

## BYLAWS AND POLICIES

### TROOP 2193

#### COWETA DISTRICT, FLINT RIVER COUNCIL

#### BOY SCOUTS OF AMERICA

##### 1. PURPOSE

A. The purpose of Boy Scout Troop 2193 is to foster the highest standards of integrity, character, and spirituality for young men in the Christian community, facilitated through outdoor skills development as established by the National Council of the Boy Scouts of America.

B. Troop 2193 recognizes and supports the BSA Declaration of Religious Principle (from BSA Article IX Policies and Definitions- Charter and Bylaws, Section 1, Clause 1.)

“The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God. In the first part of the Scout Oath or Promise the member declares, “On my honor I will do my best to do my duty to God and my country and to obey the Scout Law.” The recognition of God as the ruling and leading power in the universe and the grateful acknowledgment of His favors and blessings are necessary to the best type of citizenship and are wholesome precepts in the education of the growing members. No matter what the religious faith of the members may be, this fundamental need of good citizenship should be kept before them. The Boy Scouts of America, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization or group with which the member is connected shall give definite attention to religious life.”

##### 2. TROOP MEMBERSHIP

Membership shall be open to all qualified boys who meet current National Boy Scouts of America membership requirements and agree to adhere to the principles set forth by that organization.

2. TROOP MEMBERSHIP (continued)

The Troop Committee once the registered youth scout head count becomes >48 members the charter organization may set a limit on the maximum number of boys allowed to enter the troop. This decision is based on that the number of boys is so large that it is reducing the quality of the program. This decision may be done with a majority vote of the troop committee. Acceptance of younger brothers of existing youth scouts and Cub Scout members of our charter partner Pack 2293 will override this head count if needed.

3. CHARTERED ORGANIZATION

Boy Scout Troop 2193 is sponsored by Cokes Chapel United Methodist Church, hereafter described as the chartered organization. A member of the chartered organization who has been approved by the board of Coke's Chapel United Methodist Church shall serve as the Chartered Organization Representative. As the Troop Committee works on behalf of the chartered organization, the troop will be operated within the chartered organization's policies.

4. TROOP COMMITTEE

**Schedule "A" of this document sets forth meeting times of Troop and Troop Committee.**

A Troop Committee shall be established by the troop for the administration of troop business. A Troop 2193 Committee Member is defined by registration as such with the Flint River Council of the BSA. An adult leader registered under another official title (i.e., scoutmaster, assistant scoutmaster) may also hold office as a Committee Member, at the Committee Chair's discretion. A quorum must be present for a vote of the Troop Committee. A quorum will exist when at least 50% of the registered voting members are present. Unless otherwise specified herein, all votes will be decided by a majority which will consist of over half of the quorum. The Committee Chair will vote only in the case of a tie. The Troop Committee shall consist of the following positions; Dual positional responsibility is permitted, however each member will only have one vote.

Committee Chair	Charter Representative
Secretary	Treasurer
Activities Coordinator	Advancement Chair
Scoutmaster	Membership Chair
Quartermaster	Training Chair

4. TROOP COMMITTEE at large (continued)

Additional positions may include, but are not limited to

Fundraiser Chairperson	Troop Chaplin
Round Table Chairperson	Order of the Arrow Coordinator
Merit Badge Counselor Coordinator	

All parents are welcome to attend Troop Committee meetings and voice their opinion. Adequate notice (for meeting planning purposes) should be given to the Committee Chair if a parent or committee member wishes to put a discussion topic on the agenda.

5. PARENTAL COMMITMENT

For the purposes on these bylaws, the terms “parent” and “son” are synonymous with “guardian” and “ward”, respectively. The scout troop cannot function without parental involvement. Each parent is asked to volunteer to assist in the various scouting activities scheduled during the year. In order to promote a quality troop and to spread the adult leadership workload, parents are asked to do one or more of the following each year:

- a) Be campmaster or hike master for one outdoor activity, and assist in another.
- b) Serve on the Troop Committee.
- c) Be a patrol shadow.
- d) Be a merit badge counselor and conduct a class.
- e) Plan and lead (or assist in planning and leading) an organized troop activity.
- f) Plan and lead a fundraising event for the Troop.

