

Boy Scout of America
Troop 446
Cape Carteret, North Carolina

Constitution and By-Laws
Adopted February 10, 1999
(Revised 5/10/2012)

I. General

- A. Troop 446 is sponsored by the Cape Carteret Presbyterian Church of Cape Carteret, North Carolina.
- B. The Church assigns the Chartering organization representative. This person will represent the Church in all matters pertaining to scouting activities for the Troop and is the Church's representative at all District and Council functions.
- C. The Troop Committee services as the supporting agency for the Troop, providing guidance to the Scoutmaster and overall support for the Troop. The committee is comprised of adults, primarily parents of Scouts in the Troop who are interested and willing to serve. Parental assistance may be requested from time to time as needed to support and assist the Troop.
- D. Troop 446 will adhere to the policies of the National Council, Boy Scouts of America, East Carolina Council and Croatan Trails District policies will be followed as closely as possible. Participation in local Council and District activities will be encouraged.

II. Membership

- A. The Troop Committee has the right to accept or decline an application of a boy or an adult.
- B. Discrimination Statement - Troop 446 will abide by BSA Policy on discrimination in regards to race, color, marital status, age, creed, national origin, physical handicap or gender.

III. Troop Officers

- A. The Troop will consist of a Scoutmaster, Assistant Scoutmasters, Committee Chairman and at least two (2) Committee Members as set by the Boy Scouts of America by-laws for re-charter purposes.

- B. The following are positions that are on the Committee in the Troop, the position description and responsibility are found in the Troop Committee Handbook:

Committee Chairman
Chaplain
Treasurer
Secretary
Advancement Coordinator
Outdoor Coordinator – Council/District Events
Outdoor Coordinator – Local Events
Adult Training
Medical Records
Membership Coordinator

- C. Chaplain will act as Committee Chairman in the Chairman's absence.
- D. An individual can hold more than one position except the Scoutmaster and Assistant Scoutmaster.
- E. The committee will hold elections as necessary to vote on position(s) that will be vacated.
- F. The Troop Committee will decide the position of Scoutmaster. The Scoutmaster will recommend an Assistant Scoutmaster to the Troop Committee for approval. An Assistant Scoutmaster will be appointed for each patrol.
- G. All adult leaders need the approval of the Troop Committee before going to the Charter Representative or organizational Head for final approval, prior to joining the Troop.

IV. Meetings

- A. Troop meetings will be held weekly on Monday at 7:00 pm, lasting approximately 1 1/2 hours unless other recommendations are made by the Scoutmaster to the Troop Committee Chairman and approved by the Troop Committee.
- B. Patrol Leaders Councils will be held as deemed necessary by the Scoutmaster. The Senior Patrol Leader, Assistant (s) Senior Patrol Leader, Patrol Leaders, Troop Guide and Troop Scribe will attend.
- C. Attendance of at least 51% at Troop meetings and other activities is required in order to qualify for advancement. School, sports and church activities will be accepted as excused with the prior approval of the Scout Master and/or the

Committee. Special situations may be excused at the Scoutmaster's discretion. It is the responsibility of the Scout to notify the Scoutmaster and adult responsible for attendance if the reason for his absence is an acceptable excuse.

- D. Troop Committee meetings will be held on the Thursday night at 7:00 pm following the Boy Scout Roundtable meeting. Special meetings will be held at the discretion of the Committee Chairman.
- E. Boards of Review are scheduled the 2nd Monday night of the month when Scouts have complied with the rank requirements of the BSA Handbook. The Advancement Chairperson will be notified by the Friday prior to the Board of Review, of any Scouts needing a Board of Review. Boards of Review will consist of a minimum of three (3) Troop Committee members. The Scoutmaster, Assistant Scoutmaster or parent of the Scout involved will not be a member of the Board of Review.
- F. Parents are welcome to attend scheduled Scout meetings and Committee meetings to see how the Troop functions and what the Scouts do each week. A Court of Honor will be held each quarter and parents will be notified.

