

**BOY SCOUTS OF AMERICA
TROOP 10
MEDFIELD, MASSACHUSETTS**

TROOP BY- LAWS

I. TROOP STRUCTURE:

A. The following positions are to be appointed by the Scoutmaster (as needed):

1. Junior Assistant Scoutmaster:

- Functions as an Assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older.)
- Accomplishes any additional duties assigned by the Scoutmaster.
- Attend PLC Meetings.
- Sets a good example. Wears the uniform correctly. Lives by the Scout Oath & Law. Shows and develops Scout Spirit.

B. The following positions are to be elected, with the approval of the Scoutmaster:

1. Senior Patrol Leader

- Presides at all troop meetings, events and activities. Assists the adult leaders at the semi-annual troop planning meetings.
- Chairs the Patrol Leaders Council.
- Works with the Scoutmaster on the appointment of Scouts to staff and non-staff positions.
- Assigns duties and responsibilities to other youth leaders.
- Works with Scoutmaster in training youth leaders on an annual basis.
- Sets a good example. Wears the uniform correctly. Lives by the Scout Oath & Law. Shows and develops Scout Spirit.

2. Assistant Senior Patrol Leader:

- Assumes duties of the Senior Patrol Leader in his absence.
- Oversees training and gives direct leadership to the appointed youth leaders, as deemed necessary by the Senior Patrol Leader and/or the Scoutmaster.
- Assists in leading meetings, and activities, as called upon by the Senior Patrol Leader.
- Performs other tasks assigned by the Senior Patrol Leader.
- Attends PLC meetings. Attends Youth Leadership Training on an annual basis.
- Sets a good example. Wears the uniform correctly. Lives by the Scout Oath & Law. Shows and develops Scout Spirit.

3. Patrol Leader:

- Plans and leads patrol meetings and activities.
- Holds Patrol meetings (and activities) a minimum of 6 times during the year.
- Assists and guides members of the patrol towards advancement.
- Keeps patrol members informed of troop and patrol activities.
- Prepares the patrol to take part in all troop activities.

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- Appoints his Assistant Patrol Leader, with guidance of the Scoutmaster.
- Represents the patrol at all PLC meetings, and the semi-annual troop planning meetings. If necessary, designate his APL or other qualified scout to act in his place at these meetings.
- Attends Youth Leadership Training on an annual basis.
- Works with other troop leaders (youth and adult) to make the troop run smoothly.
- Sets a good example. Wears the uniform correctly. Lives by the Scout Oath & Law. Shows and develops Patrol and Scout Spirit.

C. The following PLC positions are appointed by the Senior Patrol Leader and the Scoutmaster:

1. Quartermaster:

- Keeps records of patrol and troop equipment.
- Has a workable system to check equipment in and out, and follows up on overdue returns.
- Issues equipment and sees that it is returned in good order, clean and complete.
- Trains and utilizes the Patrol Quartermasters as assistants.
- Works with the Senior Patrol Leader to draw on all troop members to assist with keeping the equipment storage area neat and clean.
- Conducts annual “spring cleaning” session.
- Works with the “Equipment and Facilities” adult leader to see that:
 - equipment is kept in good condition.
 - annual “spring cleaning” session takes place.
 - new or replacement items are suggested to the Troop Committee
- Attends PLC meetings. Attends Youth Leadership Training on an annual basis.
- Sets a good example. Wears the uniform correctly. Lives by the Scout Oath & Law. Shows and develops Scout Spirit.

2. Troop Guide:

- Introduces new Scouts to troop operations. Acts as mentor.
- Guides new Scouts through early activities, and in planning for summer camp.
- Form the new scouts into a New Scout Patrol, which will exist until summer camp.
- Encourages first year Scouts to earn at least their Second Class rank within one year.
- Attends PLC meetings. Attends Youth Leadership Training on an annual basis.
- Sets a good example. Wears the uniform correctly. Lives by the Scout Oath & Law. Shows and develops Scout Spirit.

3. Scribe:

- Records attendance at regular meetings and other troop activities.
- Forwards attendance records to Scoutmaster and Advancement Chairman on a monthly basis, or as requested.
- Attends and keeps minutes of PLC meetings. Distributes minutes to the PLC members on a timely basis, so they can be used to plan/run upcoming troop meetings and activities.
- Sets a good example. Wears the uniform correctly. Lives by the Scout Oath & Law. Shows and develops Scout Spirit.