Lack of active participation by parents may result in Executive Committee review regarding continued membership in the troop.

## 6. UNIFORMS

### **Schedule “B” of this document sets forth specific uniform and equipment requirements for Troop 2193.**

The Boy Scouts of America has always been a uniformed body. We wear the uniform because it is a means of identifying ourselves openly with the principles to which we are committed- character development, citizenship training, and physical and mental fitness. It is the goal of Troop 2193 to have 100% of the membership outfitted in complete uniforms. It is the policy of the Troop and of the Chartered Organization to provide uniform scholarships to scouts when requested due to financial issues. A confidential request to a Committee Member or Scoutmaster outlining the specific needs of the scout is all that is necessary to obtain uniform assistance.

Troop 2193 has also established a Class B Uniform for informal wear.

Class A uniform is required attire for the following events unless directed otherwise by the Scoutmaster: Troop meeting, Boards of Review, Troop Court of Honor, District or Council Events, District Camporees, summer camp, Parades, All Troop attendance at Public Events, Scouting for Food, and any Boy Scout Events where dress attire is appropriate.

A Class A, Class B or Class C uniform will be required for various troop functions, including: Regular Troop Meetings, Campouts, Patrol meetings, Hikes, or Backpacking Trips. The Scoutmaster or Organizer of a specific function will specify the appropriate uniform.

Scoutmasters and Assistant Scoutmaster are expected to set an example for the other scouts by wearing proper attire.

## 7. MERIT BADGES AND COUNSELORS

Merit Badge Counselors are available to coach, counsel, and evaluate the scouts in their pursuit of merit badges. Coweta District maintains a list of counselors who work with all units. Troop 2193 maintains a list of counselors affiliated with only Troop 2193.

Parents are encouraged to sign up as merit badge counselors in areas for which they possess skills or knowledge. Sign-up requires registration with BSA, maintain Youth Protection Training Certification and completion of the merit badge application form.

Scouts working with merit badge counselors will do so using the buddy system.

## 8. FUNDING

**Schedule “C” of this document sets forth specific dues requirements and expense reimbursement policies.**

Fiscal Year for Troop 2193 shall be from January 1 to December 31.

Each Boy Scout shall pay membership dues as set by the Troop Committee.

Each Boy Scout is responsible for paying their annual BSA registration fee.

Troop 2193 will pay registration and insurance fees for registered adult leaders.

Troop 2193 will provide uniform scholarships to scouts as decided by the Troop Committee.

Boy Scout Patrols may collect additional dues to support patrol activities.

Additional funds may be generated through donations or fund raising activities.

All fund raising activities must be pre-approved by the Troop Committee.

Any public sales will be done on a buddy system, or with a parent/ guardian.

All money collected through dues, fees, or fund-raising shall become the property of Boy Scout Troop 2193, and no refunds will be made, unless otherwise decided by a majority vote of the Troop Committee.

The Troop Treasurer shall maintain a current record of troop receipts, disbursements, and financial condition.

Each member is expected to stay current with respect to annual dues and registration fees. Scouts must be current on all payments in order to attend a campout or activity. A three-month grace period will be allowed, after which the member may be suspended from the troop. The Troop Committee will allow exceptions for hardship cases. In such cases, the member needs to contact the Troop Committee as soon as possible within the grace period (otherwise suspension may occur).

## 9. TRAINING

Proper Training is essential to the quality and safety of the scout troop. All registered adult leaders are required to complete Youth Protection Training (available online) prior to registering for a leadership position. Youth Protection Training requires renewal every two years. *All adult leaders are required to work towards completing the training sessions as required to meet the “Trained” level for their registered positions. All adult committee leaders are to complete The Troop Committee Challenge” and all Assistant Scoutmasters Scoutmaster Specific (available online) within 3 months of registration. IOLS for all Assistant Scoutmaster then must be completed within 6 months of registration an extension can be made upon the request of the troop committee.* Leaders not completing the required training *as listed above* within the charter year will not be renewed for the adult leader position. Fees for junior leadership training may be borne by the troop by approval of the Troop Committee. *Fees for adult leader training are the responsibility of the adult leader unless approved by committee vote.*

## 10. TROOP MEETINGS

**Schedule “A” of this document sets forth meeting times of Troop and Troop Committee.**

An annual meeting schedule with meeting places will be published each year and distributed to member families. Regular and scheduled meetings may be canceled due to lack of adult leadership or due to a conflict with special events. If a meeting is moved or canceled, it is the meeting leader’s responsibility to make every possible effort to inform all troop members.

