeat offenders may be dismissed from the troop by the Troop Committee or Scoutmaster.

Section 9.04 Scout Uniform Policy

(a) Introduction

The leadership of Troop 207 puts an emphasis on the Scout uniform as the most visible symbol of Scouting to the community. It is our desire that members of Troop 207 display to the community their pride in being a member of Troop 207 and the Boy Scouts of America by wearing the uniform. The way a Scout wears the uniform demonstrates this pride in his patrol and the troop, as well as establishing a positive reputation for Scouting. The rules covering uniforms in the *Scouting Handbook* are designed to encourage scouts to wear the uniform properly and as a symbol of their individual achievement and the achievements of their troop.

(b) Field Uniform or "Class A"

The Official Boy Scout Field Uniform, commonly referred to as "Class A", consists of official pants or shorts, belt, socks and shirt with correct insignia. The official BSA pants are an optional requirement for scouts in Troop 207. Current Boy Scout registration membership card or temporary certificate should be available for inspections. See Boy Scout Handbook, pp. 12-13, inside front & back cover, and uniform inspection form No. 34283 "Official Placement of Insignia" or "Official Insignia Guide", No. 3064A for more detail.

(c) Activity Uniform or "Class B"

The Activity Uniform, commonly referred to as "Class B" shall consist of Official Boy Scout shorts or pants or khaki shorts or pants and a troop T-shirt. Camp shirts may be substituted for troop shirts as designated or if a troop shirt is not available.

(d) Shirt

In order to display rank and troop identity, the shirt should be the first priority in uniform acquisition and should be obtained ASAP.

(e) Hats and Belts

Official Scout or troop hats or caps and belts, camp hats or caps and belts, or plain hats or caps and belts may be worn with either uniform. The Troop hat is a camouflage "boonie hat" and can be ordered from this website: <http://www.flyingtigerssurplus.com/search.php?query=1052d>. Hats, caps, belts or buckles with college, product, or other logos should not be worn with either uniform.

(f) Pants

Official Scout pants or shorts are encouraged, and frequently extras may be found at the Scout Hut. If unavailable, olive drab (Class A) or khaki (Class B-field) is preferred. Camouflage is not acceptable.

(g) Bolo

Decided by vote of the Troop, Leaders and Boy Scouts of Troop 207 wear the BSA Bolo tie.

(h) Handbook and Pencil

The *Boy Scout Handbook*, pencil, and paper are considered uniform for all troop meetings or events.

(i) Court of Honor Participation

A scout may not participate in a board of review or Court of Honor unless, to extent of his ability, he is in Field Uniform under this policy including *Boy Scout Handbook*.

(j) Travel and Events

The Field Uniform (Class A) should be worn for all troop events and while traveling to and from camp or troop events. Generally, a uniform is not required for backpacking or day hiking, but a uniform should be brought to camporees.

(k) Experienced Uniforms

Outgrown uniforms should be "re-cycled" through the quartermaster. The Committee may set a fee or price for experienced uniforms, otherwise, no charge.

Section 9.05 Event Chair

(a) Event Checklist

1. Each event will have an Event Chair. This person is responsible for the specific event including filling out all tour permits, finding out who is driving, how many are going, and how long they will be gone. This includes setting up the trip, funding it (through Scout participation and collections) and reporting on the trip after the fact with an exit report. This can be coordinated with other leaders.
2. Each event will have an Event Safety Chair. This person may be the same as the Event Chair. The Event Safety Chair is responsible for ensuring that proper safety precautions are in place during the event and promotes safety to event participants.
3. The event Chair will forward the tour permit to the Safety Chair and will consult with the Safety Chair or Event Safety Chair on applicable event safety procedures, ensuring adequate plans, staff and administration during the event.
4. The trip report will have an attached sheet to provide information about each trip including where we are going, how we will get there, and the purpose of the trip (advancement, merit badge, just for fun, etc.) This will also include a description of the trip, and an exit report.
5. The Event Chair must specify participation constraints for the event, such as whether siblings or non-scouts may participate.
6. The event chair will make sure that each scout is made aware of the uniform policy for each event and any pertinent rules surrounding the trip.
7. The event chair will make sure each patrol understands their role in the event.
8. The event chair can assign an Assistant Scoutmaster to help him or her with keeping order during the events.
9. The event coordinator and the Assistant scoutmasters are to make sure each scout has a buddy and is never away without his buddy.
10. After each event the event chair will need to get comments and suggestions from several scouts in order to help evaluate the trip.
11. The chair will report back to the Outdoors/Activity Chair with all reports and suggestions at the next regular scout meeting.
12. All forms and documents will be available through the Chair.
13. The Event Chair will provide Driver and Parent Assistance (see checklist below).