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D. The following other youth leadership positions are appointed by the Senior Patrol Leader and the Scoutmaster, as required:

1. Librarian:

- Establishes and maintains the troop library. Keeps records of all resource materials owned by troop.
- Has a workable system to check literature in and out, and follows up on overdue returns.
- Makes literature available for borrowing at troop meetings. Announces new additions to the library.
- With the prior approval of the Troop Committee, disposes of outdated materials, and adds new or replacement items as needed.
- Sets a good example. Wears the uniform correctly. Lives by the Scout Oath & Law. Shows and develops Scout Spirit.

2. Historian:

- Gathers newspaper articles, pictures and other information for all activities of the Troop. Keeps them in scrapbooks, and/or computer information files, and has them available for display or use as needed.
- Maintains the Troop Bulletin Board, and updates it with new materials on a monthly basis.
- Sets a good example. Wears the uniform correctly. Lives by the Scout Oath & Law. Shows and develops Scout Spirit.

3. Chaplain's Aide:

- Assists with religious observances during outings.
- Helps coordinate the Scout Sunday event.
- Keeps troop members informed on religious awards.
- Sets a good example. Wears the uniform correctly. Lives by the Scout Oath & Law. Shows and develops Scout Spirit.

4. Instructor:

- Instructs Scouting skills, as needed, within the troop or patrols.
- Be well-versed in one or more specific Scouting skills.
- Prepares well in advance for teaching assignments.
- Sets a good example. Wears the uniform correctly. Lives by the Scout Oath & Law. Shows and develops Scout Spirit.

5. Order of the Arrow Troop Representative

- Serves as the communications link between the OA lodge and/or chapter, and the troop.
- Attends the monthly chapter meetings.
- Encourages year-round and resident camping in the troop.
- Encourages scouts to actively participate in community service projects.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages Arrowmen to be active participants in lodge and/or chapter activities, and to seal their membership in the Order by becoming Brotherhood members.
- Sets a good example. Wears the uniform correctly. Lives by the Scout Oath & Law. Shows and develops Scout Spirit.

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6. Den Chief: (Note: Must be Second Class or above.)
- Serves as the activities assistant at Cub Scout den meetings.
 - Meets regularly with the Den Leader to review the den and pack meeting plans.
 - If serving with a Webelos Den, encourages and helps prepare them to join Boy Scouting. Project a positive image of Boy Scouting.
 - Sets a good example. Wears the uniform correctly. Lives by the Scout Oath & Law. Shows and develops Scout Spirit.

E. Troop Committee:

1. Troop Committee: Consists of a minimum of five (5) members: Troop Committee Chairman; Institutional Representative; Advancement Chairman, Treasurer; and Secretary. The goal is to involve all Scout parents as Committee, Adult Leader, or Sub-Committee members as needed.
2. Adult Leadership: Boy Scout regulations require a Scoutmaster be appointed to guide the Troop. In addition, the Troop will, whenever possible, maintain a minimum of three Assistant Scoutmaster positions:
 - a) Advancement - Oversees Scout rank advancement through skill training and merit badge sessions in conjunction with the Senior Patrol Leader. Participates at Boards of Review.
 - b) Outdoor Activities - Oversees the planning and administration of outdoor events in conjunction with the Assistant Senior Patrol Leader. Makes reservations and coordinates payment of any fees,
 - c) Equipment and Facilities - Oversees the general status of Troop equipment in conjunction with the Quartermaster.

The Scoutmaster and Assistant Scoutmasters are assisted by, and work with, the Troop Committee, who must be aware of and approve all troop activities.

3. Sub-Committees: Organized to support the Troop Committee, Adult Leadership, and the Troop members with those functions necessary for efficient operation of the Troop.
- F. Troop Size: Troop membership should be limited to forty (40) Scouts. It can exceed forty (40) only to accommodate a brother of a current member or with approval of the Troop Committee.

II. ATTENDANCE:

Members are encouraged and expected to show Scout Spirit by attending meetings and activities on a regular basis. Attendance criteria includes being present at the meeting or activity for a substantial amount of the event and fully participating during that time. A meeting or activity will be considered as having been attended if excused by the Scout's Patrol Leader, Senior Patrol Leader, or the Scoutmaster, prior to the meeting or activity.