## 11. MEETING ATTENDANCE

Regular meeting attendance is strongly encouraged for all members of the Troop. It is the Scout’s responsibility to notify the Scoutmaster, Assistant Scoutmasters, or Patrol Leaders in advance of an absence, as soon as possible. Because lack of attendance causes disruption of planned events, boys who miss three consecutive regular meetings without notification may be dropped from the troop until such time that the boy and his parent(s) meet with the Scoutmaster to discuss reinstatement. Boys who miss two regular meetings preceding a campout without notification will not be able to attend the camp out without a waiver from the Scoutmaster or Troop Committee. Troop 2193 encourages scouts to participate in family, church, school, and sports activities, and all attempts will be made to assist boys who have conflicts of interest in keeping up with troop activities. However, it should be noted that the troop is not responsible for a boys’ lack of advancement caused by lack of attendance or insufficient participation in troop functions.

## 12. OTHER EQUIPMENT AND GEAR

### **Schedule “B” of this document sets forth specific uniform and equipment requirements for Troop 2193.**

The troop owns a limited quantity of camping equipment such as backpacks, canteens, lanterns, and cooking apparatus. Troop gear is maintained and controlled by the Troop Quartermaster. Items such as sleeping bags, canteens, and mess kits may be checked out by scouts for use on outings, on an availability basis. The troop library will be established to contain a wide assortment of merit badge books. In order to maintain control of the equipment, the equipment is to be used only for Troop-sponsored events unless otherwise approved by the Troop Committee. All troop camping equipment and gear will be inventoried quarterly by the Scoutmaster or his assigned representative.

Each Boy Scout is responsible for providing his own equipment and gear, either through purchase or prior arrangement to check out troop-owned equipment from the Troop Quartermaster.

## 13. PHYSICAL EXAMINATIONS

All adult leaders and Scouts shall have on file with the Troop a health history meeting the current BSA medical records requirements. Requirements can be reviewed at [www.scouting.org](http://www.scouting.org). Requirements are based upon duration and expected activities, some outings/activities will require a medical examination by a certified and licensed health care provider. Any registered troop member not having the event appropriate physical examination form on file with the troop will not be allowed to participate in the troop activity.

## 14. CONSENT FORMS

The adult leaders of Troop 2193 will take appropriate measures to protect the physical safety and well being of the Boy Scouts who participate in troop activities. However, each Boy Scout's parent(s) must accept the fact that inherent to any activity is a certain amount of risk. Troop 2193 participates in many outdoor activities such as backpacking trips in wilderness areas, rappelling, skiing, climbing, hiking, rifle shooting, archery, etc. It is the responsibility of each Boy Scout's parent(s) to become familiar with each of the troop's activities and to make an informed decision regarding their son's participation.

Boy Scouts will not be permitted to participate in any Troop 2193 activities without

- 1) A properly filled out consent form that is signed by a parent or guardian
- 2) A current health form appropriate to the activity
- 3) Being up to date on all troop payments

## 15. AUTOMOBILE LIABILITY INSURANCE FOR TROOP 2193 VOLUNTEER DRIVERS

Each person who transports scouts other than their own son to a Scouting activity must carry at least the minimum automobile insurance required by the state of Georgia:

- \$25,000 per person injured in any one accident and \$50,000 for all persons injured in any one accident
- \$25,000 for injury to or destruction of property of others in any one accident

Each person who drives a transport van or bus must carry \$100,000/\$300,000/\$100,000 of liability insurance.