(b) Driver and Parent Assistance Checklist

1. Meeting date, time, and place
2. Departure time
3. Maps and instructions to all drivers
4. Intermediate stops or meeting places
5. Consideration of in route communication, radios or cell phone number exchange.
6. Event arrival and start time.
7. Event agenda
8. Event end and departure time.
9. Trip home plans and return time and place.

Section 9.06 Event Participation Classification

Purpose: To quickly establish the event participation constraints.

Each Scouting Event falls in one of two Event Participation Classifications

1. Campout where all registered scouts and parents will be eligible to participate
2. Family Campout – where siblings and spouses of registered leaders can camp.

The event coordinator will decide what classification of campout each event is.

- In the event a person other than a registered boy scout wishes to attend an activity of Troop 207, they must get permission from the event coordinator and the Troop Committee. This person will have to fill out an application, and will be the responsibility of the ones that invited him.
- The Event Coordinator will decide the details on cooking for each event.
- The Event Coordinator will fill out an event report supplied by the Outdoors/Activities Chair and will submit it back to the committee.
- All activities are to be considered strenuous. Plan appropriately.
- Health forms for each participant will be required at all events and activities, and will be kept by the Event Coordinator.
- Other participants may be allowed on a case by case basis by event classification.
- The Event Coordinator along with the Troop Committee can make restrictions on events due to experience, age, or rank.
- All events are to be conducted under the BSA Rules for Safe Scouting, which includes two deep leadership.

Article X. Leadership and Advancement

Section 10.01 Troop and Patrol Leadership

The Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, Troop Guide, and Junior Assistant Scoutmasters conduct troop meetings and outings. The Scoutmaster & Assistant Scoutmasters provide guidance and instruction to these Scout Leaders and are responsible for the overall safety and welfare of the Troop. Patrol Leaders are responsible for the behavior, conduct and safety of the Scouts in their patrol. They will receive guidance and oversight by the Patrol Advisors assigned to that patrol.

Section 10.02 Parental Authorization of Advancement

Only a parent can sign off on Youth Protection

A parent (that is not the Merit Badge Counselor) may not sign off on any advancement requirements other than Youth Protection.

Only a Registered Leader or Merit Badge Counselor may sign off on merit badge requirements.

Merit Badge Counselors are advised not to sign off on their son's advancement requirements unless that advancement opportunity was offered to the entire troop.

Section 10.03 Presentation of Badges of Rank and Merit Badges

Badges of Rank and Merit Badges and their respective presentation cards shall be presented at Courts of Honor only. However, presentation by the Advancement Chairman or Scoutmaster (without ceremony) may be authorized in any of the following circumstances:

1. The scout is transferring to another troop or community.
2. The scout's absence from the first Court of Honor at which the badge was to be presented has been excused.
3. Such other circumstances as shall be approved by the committee on recommendation of the Advancement Chair or Scoutmaster.

Section 10.04 Scheduling Merit Badge Advancement Opportunities

Consider these recommendations when scheduling Merit Badge Advancement Opportunities.

1. Merit Badge opportunities should be offered broadly within the troop.
2. Weekly scout meetings should not be used for Merit Badge activities unless the Merit Badge is part of topic of the month as defined at the Planning Meetings or in preparation for an event.
3. Merit Badge activities can be scheduled by any adult at anytime with a Merit Badge counselor.

Section 10.05 Eagle Court of Honor Protocol

For Eagle Courts of Honor, the troop shall arrange the purchase and presentation from troop funds of the following accoutrements under the guidance of the Treasurer:

1. Mother's Pin
2. Dad's tie tack
4. Plaque
5. Neckerchief and slide

Article XI. Troop Information and Publications Policy

Troop information and troop business needs to be communicated properly to those involved, including all of the Parents of the Scouts.

Section 11.01 Troop Information Databases

Troop 207 will use TroopMaster software to maintain membership and advancement information. Scout and Parent information collected via registrations will be held confidential and as such, will be accessed and updated by the Scoutmaster and Core Troop Committee Members.

(a) Purpose

The main purpose of the TroopMaster software is to maintain data for BSA Troop 207 scouts and the scout unit. The information should be properly and accurately reported and maintained to the best of the ability of the designated responsible persons.

The data is to be available to BSA members, but is not to be available for distribution outside the needs of BSA scouts, scout parents and leaders.

(b) Data Acquisition & Update Procedures

Information is provided to the TroopMaster Data Coordinator as outlined below, usually in the form of a list or email when possible.

Advancement – Scout advancement information is provided by the Advancement Chair. Information includes scout rank advancements, completed merit badge cards, dates of completion, and any other pertinent data. Other Advancement data: Merit Badge Counselor information is maintained by Advancement Chair and/or TroopMaster Data Coordinator, and is reviewed annually.