- A. To be considered active, members must attend 50% of regular Troop meetings and Troop activities every year of which at least 3 activities must be campouts.

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- B. An inactive member loses all Troop privileges and is not considered active for advancement. The Scout must go before the Scoutmaster for reacceptance into the Troop and reassignment to a patrol.
- C. In order to maintain their leadership positions, the Junior Assistant Scoutmaster, Senior Patrol Leader, Assistant Senior Patrol Leader(s), and Patrol Leaders must physically attend 75% of regular Troop and PLC meetings and Troop activities every year, of which at least 4 activities must be campouts.
- D. In addition to other Troop activities, all members must participate in the annual Troop fundraiser.

III. DUES:

- A. All members will be assessed annual dues to be paid by October 1st; as specified by the Troop Committee.
- B. In cases of hardship, the Troop Committee may specify other means of payment.
- C. New Scouts not transferring from another BSA unit, will be assessed the annual dues upon entering the Troop.
- D. Dues are assessed to cover the cost of registration, "Boys Life" magazine, badges, awards, and troop equipment.

IV. DISCIPLINE:

- A. Any Scout leaving a meeting without permission will be considered absent.
- B. Any member creating a disturbance will appear before the Patrol Leaders Council.
- C. If a member appears before the Patrol Leaders Council more than two times, he may be expelled from the troop with approval of the Troop Committee.
- D. Any member creating undue disturbance at a meeting or campout may be returned home at the discretion of the Scoutmaster or Adult Leader. Contact will be made with the member's home to provide for safe transportation of the Scout.
- E. Repair of vandalism/damage to troop equipment/facilities or equipment/facilities in the troop's care will be paid for by those who caused the damage.
- F. The Patrol Leaders Council, with approval of the Troop Committee, may remove any youth leader who does not carry out the responsibility of his office.

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V. UNIFORMS:

The Troop expects its members to be in uniform for all troop functions, unless by the nature of the activity, a uniform would be impractical. In such cases, the Scoutmaster will determine appropriate uniform. Only official Scout uniform parts are acceptable except where noted.

Class A Uniform:

- Long or short sleeve Scout shirt, with appropriate patches in correct places (as defined in the BSA Insignia Guide) and proper shoulder loops;
- Scout trousers, shorts, or switchback pants (Note: slacks, shorts, or cargo pants of the same shade as Scout pants are acceptable);
- Scout socks when wearing shorts;
- Scout belt (or the switchback pants belt);
- Troop 10 or Eagle neckerchief with slide.

Class B Uniform:

- Troop 10 T-shirt;
- Scout trousers, shorts, or switchback pants (Note: slacks, shorts, or cargo pants of the same shade as Scout pants are acceptable);
- Scout belt (or the switchback pants belt).

VI. PATROL LEADERS COUNCIL - QUALIFICATIONS OF LEADERS:

A. The Patrol Leaders Council consists of:

- Senior Patrol Leader;
- Assistant Senior Patrol Leader(s);
- Patrol Leaders (or Assistant Patrol Leaders in their absence);
- Troop Guide;
- Scribe;
- Quartermaster.
- Junior Assistant Scoutmaster(s);

B. Voting members are the Senior Patrol Leader, Assistant Senior Patrol Leader(s), the Patrol Leaders (or Assistant Patrol Leaders in their absence) and the Troop Guide.

C. Youth Leader Qualifications:

(Minimum ranks are subject to annual review by the Troop Committee, on the recommendations of the Scoutmaster.)

Junior Assistant Scoutmaster

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| Rank | - | Eagle Scout. |
| Advancement | - | Demonstrate continuing maturity and leadership capabilities during the time since having achieved the rank of Eagle Scout. |
| Age | - | Sixteen (16) years old or older. (BSA requirement) |
| Experience | - | Has served as Senior Patrol Leader, Assistant |

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Senior Patrol Leader, Patrol Leader or Troop Guide for at least one (1) year while with the troop; minimum of four (4) years of short term and long term camp; Youth Leadership Training (Troop, District, or Council level); minimum of five (5) years in Scouting; and at least two (2) years in Troop 10.

