

# Troop 18 Bylaws

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## 1. General

The organization shall be known as Gateway / Lehigh Boy Scout Troop 18 (hereafter called the Troop).

The chartered organization shall be the Gateway Trinity Lutheran Church (hereafter referred to as the Sponsor), which shall be responsible to appoint a qualified Scouting Charter Rep.

The Troop shall comply with all provisions of the Boy Scouts of America Rules and Regulations, Constitution, Bylaws, and official handbooks

The Troop shall operate to accomplish the three aims of Boy Scouting: (1) character development; (2) citizenship training; and (3) mental, moral, and physical fitness.

The Troop will use the approved methods of Scouting: the ideals of Scouting; the outdoor program; the patrol method; the uniform; personal growth; leadership training; advancement; and adult male association.

## 2. Youth Members

**Active Member.** An active member is one who, with the approval of a parent or guardian, becomes a registered member of the Troop, obligates himself to attend the meetings regularly, fulfills his obligation to the unit, subscribes to the Scout Oath and Law, and participates in the program by attending at least 70% of the scheduled Troop and patrol activities quarterly.

**Associate Member.** Any Scout who, in the judgment of the Scoutmaster and the Committee, is unable to meet the requirements of active membership may be carried on the Troop roster as an associate member, provided the individual attends at least one meeting of the Troop within the year and in all other respects is guided by the obligations of an active member.

### 3. Courts of Honor

Every three to four months troop Courts of Honor meetings are held to recognize and award each Scout's achievements during the prior time period. This is a more formal type of meeting and parents or guardian are required and families are welcome to attend in support of their sons. This also provides an opportunity for each parent to learn more about the upcoming troop events, as well as hear details of the past activities. Scouts are expected to be in full Class A uniform for Courts of Honor.

### 4. Troop Outings / Events

In addition to regular troop meetings, the Troop attempts to have some type of activity monthly to enable each scout to enhance his learning experience and to utilize and enjoy the rewards of the previous skill he has learned. Some examples of past and future activities are as follows:

- Campouts
- Lock In Night (all night movies / games)
- One Day Outings (Hikes, canoeing, swimming, to name a few)
- Week long summer camp alternating
- High Adventure Program,(such as Seabase)
- Periodic community service projects, conservation projects, and Eagle Scout Projects.
- Family Events (such as ball games and picnics)
- Joint activities with our Cub Pack and Venturing Crew
- District / Council events (Such as Camporee and the Broke Back Dog Challenge)
- All programs are based on Scout and parent input. If you would like to see something new, please bring it up to the committee or Patrol Leaders' Council.

All Outings and events will have a sign up deadline. Anyone missing the deadline will not be able to attend the event or outing.

Some events and outings will require one or more planning meetings. Anyone who misses these meetings, with out prior permission, will not be allowed to attend the event. An exception may be made due to emergencies, such as accident. The Scoutmaster or troop event chair must be notified with in 24 hours of the planning meeting. The Troop Committee will decide if an exception will be granted. (family members of the person seeking the exception are excluded from the vote and any debate.)

### 5. Permission Slips

Permission slips must be turned in prior to participation in each outing, whether one day or longer. These slips must be signed by a parent or guardian and will be collected prior to leaving. (deadlines to be announced for each outing.) These slips authorize the adult leader in charge to seek medical assistance should a Scout incur an accident or become ill. Depending on the seriousness of the problem, parents may be notified. If for some reason you misplace the permission slip, it may be handwritten, provided it is signed and dated and is worded as follows:

Parental Authorization - I give permission for my son(s) \_\_\_\_\_ to accompany Boy Scout Troop 18 on the above outing.

Any permission slip that is signed by anyone other than the parent or guardian will not be accepted.

Parents are encouraged to take part in several of the monthly outings yearly.