## 16. TROOP 2193 CONDUCT AND DISCIPLINE POLICY

In keeping with our statement of purpose, Troop 2193 strives to instill in all of its members exemplary conduct both in and out of uniform. It is of the utmost importance that Boy Scouts report rule violations to leadership so that effective corrective action can be taken. Failure to report unacceptable behavior will only serve to weaken the troop and to set a poor example for other scouts. While the following rules serve as merely groundwork for mature, acceptable behavior, there may be certain instances when the Scoutmaster will permit exceptions. In order to maintain orderly and effective Troop meetings and outings, scouts and their parents must sign that they understand and agree to the Troop 2193 Conduct and Discipline Policy of these by-laws. Violations of the Conduct and Discipline Policy are grounds for disciplinary action as described herein. Conduct out of uniform also reflects on Troop 2193 and BSA in general. Serious cases of misconduct out of uniform could potentially result in suspension or ejection from the troop.

Boy Scouts are not permitted to bring firearms, BB or pellet guns to any scouting event or activity, except for the purposes of merit badge activity, and then only with the prior approval and knowledge of the Scoutmaster.

Boy Scouts are not permitted to bring water pistols, sling shots, or similar toy-weapon items to any scouting event or activity.

Boy Scouts are not permitted to bring a knife to any scouting event or activity, except for a pocketknife with a maximum blade length of 4 inches (with valid Tote-N-Chip Card), and those used as eating/cooking utensils.

Boy Scouts will in no way participate in any form of physical or emotional hazing, including pranks meant to humiliate, belittle, or embarrass.



## 16. TROOP 2193 CONDUCT AND DISCIPLINE POLICY (continued)

Boy Scouts are not permitted to bring electronic devices (i.e., cell phone, radio, Walkie-talkie, game boy, pager, laser pointer, etc.) to meetings or activities. Personal cameras are encouraged, and do not fall into this category.

Boy Scouts are not permitted to bring fireworks or other unapproved flammable materials to troop activities.

Alcoholic beverages and tobacco products are not permitted at any scout event.

Adults or Boy Scouts will never use or permit the use of obscenities, racial slurs, or coarse, foul, or abusive language.

Boy Scouts will use manners and respect in all aspects of behavior to one another and to adult leadership. Display of poor manners involving bodily functions will not be tolerated.

Boy Scouts are expected to use good judgment not to engage in any activity that will unduly endanger another individual.

All Boy Scouts, Leaders and Parents are expected to conduct themselves in an orderly and courteous manner in keeping with the Scout Oath and Law. Boy Scouts, Leaders and Parents are expected to show proper respect to all others at all times in keeping with the Scout Oath and Law. In order to maintain orderly and effective Troop meetings and outings, certain disciplinary actions may be occasionally necessary. Only registered adult leaders are permitted to discipline any boy in the troop other than their own son. No disciplinary action may be taken without another adult present. Parents and scouts must sign that they understand and agree to the Troop 2193 Conduct and Discipline Policy. Troop 2193 uses the following disciplinary actions to correct a scout's behavior when the behavior is judged inappropriate or disruptive. Depending upon the severity of the problem and the boy's behavior history, the following disciplinary actions may be considered by the adult leadership:

- Verbal Warning and apology requested
- 15 minutes standing alone
- 30 minutes standing alone
- 1 hour sitting alone
- Written work
- Parent required to attend with Scout
- Scout loses privileges (e.g., required to miss next activity)
- Scout ejected from Scout Troop (requires committee vote).

The above detailed action steps may be accelerated based on the severity of the discipline problem, at the discretion of the Scoutmaster and/or the Troop Committee.

## 17. OVERNIGHT ACTIVITIES

Overnight activities shall comply with all national and local BSA requirements. Two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. See Guide To Safe Scouting, Leadership Requirements for Trips and Outings. Additionally, for all overnight activities that include a Sunday stay, a devotional/prayer service or Bible lesson will be held as part of the activity. Scouts should be involved in the service to the maximum extent possible. It is the responsibility of the Campmaster to see that the devotional is planned and executed.