V. Medical

- A. A Scout must have a completed medical form, part A and B as well as a copy of health insurance card on record by January 31st, updated annually, and signed by a parent or guardian. Medical form part C must be completed by a physician and on file in order to attend summer camp.
- B. If a Scout is under medical care or is being treated for behavioral problems, it must be brought to the attention of the Scoutmaster and the Troop Committee immediately or upon joining the Troop. This information in no way will determine membership in the Troop; it is only to provide an accurate medical record for all members.
- C. All adult leaders that participate in outdoor activities must complete a medical form that is to be on file and updated annually.

VI. Discipline

- A. Misconduct cannot and will not be tolerated. A Scout will only receive two (2) warnings before calling his parents to come and pick him up from the meeting or Scout Function. Misconduct such as but not limited to endangering others, attempting to damage property, disobeying the Scout Leader, intentional disobedience and disruptive behavior (profanity). Three strikes - You Are Out Rule. Depending on the degree of misconduct, the

Scoutmaster or in his absence an Assistant Scoutmaster may:

1. Suspend a Scout for the remainder of the meeting.
2. Suspend a Scout for 30 days.
3. Recommend permanent removal from the Troop

B. A majority vote of the Troop Committee is required for early reinstatement or permanent removal of a Scout.

C. Any Scout who has been dropped from the roles of the Troop for misconduct will not be eligible for a refund of any portion of the enrollment fees.

VII. Uniform

- A. Upon joining the Troop, each Scout is encouraged to have a complete uniform in his possession within 60 days. This will include BSA shirt, socks, belt, hat, sash, shorts or pants, bolo tie and insignia. Also each Scout is to have a BSA handbook.
- B. If a Scout is unable to meet this requirement, he must notify the Scoutmaster or a Committee Member so other arrangements can be made.
- C. The complete Class A uniform is required for all Troop meetings, camporees, Courts of Honor, Troop functions, and Boards of Review. Prior to an activity, if necessary, an announcement will be made as to changes in the uniform to be worn.

VIII. Advancement and Merit Badges

- A. Troop 446 subscribes to the advancement procedures as set forth by the National Council, Boy Scouts of America. As a Scout completes the requirements for a particular rank, a Scoutmaster conference will be accomplished and then a Board of Review will be scheduled. The Scoutmaster or Assistants will sign off requirements for each rank unless the Scoutmaster makes other arrangements. Parents will not sign off requirements for their own son's rank or merit badge requirements unless in a Scout Master approved group setting. Fifty one percent (51%) of meetings and activities must be attended in order to qualify for advancement. Additionally, dues must be up to date or no more than two (2) weeks in arrears in order to advance.
- B. Boards of Review will be conducted by the Troop Committee and arranged by the Advancement Chairperson. They will consist of, but not limited to,

Committee Chairman, committee member and/or anyone designated by Advancement Chairperson. The Board of Review is intended to see if the Scout has in fact accomplished the tasks, not to re-test him. Parents should not review their own son at the Board of Review.

- C. A Scout should notify the Scoutmaster or Advancement Chairperson of any merit badge (s) he is interested in pursuing. The Advancement Chairperson will provide the Scout with a card and the name of an approved counselor. The Scoutmaster must approve all Merit Badges prior to pursuing the Merit Badge.
- D. Merit Badge Counselors must have a completed and approved application on file in order to assist a Scout. No insignia will be ordered for a Scout who used a Counselor that has not been approved by East Carolina Council.
- E. A Scout transferring into Troop 446 must provide evidence of work completed or in progress in order to proceed with advancement. It is the Scout's responsibility to obtain the information from their former Troop.
- F. All Scouts are expected to participate in fundraising and community service activities in order to advance.