Any boy not furnishing this slip will have to be left behind, and any consequences resulting from this action will be the responsibility of the boy and/or parents. Permission slip forms for each outing and activity are available at scout meetings on the Troop Web Site (<http://merlincentral.com/troop18>).

## 6. Required Clothing / Equipment

**UNIFORM:** Unless announced ahead of time, all Scouts are required to wear the basic Scout Class A uniform to all scouting activities. The uniform includes the official BSA shirt, neckerchief, slide, and proper insignia on the shirt as shown in the Official Scout Handbook. Trousers of any durable material are acceptable. Official scout trousers are not required. Scouts may wear Class B uniforms on camping trips but must also bring their Class A. During the summer program, Scouts are permitted to wear the Class B uniform. Scouts are also requested to have a scout hat.

**CAMPING GEAR:** All Scouts are requested to have the following equipment:

- Sleeping bag or warm blankets
- Backpack or duffel bag
- Eating utensils (i.e. knife, fork, spoon, plate, bowl and cup)
- Clothing appropriate to the season to include an extra pair of shoes or boots. (Refer to the Scout Handbook for personal camping list suggestions)
- Raincoat or poncho
- Flashlight with extra batteries

**NOTE:** Some major camp gear is provided by the troop. Tents are currently provided and shared by the Scouts. From time to time other gear may be necessary depending on the type of outing. (All gear should be labeled with scout name for easy identification.)

### MISCELLANEOUS EQUIPMENT

- Official Scout Handbook
- Notebook and pen or pencil
- Three Ring Binder
- Scout Fieldbook (optional)

### ITEMS NOT PERMITTED ON OUTINGS FOR SCOUTS OR ADULTS

- Sheath knives
- Matches and pocketknives UNLESS the Scout has earned his Firem'n Chit and Totin' Chip
- Alcoholic beverages
- Firearms, ammunition or fireworks
- Drugs OF ANY KIND. Required prescription drugs and not-prescription drugs must be given to the outing leader by parent prior to departure with Scout's name and written instructions for use. All medicines should be in the original container.
- Excessive amounts of snack food or candy as determined by the outing leader.

## 7. Special Rules

In the interest of the safety of all Scouts, as well as the enjoyment and successful learning experience of the scouting program, common sense and good conduct is required at all times.

The following special rules should be noted:

- NO tree or fence climbing without specific leader permission
- NO participating in waterfront activities without proper supervision
- NO throwing of any objects except as part of an organized activity
- NO use of cutting tools (ax, knife, etc.) or matches without successful completion of Totin' Chip and Firem'n Chit Training, respectively.
- NO food in tents
- NO flame in tents

## 8. Cost of Scouting

The Troop desires that all boys be able to participate in the scouting program regardless of their personal financial situation. Because of this, various fundraising projects are a regular part of Troop activities.

Some of the money earned from these events goes toward Troop equipment, awards and registration. Additionally, from many fundraisers, credit is allotted to individual Scout accounts based on their individual participation in the events, to be utilized to cover the cost of outings, dues, camping equipment or other scouting related items. (Please see Scout Account Policy Sheet.)

Scouts are encouraged to participate in various fundraisers in order to ensure that the financial requirements of the troop are met. The Troop Financial Records are always available for review by interested parents. The early knowledge of which Scouts will be participating in an activity greatly helps in the planning stages. Scouts who sign up for an event and later are unable to attend must notify one of the Scoutmasters PRIOR to the event. In order to get a refund for the fees paid for the event the scout must make a written request to the Troop Committee. The request should include the date you notified the Scoutmaster and the reason for not attending. refund if any, to be returned since various registration fees must be paid and supplies must be obtained in advance.

Besides the outing cost, some events require the purchase of food or supplies. These are not covered by the fee (unless otherwise stated). Normally each Patrol plans its own menu for an outing and scouts from the patrol purchase the food. Money is due in advance of the outing. Checks should be made out to "Boy Scout Troop 18."