#### 18. AMENDMENTS TO BY-LAWS

Amendments to these by-laws may be recommended at any committee meeting with a quorum present. Recommended changes to the by-laws must be printed and sent out to all Troop Committee members at least one week prior to a vote being taken. With the exceptions of the attached schedules to this document, 75% of the Troop Committee needs to be in agreement to change the by-laws (by vote in person or by proxy). Attached schedules contain information subject to updating as necessary, and may be updated or changed by a majority vote of the Troop Committee.

#### 19. REVISIONS

These by-laws were approved on January 12, 2004 by Boy Scout Troop 2193 Committee, Coweta District, Flint River Council.

Revision 1 of these bylaws was approved June 30, 2004.

Revision 2 of these bylaws was approved August 21, 2006.

Revision 3 of these bylaws was approved January 17, 2007.

Schedule C was revised on August 24, 2007

Revision 4 Medical form requirements were updated January 22, 2010

Revision 5 Section 9 training requirements updated January 5, 2011

Schedule C was revised on November 21, 2011

Revision 6 Section 9 training requirements updated December 19, 2011

Revision 7 of these bylaws was approved December 9, 2013

Revision 8 of these bylaws was approved February 20, 2016

**CONTRACT OF UNDERSTANDING AND AGREEMENT**  
**FOR TROOP BYLAWS AND CONDUCT & DISCIPLINE POLICY**  
**OF BOY SCOUT TROOP 2193**

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I have read and understand the Troop 2193 BYLAWS (Rev.8) including Article 16, the Troop 2193 Conduct and Discipline Policy and agree to abide by them. I further understand that failure to abide by such bylaws and policy may result in expulsion from the troop.

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Boy Scout

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Date

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Parent or Guardian

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Date

Please return this signed document (this page only) to the Scoutmaster within one month of receipt. Failure to do so will result in suspension from troop activities until the signed document is received.

The Boy Scout and Parents must complete this form annually, or after any revisions to the Troop 2193 By-laws and Conduct & Discipline Policy.

Schedule A  
to  
Troop 2193 Bylaws

**Meeting Times of Troop and Troop Committee**

**Troop Meeting**

The troop shall hold weekly meetings from August through May. The troop shall meet weekly from 7:00 to 8:30 p.m. on Thursday evenings at Cokes Chapel United Methodist Church Fellowship Hall, unless announced otherwise. Summer month activities will be according to published summer schedule of events.

**Troop Committee Meeting**

The Troop Committee shall meet on the first Monday of each month from 7:00 to 8:30 p.m. Meetings will normally occur at the Contemporary Worship Center of Coke Chapel UMC. Special meetings may be called to address urgent business.

Schedule B  
to  
Troop 2193 Bylaws

**Scout Uniform and Equipment Requirements**

**Class A Uniform (Official BSA approved)**

BSA Shirt w/ insignia

BSA Pants or

BSA Shorts w/ BSA socks

BSA Web Belt

BSA Cap (optional)

BSA Neckerchief (Dark Green, embroidered) <sup>1</sup>

Merit Badge Sash (Optional)

Order of the Arrow Sash (when Awarded)

Hiking shoes or other non-sneaker type shoes <sup>2</sup>

**Class B Uniform (Scoutmaster approved)**

Troop T-Shirt

BSA Pants or

BSA Shorts w/ BSA socks

BSA Web Belt

BSA Cap (optional)

Athletic shoes acceptable

<sup>1</sup> Official Troop 2193 Neckerchief, required for troop meetings, public outings, ceremonies, etc. and when designated by the Scoutmaster. At other times the Scoutmaster may approve the wearing of any BSA neckerchief or bolo tie.

<sup>2</sup> For public outings, ceremonies, etc. At other times the Scoutmaster may approve the wearing of sneaker-type shoes.

**Class C Uniform (Scoutmaster approved)**

Troop T-shirt

Jeans or other pants

Schedule B (cont.)  
to  
Troop 2193 Bylaws

**Scout Equipment**

Boy Scout Handbook

Sleeping Bag <sup>3</sup>

Backpack with hip belt <sup>3</sup>

Sleeping pad <sup>3</sup>

Eating Utensils

Canteen or water bottles, 1 qt. min. <sup>3</sup>

Lightweight flashlight

Hiking boots

Other clothing and equipment as required for the circumstances of the activity

Hooded poncho/rain gear

<sup>3</sup> Items may be checked out from Troop Quartermaster on availability basis.