Membership – New membership information is provided by the Membership Chair. Information includes info from completed new scout forms, adult registration forms, merit badge counselor forms and annual recharter list. Other Membership data: Automobile registration – in the past this has been gathered from new parents after Webelo to Scout transition. Current physical records – Copies of the Annual BSA Health and Medical Records are provided by the Safety Officer to update medical information required by BSA regulations.

Activities – Activity information is provided by Outdoor/Activities Chair. Information includes activity type, date, attendance, and variations in attendance (i.e. 1 night of camping on a 2-night campout). Event/Activity information may be provided by the designated Event Coordinator who will verify the participation, etc. from that event.

Training – Scout and adult training information is provided by the Training Chair. Special training classes & awards (i.e. BSA Lifeguard, Totin' Chip, etc.) are also reported for recording in TroopMaster by the adult leader in charge of the training.

Fundraiser / Finance – TroopMaster does not provide the ability to keep track of regular troop finances. There is a companion product, *TroopLedger* designed for this function. It does, however, provide tracking of individual & unit sales & payments for fundraisers, although it has not been used to track fundraiser money/ sales information to date.

(c) Data Distribution & Access Guidelines

Currently, the Troop Committee Chairs have access to TroopMaster software and receive updates of data files from the TroopMaster Data Coordinator. Due to software licensing restrictions and sensitive information in the database, distribution of the software program and data files will remain at the Core Committee level.

Backup data copies are distributed electronically to the Troop Committee Chairs quarterly, and may be distributed more frequently if the need arises or at the discretion of the TM Data Coordinator, such as after a major update. Updated working data files are sent to the backup TM Data Coordinator quarterly, or as frequently as needed. Updated archive data files are sent to the backup TM Data Coordinator annually.

The distribution of information is accomplished primarily using reports. There are many reports that can be generated and distributed to scouts or adult leaders as deemed appropriate, necessary, or by request. These reports can be printed or sent electronically at the discretion of the TroopMaster Data Coordinator or any Troop 207 Committee member with software and data access. Examples may include, but are not restricted to the following: Individual Scout Progress, Individual Scout History, etc. Reports can be printed or sent electronically to the scout or his parents. Any reports that can help a scout complete his own records, such as Activity Reports, etc. can be sent as requested. Reports that can be used to assist adult leaders, Patrol Leaders, the Senior Patrol Leader or Assistant Senior Patrol Leader are also made available by request.

Long Range Plans:

Long range plans include continued use of TroopMaster to generate BSA compliance reports and informational reports for members as needed, such as Tour Permits, Unit Rosters, phone lists, etc. The use of TM software and database will likely increase as BSA reporting requirements increase.

Section 11.02 Publication Items

1. Troop Committee meeting minutes, except those portions determined by the Committee to be held as confidential, will be routinely available to the Parents.
2. Troop bylaws will be routinely available to the Parents.
3. Trip Reports will be made available to the Parents upon request.
4. Committee Reports will be made available to the Parents upon request.

Section 11.03 Publication Methods

1. Paper handouts will be provided at Troop expense to Troop Committee meeting participants.
2. E-mail attachments in 'PDF' format will be e-mailed to Parents of the Troop for those who have provided an e-mail address and have not opted out of receiving such attachments.
3. Upon request, and with approval by the Troop Committee Chair or Secretary, paper copies will be mailed at Troop expense.
4. As available, the Troop207.com web site will hold copies for general viewing.
5. Original documents will be held by the Troop Secretary.

Section 11.04 Troop207.com Web Space Publications

1. Scout last names may not be published on the web, however a first name may be used.
2. Adult first and last names may be published on the web unless requested otherwise.
3. Scouting event pictures, including pictures of the scouts may be published on the web.

4. Discretion of web publication will be the purview of the web master, with oversight by the Troop Committee.

Section 11.05 Information Privacy and Copyright Policy

Troop 207, Cumming, Ga. is committed to maintaining the privacy and security of the Personal Information collected. Scout or adult personal information provided to Troop 207 will not be distributed for any purpose other than what is required to be provided to the BSA organization. This policy will be referenced and available on Troop 207 publications. Nothing herein precludes the day-to-day communication of information within the troop, including the publishing of rosters, phone numbers, e-mail addresses, etc.

For convenience, Troop207.com may contain hyperlinks to other pages as well as other web sites. We can make no promises or guarantees regarding data collection on the hyperlinked pages and sites that are not owned by Troop207.com.

Whereas Troop 207 publications will be copyrighted and may not be reproduced without the consent of the Troop Committee, Troop documents will contain the following statement: "Copyright <Year> BSA Troop 207, Cumming, GA. All Rights Reserved."