## 9. Advancement

Education is the chief function of the Scouting movement and it shall be the basis of the Troop advancement program. Individual Scout progress shall be a natural outcome of his activities in the Troop. The rank requirements set forth in official publications shall determine the advancement program within the Troop.

Since the Scout Advancement Program is an integral part of the learning experience, each Scout is encouraged and expected to set certain attainable goals. All Scouts are expected to progress to their next rank in a reasonable time.

Scouts encountering difficulty in attaining goals are requested to discuss any specific problems with the Scoutmaster. Parents are welcome to join in these discussions.

Remember, First Class is required for High Adventure Outings and Venturing.

#### PARENT'S PARTICIPATION IN THE ADVANCEMENT PROGRAM:

Scouts planning to pursue merit badges are required to seek out merit badge counselors. Merit Badge counselors are adults who that have a knowledge of the area they have signed up for (i.e. Safety Merit Badge counselors may be a Police Officer, Fireman, etc.). The Scoutmaster maintains a list of counselors that are available, both within our Troop and outside our Troop. The parents' responsibility is to ENCOURAGE their son to achieve the next rank. The SCOUT should contact these counselors and make arrangements with them to get the badge requirements completed along with a buddy.

We would like to keep our Merit Badge counselor list within the Troop up to date. If your hobbies or employment fall under one of the merit badge titles, please let our advancement committee know and they will give you the necessary information to become a merit badge counselor.

#### AWARDS PRESENTATION:

Awards for advancement, achievements or special situations will be distributed as follows:

- The actual badge, patch, etc. will normally be procured and awarded to the Scout at the earliest possible troop meeting following the fulfillment of the requirements.
- A formal recognition and written certificate will be awarded for each achievement earned at the Court of Honor, providing the Scout is in full and proper uniform.
- Scouts are required to keep track of any written documentation (Merit Badge and Rank cards) issued to them from the advancement committee.

The Committee wishes to make the point that full parental support and attendance is very vital at each Court of Honor. The Troop does reserve the right to withhold any advancement if the Scout is not in uniform. Please make all effort to be in attendance. All of the family (and friends) are welcome. Scouts are reminded that notification must be given to the awards chairman for all achievements to be recorded and awarded. This must be done at least two weeks prior to the Court of Honor.

## **10. Damage to Troop Equipment/Property**

The Troop has invested a great deal of money in equipment for the use of the Scouts, therefore each Scout is expected to use and care for it better than if it were his own. Deliberate or negligent damage by any Scout will be cause for such Scout to be responsible for the repair, replacement or reimbursement to the Troop for the cost of such repairs/replacements.

This extends to any equipment / property belongs to another Scout or Scouter.

## **11. Troop Health and Safety**

At Troop 18 we consider safety of each and every member to be very important. At times the Troop will participate in activities of slightly higher risk than the average activity. When you sign any activity permission slip you should fully understand the scope of the activity. For the health and safety of each member of the

Troop we will use (but not limited to) the rules described in this booklet as a guide and the BSA Guide to Safe Scouting. The action taken to enforce these rules will depend on the infraction that occurred.

The health of the scouts is very important to us as well. In order to attend activities and outings greater than 72 hours in length as a Troop we require a completed Class 2 medical form to be filled out for every Scout every three years with a Class 1 form updated every year (the same forms required by Boy Scouts of America for camping at council camps). These forms will be distributed via the Troop and the update date will be the first Monday of September.

Long duration camping such as summer or winter camps, and some activities will require a class 3 medical form filled out by a doctor.

For Troop campouts/outings (less than 72 hours) a "Medical Treatment Consent" must be on file along with a Class 1 medical form.

Parents must also fill out on Over the Counter medication card for their scout. This card will tell us what over the counter remedies the scout can be treated with on an outing. Forms will be updated by the first Monday of September.