IX. Outdoor Activities

- A. Troop 446 will normally conduct one (1) outdoor activity each month. This may be in the form of a camp out, a hike, a field trip or some other suitable function. The national goal of ten (10) days and nights in the field per year per Scout will be the Troop goal.
- B. The Scoutmaster will notify parents of Scouts of future planned outings or activities during the Court of Honor and/or by relaying information through the Scouts.
- C. Troop outings and field trips will be supervised by a minimum of one (1) adult for every eight (6) Scouts, but never less than two (2) adults.
- D. Transportation for Troop outings is the responsibility of the parents of the Scouts in the Troop. Every effort will be made to furnish transportation to events from outside sources. In the event transportation cannot be found for all Scouts desiring to attend an event, the activity will be cancelled. Parents are to note the designated time to pick up your Scout and make arrangements to be on time. A Scout will not be allowed to leave any event early without prior approval from the Scoutmaster. All Scouts are expected to stay for the duration of the event.
- E. A "Totin Chip" program will be in effect for Troop 446. No Scout will be

allowed to carry any knife, hatchet, or ax on any troop activity until he possesses a valid Totin Chip card. No Scout in this Troop will be allowed to carry a switchblade, or similar type of knife. The Scoutmaster must approve all knives. In order to be allowed to carry a sheath knife, the Scout must be the rank of 1st Class and have earned the Paul Bunion Chip. The Scout Master or adult leader of the activity must approve the sheath knife. The sheath knife is never allowed at any Council Camporee.

X. Venture Patrol

- A. A copy of the Venture Patrol Bylaws shall be included in the Troop Bylaws and both Bylaws shall be maintained by the Troop Committee and Scoutmaster.
- B. When the Troop Bylaws are reviewed, the Venture Patrol Bylaws shall also be reviewed.
- C. The Troop Committee and Scoutmaster shall have the responsibility to review and approve all Adult Advisors to the Venture Patrol.
- D. Should the Venture Patrol cease to function as a unit, members of the Venture Patrol shall return to normal Troop patrols. Any and all gear purchased by Troop funds shall become the property of Troop 446 and added to the Troop inventory.
- E. Misconduct by a Scout in the Venture Patrol shall be dealt with as described in the Troop Bylaws under Section VI. Discipline.
- F. Should a conflict arise regarding the Venture Bylaws, the Troop Bylaws shall prevail.

XI. Fees, Dues, and Fundraising

- A. Troop 446 renews its charter on January 31 of each year. At that time, the Scout will be required to pay the registration fee plus insurance. Boy's Life Magazine is available at an additional cost. The fees are transferable but not refundable.
- B. New members will be charged the full registration fee.
- C. Dues will be \$2.00 each meeting and will be collected by the Patrol Scribe(s) at the beginning of the meeting. All Scouts and Adult Leaders are required to pay their re-charter fee prior to January 31. If the Scout falls behind in his dues by more than three (3) months he will not be allowed to participate in any Scout outing. Delinquent accounts will be referred to the Troop Committee.

- D. Any Scout who is unable to pay weekly dues or outing fees are encouraged to talk with the Scoutmaster or any Committee Member. Financial hardships will be handled on an individual basis.
- E. From time to time there will be an additional fee for such activities as Camporees, field trips, etc. In order to defray the costs of these activities, the costs will be divided equally among the Scouts who attend the function.
- F. There are no patrol dues, however, the cost of food items for patrol functions will be divided equally among members of the patrol, not divided among all Scouts.

Approved: _____

Committee Chairman: _____

Scoutmaster: _____

Assistant Scoutmaster: _____

Assistant Scoutmaster: _____

Assistant Scoutmaster: _____

Committee Chaplain: _____

Committee Secretary: _____

Committee Treasurer: _____

Committee Advancement: _____

Committee Outdoor Coordinator: _____

Committee Outdoor Coordinator: _____

Committee Adult Training: _____

Committee Medical Records: _____

Committee Membership Coord.: _____