Senior Patrol Leader

- Rank - Life Scout or above.
- Advancement - Demonstrate progress towards the next rank within three (3) months prior to election.
- Age - Fourteen (14) years old or older.
- Experience - Has served as a Patrol Leader or Assistant Patrol Leader for at least six (6) months while with the troop; short term and long term camp; Youth Leadership Training (Troop, District, or Council level); minimum of two (2) years in Scouting; and at least six (6) months in Troop 10.

Assistant Senior Patrol Leader

- Rank - Star Scout or above.
- Advancement - Demonstrate progress towards the next rank within three (3) months prior to election.
- Age - Fourteen (14) years old or older.
- Experience - Has served as a Patrol Leader or Assistant Patrol Leader for at least six (6) months while with the troop; short term and long term camp; Youth Leadership Training (Troop, District, or Council level); minimum of two (2) years in Scouting; and at least six (6) months in Troop 10.

Patrol Leader

- Rank - First Class or higher.
- Advancement - Demonstrate progress towards the next rank within three (3) months prior to election.
- Age - Thirteen (13) years old or older.
- Experience - Short term and long term camp and/or Youth Leadership Training (Troop, District, or Council level); one (1) year in Scouting; and at least six (6) months in Troop 10.

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VII. ELECTIONS:

- A. Senior Patrol Leader - Held during September.
- B. Assistant Senior Patrol Leader(s) - Held during September.
- C. Patrol Leaders - Held during September, with the discretion of the Scoutmaster.
- D. Voting:
 - Senior Patrol Leader - Secret Ballot (60% of troop members must vote)
 - Assistant Senior Patrol Leader - Secret Ballot (60% of troop members must vote)
 - Patrol Leaders - Secret Ballot (60% of troop or patrol members per PLC decision)

Any candidate for elective office should be able to attend meetings, campouts, and other activities pertaining to their office on a regular basis, as outlined in Section II-C.

VIII. FUNDRAISING:

Fundraising activities must be of a type which directly benefit Scouting (i.e., the Troop, District, Council, etc.). Fundraising activities which directly benefit Scouting shall be conducted with the approval of the Troop Committee.

IX. ACTIVITIES:

Permission slips will be provided two (2) Troop meetings* before each planned Troop activity. Information on the permission slips will include the type of activity, the date and location(s), the cost, required personal clothing and equipment, meals provided, and due date. The due date will be one (1) Troop meeting* before the activity. The permission slips must be signed by a parent or guardian, citing home or cell phone number (in case of emergencies) and any necessary medical information pertaining to the Scout. The permission slip and money for the scheduled event must be turned in to the designated representative at the time specified, or the Scout may not be eligible to attend the event.

* Or at a time period as dictated by the requirements of the activity.

X. EQUIPMENT:

- A. The Equipment and Facilities Coordinator, with the assistance of the Troop Quartermaster, will maintain accountability and condition of the troop equipment, and will advise the

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Scoutmaster and the Troop Committee regarding the need to replace and/or repair equipment.

- B. The Troop Quartermaster, along with each patrol, will make certain that all troop equipment is properly cleaned and stored after each use.
- C. Troop equipment may be borrowed by parents of troop members. Equipment must be signed out by the Quartermaster and a Troop Committee member.
- D. Axes/hatchets will be issued by the Troop Quartermaster on campouts, only to those Scouts with a Totin' Chip card. The card (and tool) will be taken from any Scout not demonstrating the proper use.

XI. ADVANCEMENT:

- A. The Advancement Committee Chairman arranges for merit badge counselors, coordinates the Board of Review (BOR) meetings and obtains the awards for presentation. The Advancement Committee Chairman maintains a record of advancement for the Troop members. Each member's Scout Handbook, and all merit badge cards for badges awarded, are personal records and may be required to reconcile troop records.
- B. The Class A Scout uniform must be worn for each Board Of Review to which a Scout is presented for advancement.
- C. Projects for service hours performed outside a scheduled Scout activity, must be pre-approved by the Scoutmaster, or the Advancement Committee Chairman.

XII. MISCELLANEOUS:

- A. All Adult Troop Leaders appearing on the Troop Charter, and any other adults serving in a "two-deep leadership" capacity while on a troop activity, must be registered with the BSA. The registration fees will be paid for by the troop from treasury funds. Adult Troop Leaders can request reimbursement for BSA training from the troop.
- B. No changes may be made in the Troop By-Laws without approval of the Troop Committee.