To help insure the well fair of both scouts and adult members of the troop the scoutmaster will appoint a Health and Safety Officer (youth when possible) and a Risk Management Officer (registered adult). Both of these appointments are confirmed by the troop committee chair.

The practice of hazing is prohibited within the Troop.

## **12. Discipline Policy**

During all meetings, events and activities the Scouts are expected to live up to the rules established by the Boy Scouts of America, the Troop and the leaders. Each Scout is ultimately responsible for his own behavior.

Conduct disruptive to the program for others may result in the Scout being sent home at the Scoutmaster's discretion. In this event, a parent will be notified of the circumstances immediately.

Serious or continued breaches of discipline may result in the Scout being required to appear before the patrol leaders' council, under the supervision of the Scoutmaster, for disciplinary action.

In the event the above actions fail to result in the desired conduct, the Scout and his parents may be referred to the Committee for action.

In the event that a Scout or adult does not follow these rules or threatens the health and safety of any of its members, the leader in charge may take immediate remedial action, including but not limited to immediate suspension from the activity. Depending on the circumstances the parents may be immediately required to pick up their Scout.

The individual may be reinstated either by the leader in charge of the specific event or by requesting reinstatement by the Troop Committee. Should such actions recur by the same Scout or adult they may be subject to permanent dismissal from the Troop upon decision by the Troop Committee. Relatives of the Scout or adult are excluded from a vote to reinstate.

## **13. Leader/Driver Responsibility**

The Troop uses the resource of the parents to provide the transportation and the leadership for our outings. When accepting this responsibility we ask that as a leader you do your best to be an example of good scouting and act according to the Scout Oath and Law as well as (but not limited to) the rules of this guidebook. You are being looked on as a role model for our scouts. As a driver we demand that you show up for driving on an outing that you and your vehicle are in good driving condition. We can not take the risk of anything less than that. The Troop cannot tolerate an impaired driver due to alcohol or drugs and a driver may be asked by the Troop leadership not to drive if there is ANY concern that this may be a problem. If any parent has a concern that one of our drivers may be impaired, please bring it to the attention of the leader in charge of the activity. Your son's safety is our first concern. We live by the motto SAFETY FIRST!! Proof of drivers license and insurance must be provided prior to driving for an outing. We also ask parents to sign the driving pledge.

## **14. Parental Participation**

All parents / guardians are members of the Troop Parent Auxiliary.

It is recognized that parent interest in scouting varies for many reasons. The benefits that the Scout receives are directly proportional to both the QUALITY and QUANTITY of parental support and participation. Please keep this in mind when your help is requested. In addition, encourage and assist your son in obtaining the most out of scouting. He needs your support!

Any suggestions or questions that parents may have are more than welcome. Present them to any committee member or send a note with your son to any meeting. All parents are welcome to become a committee member or attend committee meetings.

In order to ensure a successful program, parents will be required to participate in an outing and/or provide transportation. A minimum of two adult leaders is required on every outing.

Parents are expected to help with transportation at least a couple times a year. If adequate transportation cannot be arranged for an event some Scouts may not be able to attend. Those Scouts who are at the top of the list for attending will be those Scouts whose parents have participated most in previous Scout activities.

**PLEASE BE THERE** -- The Troop needs the support and input from all its Scouts' parents.

Additionally, we encourage you to read the parent's guide "How to Protect your Children from Child Abuse and Drug Abuse," a supplement which can be found in the front of your son's Scout Handbook. This booklet tells you what you can do with your child to prevent drug and/or child abuse along with an explanation about what Scouting is also doing. The prevention of Drug Abuse and Child Abuse are topics that the Boy Scouts of America and the Committee of Troop 18 take very seriously.

## **15. Troop Committee**

The Troop committee (hereafter called the Committee) shall consist of qualified adults, 21 years of age or over.

Voting members of the Committee shall be registered with the BSA and approved by the Committee.