Schedule C  
to  
Troop 2193 Bylaws

**Dues and Reimbursement of Expenses**

**Scout and Leader Dues and Fees**

Scouts must be up to date on troop payments in order to attend campouts or activities. The troop committee may allow exceptions for hardship cases. In such case, the member needs to contact the troop committee as soon as possible.

Currently approved scout dues are \$10.00 per month<sup>1</sup> and can be paid in advance quarterly or annually if desired. Checks should be made payable to "BSA Troop 2193". Dues cover day to day troop operating expenses.

Every October there will be will be due an annual participation fee of \$38.00 for all scouts to cover these below costs for the following year. This amount covers the following: BSA registration (\$24.00), Boys Life (\$13.00) and (1.00) Scout Insurance. If you have more than one scout in the program the additional scouts will be less Boy's Life or (\$25.00) each.

Those boys joining Scouting during the registration year will be prorated starting at (\$38.00) in January and subtracting (\$3.00) for each month later when joining. Any registered adult leaders can voluntarily cover any part of their \$25.00 annual fee.

**Reimbursement of Expenses**

Incidental expenditures of up to fifty<sup>2</sup> dollars by a registered adult leader or Campmaster will be approved by the authorized signature on the troop check. In order to maintain proper accounting practices, all requests for reimbursements must include a receipt and must be submitted to the troop treasurer within thirty (30) days of incurring the expense, or last day of the event (for advance deposits only). The treasurer is not authorized to make reimbursements on receipts older than thirty days. Reimbursements older than thirty days may be considered, and must be approved by, the Troop Committee. Reimbursement of expenses exceeding fifty dollars does not require an additional Committee vote if incurred in conjunction with an event on the Committee-approved calendar of events, as long as those expenses meet the requirements outlined below. All other expenditures exceeding fifty dollars must be approved by a majority vote of the Troop Committee prior to payment.

- ◆ The cost of all goods and materials, as well as incidental fees, associated with any planned troop or patrol event should be covered by the activity fee associated for that event unless approved in advance by the Troop committee. The Campmaster is responsible for setting the activity fee and remaining within the established budget, and no purchases should be made without the approval of the Campmaster. Any overage or additional expenses exceeding \$50 must be approved by the Troop committee.
- ◆ Goods and material for which reimbursement is made become the property of Troop 2193.
- ◆ Grubmaster reimbursement for food and related supplies will be made at actual cost up to the maximum amount collected for the event for each patrol.
- ◆ Reimbursement for drivers transporting scouts to events or activities located further than 50 road miles from Cokes Chapel will be reimbursed at the current troop mileage reimbursement rate based on total mileage as determined by the Campmaster. This reimbursement applies to drivers coordinated and approved by the Campmaster and does not apply to parents transporting only their scout. Reimbursement of approved drivers expenses are intended to cover the cost of gasoline only per the method described below. The Troop will not reimburse any other transportation related expenses.
- ◆ Mileage reimbursement:
  - Based upon published MPG data as listed on <http://www.fueleconomy.gov/>. If a vehicle used is not listed on this web site, an equitable figure will be established by the Troop committee chairman and treasurer.
  - Reimbursement will be paid based upon the mileage established by the campmaster / MPG figure X fuel cost for regular unleaded gasoline. The fuel cost will be established by the campmaster and approved by the Treasurer or Committee Chairman.

<sup>1</sup> Dues will be \$5 per month for Scouts who maintain multiple registration status (membership with another BSA unit such as Venture Crew or Sea Scout Ship) where the primary membership is with the other unit (annual BSA registration and fees paid).

<sup>2</sup> Splitting expenses or receipts are not allowed for the intent of avoiding Troop committee approval for expenses over \$50. Only the first \$50 in expenses (in excess of collected activity fees) per event will be reimbursed without approval of the Troop committee.

Schedule C revised February 10, 2016