At a minimum, The Committee shall consist of a minimum of three members. Positions on the committee can include but are not limited to the following: chairman, membership/relationships, outdoor/activities, health and safety, treasurer, secretary, advancement, service/good turn, troop chaplain, sustaining membership enrollment chairman, and parents' auxiliary coordinator.

The Committee and Charter Rep. represent and are responsible to the Sponsor.

The Committee's responsibilities are to: select a Scoutmaster and assistants and help them get training; provide adequate meeting facilities; advise Scoutmaster on policies relating to the Boy Scout program and the chartered organization; carry out the policies and regulations of the Boy Scouts of America; encourage leaders in carrying out the Boy Scout program; be responsible for finances, adequate funds, and disbursements in line with the approved budget plan; obtain, maintain, and care properly for Troop property; provide adequate camping and outdoor program (minimum 10 days and nights per year); see that adult leadership is assigned in case the Scoutmaster is absent or is unable to serve; and operate the Troop to ensure permanency

The Committee shall conduct business at a regular meetings convened by the chairman. Additional special meetings of all, or part, of the Committee may be called as required by the Chairman.

A quorum of the Committee shall consist of the chairman or a Committee member designated by the chairman, the Scoutmaster or an assistant, and a minimum of two other voting members.

Committee members serve on board of reviews for advancement except for Eagle. Also relatives of a Scout should not sit on his board of review.

It is strongly recommended that all members of the Committee attend adult leadership training.

## **16 Troop Adult Leaders and Junior Leaders**

Scoutmaster and assistant Scoutmaster(s) (hereafter called Troop Leaders) are responsible to: train and guide Scout leaders to run the Troop; work with and through responsible adults to give Scouting to boys; help boys grow by encouraging them to learn for themselves; and guide boys in planning the Troop program.

The Scoutmaster is responsible for the day to day running of the troop. Any concerns by parents should be addressed to him or the Troop Committee in private.

The Troop shall have one citizen of the United States, 21 years of age or over, registered as the unit leader (hereafter called the Scoutmaster). The Scoutmaster's registration must be approved by the Charter Rep or Charter Organization (sponsor) Head.

The Troop should have two or more citizens of the United States, 21 years of age or over, registered as assistant Scoutmasters as appointed by the Scoutmaster and approved by the Committee.

The Troop may have one or more active Scouts, 16 years old or over, as junior assistant Scoutmaster as appointed by the Scoutmaster, approved by the Committee, and responsible to the Scoutmaster for tasks assigned.

Troop leaders shall attend adult leadership training at the first available opportunity after registration.

## **17. Troop Organization / Scout Leaders**

### **Patrols**

Patrols are composed of a group of six to eight boys. They function as a group during meetings, campouts and other troop activities. Patrol members are to bring ideas for programs to their patrol leader, who will then convey these ideas to the Patrol Leaders' Council. Patrols are to have a patrol name, patrol call and patrol flag, all of which they can be held accountable for during Boards of Review. It is suggested that they are to meet at a separate location once every three months. These meetings can be used for several purposes, such as advancement or planning skits for Courts of Honor. It is encouraged that each patrol try to earn the Baden-Powell Patrol Award annually.

### **Patrol Leaders' Council**

The Patrol Leaders' Council is composed of the Senior Patrol Leader, Assistant Senior Patrol Leader, and all of the Patrol Leaders of the troop. The Senior Patrol Leader shall be the chairperson of the Patrol Leaders' Council. The troop Scribe will also be present at all of the Patrol Leaders' Council meetings with the responsibility of taking the minutes which will then be submitted to the Scoutmaster and Troop Committee for approval and will also be approved at the next PLC meeting. The Scribe will also be responsible for presenting the next month's schedule for patrol responsibilities at meetings, such as Pre-Opening, Opening, Game and Closing. These patrol responsibilities should be shared equally and rotated through patrols on a regular basis.

The Patrol Leaders' Council will be run following an agenda set by the Senior Patrol Leader. The Patrol Leaders' Council is suggested to be run according to Robert's Rules of Order.

The responsibility of the Patrol Leaders' Council is to make decisions pertaining to daily and weekly events and to make recommendations to the Leadership Corps about programs and locations for campouts and special events. It is also the responsibility of the Patrol Leaders' Council to make sure that Troop programs and events are communicated to the Scouts. This communication system will be based primarily on a telephone tree. In this system, the Senior Patrol Leader will have the responsibility of calling the Patrol Leaders, who will in turn need to call the members of their patrol. If, for some reason, the Senior Patrol Leader cannot contact the Patrol Leader, he must call the Assistant Patrol Leader. The Senior Patrol Leader is also responsible for making sure that the Assistant Senior Patrol Leader is informed of all of the information in case a Patrol Leader or Assistant Patrol Leader needs to find out information and the Senior Patrol Leader is not available.

Patrol Leaders' Council meetings will be held on a regular basis, on the day of the meeting immediately prior to the Troop Committee Meeting. At the Troop Committee Meeting the minutes from the Patrol Leaders' Council meeting will be reviewed and approved. It is the responsibility of the Troop Committee to modify the program choices in the case that a program choice by the Patrol Leaders' Council is dangerous or does not follow the aims and methods of scouting as described in the Scoutmaster's Handbook. It is important that the Troop Committee does not undermine the leadership and learning experiences of the scouts, in particular those on the Patrol Leaders' Council, by not approving a program that they simply "do not like."

## **Duties of Positions**

### Senior Patrol Leader

1. Presides at all troop meetings, events and activities.
2. Chairs the Patrol Leaders' Council.
3. Assigns duties and responsibilities to other leaders.
4. Makes up a duty roster whenever the Troop is eating/functioning as a Troop rather than as patrols.
5. Calls all Patrol Leaders to communicate information when a "Patrol Call" is required.
6. Establishes an agenda for Patrol Leaders' Council meetings.

### Assistant Senior Patrol Leader

1. Takes over the responsibilities of the Senior Patrol Leader in his absence.
2. Helps with leading meetings and activities.
3. Attend Patrol Leaders' Council meetings.
4. Assist Senior Patrol Leader with "Patrol Call."

### Patrol Leader

1. Attend Patrol Leaders' Council meetings.
2. Plan patrol meetings.
3. Call the members of his patrol to inform them of recent and important information or reminders.
4. Makes duty rosters for his patrol when at a function where the Troop is functioning as Patrols.
5. Shows patrol spirit and instills patrol spirit in his patrol members.

### Assistant Patrol Leader

1. Performs Patrol Leader's duties in his absence.
2. Responsible for making half of the phone calls during a "Patrol Call."

### Troop Scribe

1. Keeps minutes of the Patrol Leaders' Council meetings and submits them to the Scoutmaster and Troop Committee and Patrol Leaders at the following PLC meeting for approval.
2. Collects dues and takes attendance at weekly meetings.
3. Prior to each Patrol Leaders' Council meeting, prepares a rotation of patrols for patrol duties at the weekly meetings for the following month. This rotation will be voted on and approved at the Patrol Leaders' Council meeting.

## Troop Quartermaster

1. Keeps records of Patrol and Troop equipment.
2. Keeps equipment in good repair.
3. Checks out equipment and sees that it is returned in good order.
4. Suggests new or replaced equipment items needed to Patrol Leaders' Council.
5. Works closely with adult Quartermaster Advisor.

## Troop Librarian

1. Keeps records on literature owned by the Troop.
2. Advises Patrol Leaders' Council of new or replacement items needed.
3. Has literature available for borrowing at Troop meetings.
4. Keeps system to check literature in and out.
5. Follows up on late returns.

## Troop Historian

1. Gathers pictures and facts about past activities of the Troop and keeps these in permanent forms such as scrapbooks, wall hangings, or information files.
2. Provide a report of recent events at each Court of Honor. These reports should cover all outings and special or notable events since the last Court of Honor (e.g. Troop Swim, Eagle Scouts, Webelos Crossovers).
3. Keeps information about Troop alumni and their doings.
4. Provides a report at a Troop activity immediately following the event so the Scouts who missed it know what they missed.

## Chaplain Aide

1. Plans and carries out religious non-denominational services at Troop activities. For this he may utilize others if he wishes. These should be planned prior to the activity and submitted to the Patrol Leaders' Council for approval.
2. Provide invocation at all meals during a Troop activity.
3. Encourage Troop members to earn their religious emblem.

## Troop Bugler

1. Responsible for waking the members of the Troop on campouts on time.
2. Preference should be given to those who know music and can play taps and reveille unless there are none eligible who can perform these duties.

## Troop Guide

1. Works with younger Scouts on advancement and duties.
2. Assists in establishing a new patrol.

## Den Chief

1. Works with Cub Scout Den as an assistant to the Den Leader.

## Eligibility for Positions

To be eligible for any position, the Scout must have his dues paid up to date.

### Senior Patrol Leader

1. First Class Rank or higher
2. Be active in the Troop
3. Scoutmaster Approval

### Assistant Senior Patrol Leader

1. First Class Rank or higher
2. Be active in the Troop
3. Scoutmaster Approval

### Patrol Leader

1. Be an active member of the Patrol

### Assistant Patrol Leader,

1. Be an active member of the Patrol

### Troop Scribe, Troop Librarian, Troop Quartermaster, Troop Historian, and Chaplain Aide

1. Active member of the Troop

### Troop Bugler

1. Active member of the Troop
2. Preference is given to those who know music and can play taps and reveille

## Election Procedure

The election procedure for junior leaders and other positions will be as follows:

1. In order for elections to be held there must be a quorum of 50% of the active Scouts in attendance.
2. The election for Senior Patrol Leader will be the first election to take place, following speeches by the candidates. The Senior Patrol Leader will be the candidate who receives the MAJORITY of the votes. (Note: This is a majority, not a plurality) If none of the candidates receive a majority of the votes, the two candidates who received the highest number of votes will remain on the ballot for a run-off election.

3. Following the election for the Senior Patrol Leader, the Troop will break up into Patrols and select among themselves a Patrol Leader by secret ballot. The Patrol Leader will then appoint an Assistant Patrol Leader with the advice and approval of the scout master
4. The following Troop positions are considered appointments. Appointments will be made by the Senior Patrol Leader with advice and approval of the Scoutmaster.
  1. Assistant Senior Patrol Leader
  2. Troop Scribe
  3. Troop Librarian
  4. Troop Quartermaster
  5. Troop Historian
  6. Chaplain Aide
  7. Troop Bugler

Patrol Leader or Assistant Patrol Leader is able to hold one of the positions listed above as well as his Patrol position.

Den Chiefs and Troop Guide can be appointed either by the Scoutmaster or the Senior Patrol leader with the advice and approval of the Scoutmaster.

5. If an elected junior leader is unable to serve his full term or chooses to resign, the Senior Patrol Leader, with advice and approval of the Scoutmaster, will appoint someone to fill the position for the rest of the term.
6. The term for an elected junior leader will last for 6 months

## **18. Special Positions**

The troop also has need of special leaders. These positions may be held by people who hold other positions within the troop.

### **Health and Safety Officer**

The health and safety officer's duties include:

1. Inspecting and restocking the troop first aid kit quarterly
2. Restocking the first aid kit after outings and as needed
3. Having expired items from the troop first aid kit replaced
4. Collecting health and OTC forms
5. Making sure there is a person with first aid knowledge on outings
6. Collect permission slips
7. Keeping the troop hydrated
8. Making sure the guide to safe scouting is followed
9. Assisting with first aid and safety training
10. Other duties as assigned by the scoutmaster or risk management officer.

The health and safety officer is appointed by the scoutmaster and confirmed by the troop committee chair. When ever possible the position should be filled by a registered youth member of the troop. A scout filling the health and safety officer position must:

1. Be First Class Rank or higher
2. Be active in the Troop
3. Have earned the First Aid Merit Badge

4. Have earned the Safety Merit Badge
5. Has read the Guide to Safe Scouting.
6. View the camp health and safety power point presentation.
7. Risk Management Officer Approval

An adult may fill the position if no youths meeting the requirements are available and:

1. Is a registered adult member of the troop.
2. Has a working knowledge of First aid and Safety
3. Read the First Aid Merit Badge book or is certified in CPR and First Aid.
4. Has read the Guide to Safe Scouting.
5. Viewed the camp health and safety power point presentation.
6. Risk Management Officer Approval
7. Is willing to turn over the position to a youth when ever it is feasible.

The health and safety officer reports to and is supervised by the risk management officer.

### **Risk Management Officer**

The risk management officer's duties include:

1. Making sure the guide to safe scouting is followed.
2. Conduct safety inspecting meeting sites annually.
3. Safety inspection of other sites as needed.
4. Insuring tour permits are filed.
5. Insuring adult leaders are current in youth protection training.
6. Insure two deep guide lines are a followed..
7. Insure registered adults with Safety Afloat, Safe Swim Defense and Climb Safe as needed for activities
8. Check Leaders Training Certifications are current and meet troop and BSA standards.
9. Insure a registered adult with specialty certifications (Example: Archery and BB Gun) as needed for activities.
10. Checking that all drivers on outings are currently licensed, insured and have signed the driving pledge.
11. Insure all health forms are current.
12. Keep the troop health and OTC forms (youth and adult) and assign copies of them to a designated adult on outings.
13. Purchase first aid supplies requested by health and safety officer.
14. Keep permission slips (1 year minimum)
15. Provide troop with copy of BSA insurance as needed.
16. Supervise health and safety officer.
17. Assist with arranging CPR and First aid certification for youth and adult members.
18. Other duties as assigned by the scoutmaster or troop committee chair.

The risk management officer is appointed by the scoutmaster and confirmed by the troop committee chair. An adult filling the health and safety officer position must:

1. Be a registered adult member of the troop.
2. Have a working knowledge of First aid and Safety
3. Read the First Aid Merit Badge book or is certified in CPR and First Aid.
4. Have read the Guide to Safe Scouting.
5. Viewed the camp health and safety power point presentation.

## **19. Youth Protection Policy**

Troop Leaders are required to take and keep current, BSA approved Youth Protection training.

Two Youth Protection Trained adults are required for every outing. These adults must also be registered as adult Scouters with the BSA. (Please note: Background checks are done on adults registering with the BSA.) If two adults with the Youth Protection Training are not available, the outing will be rescheduled or canceled.

The youth members of Troop 18 will take part in annual Youth Protection Training as approved by the BSA.

### **Resources**

The Boy Scout Handbook, Tenth Edition. Boy Scouts of America, 1990.

The Official Patrol Leader Handbook, Third Edition. Boy Scouts of America, 1980.

The Scoutmaster Handbook. Boy Scouts of America, 1990.

Guide to Safe Scouting, Boy Scouts of America, as updated April 5, 2006

## **20. Summer / Winter Camp**

To be eligible for summer or winter camp, first year scouts must be active members of the troop for at least two months and have gone on at least one overnight camping trip with the troop. This is because of the distance and length involved in summer and winter camp. It is felt that this policy will lessen the stress of a scouts first long term camping experience.

Unless otherwise stated, forms and for all boys going to a long term camp must be in at least 7 days in advance. This includes current medical form and permission slip. Deposit and payment must be in by the due date given. Be aware that refunds will only be given if the troop receives a refund from the camp.