

**BYLAWS, TROOP 697 (REVISION F)**  
**SALT RIVER DISTRICT, GRAND CANYON COUNCIL**  
**BOY SCOUTS OF AMERICA**

**1.0 PURPOSE**

The purpose of Boy Scout Troop 697 is the promotion of the principles of youth development as established by the National Council of the Boy Scouts of America.

**2.0 CHARTERED ORGANIZATION**

Boy Scout Troop 697 is sponsored by Saint James Episcopal Church, hereafter described as the Chartered Organization. A member of Saint James Episcopal Church who has been approved by the board of Saint James Episcopal Church shall serve as the Chartered Organization Representative. The Chartered Organization is not responsible for any debts or financial liability of Boy Scout Troop 697.

**3.0 TROOP COMMITTEE**

A Troop Committee shall be established for the administration of troop business. The Troop Committee may consist of the following suggested positions. In addition, any parent or guardian (hereafter, collectively referred to as “parent”) of a Scout who is willing to serve on the Troop Committee may do so as a Member at Large. Members may have more than one position.

- Chartered Organization Representative
- Committee Chairperson
- Scoutmaster
- Assistant Scoutmasters
- Secretary
- Treasurer
- Advancement Chairperson
- Outdoor Chairperson
- Recruiting Coordinator
- Medical Records Coordinator
- Fund Raising Coordinator
- Troop Shirts and Used Uniforms Coordinator
- Quartermaster's Parent
- Merit Badge Counselor Coordinator

Every parent of a Scout is encouraged to volunteer for membership on the committee. If two or more parents volunteer for the same position, the position may be shared or assigned by a majority vote of the Troop Committee.

The Troop Committee must approve persons other than parents of Troop 697 Scouts who wish to serve on the Troop Committee. Such approval shall be presumed, however, if no objection is made.

The Troop Committee acts and makes decisions by a simple majority vote. A quorum must be present for a vote of the Troop Committee which will consist of at least five Troop Committee members. Each member will only have one vote.

Troop Committee meetings are held on the second Thursday of each month at 7:00 p.m., or as otherwise agreed. Meetings are held at prearranged locations and are announced in advance.

#### **4.0 MERIT BADGES AND COUNSELORS**

- Merit Badge Counselors are available to coach, counsel, and evaluate the scouts in their pursuit of merit badges.
- District maintains a list of counselors who work with all units.
- Troop 697 maintains a list of counselors for Troop 697 only. Troop 697 Merit Badge Counselors must have a son in the troop, unless exception is made by Troop Committee.
- 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, completion of the merit badge application form, and approval by the Troop Executive Committee.
- Scouts working with merit badge counselors should do so using the buddy system.

#### **5.0 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. There shall be no restrictions because of race or national origin. The Troop Committee may set a limit on the number of boys allowed to enter the troop.

#### **6.0 ANNUAL PARENTAL PARTICIPATION**

**All parents are encouraged to participate in the organization and operations of troop activities. Such participation is essential to distribute the adult leadership workload, and improves the experience of all troop members. Accordingly, at least one parent of each troop member is required to meet one of the participation requirements outlined below:**

- a) Participate (e.g., attend or drive) in at least 3 monthly outdoor activities; or
- b) Participate as an active Troop Committee member; or
- c) Organize and lead the merit badge activities for one month of weekly scout meetings; or

- d) Plan and lead (alone or in conjunction with another parent or guardian) an organized troop activity; or
- e) Plan and lead one fundraising event for the Troop; or
- f) Make an additional contribution above and beyond the annual Scout dues to Troop 697 in the amount of \$50.00.

Lack of active participation by a Scout's parent may result in Troop Committee review regarding continued membership in the troop. However, the above requirements can be waived for any parent by the Troop Committee, at its discretion, for hardship or other reasons (e.g. for a parent whose participation was significant one year, but due to work or other commitments falls off during the next year).

## **7.0 FUNDING**

Troop 697 shall be self-supporting. The following guidelines regarding fundraisers, dues, fees, and expenditures shall be followed:

- Fiscal Year for Troop 697 shall be from August 1 to July 31.
- Each Scout shall pay annual membership dues as set by the Troop Committee. Dues can be paid quarterly if desired.
- Each Scout is responsible for paying the annual BSA registration fee which includes BSA insurance and the annual subscription to Boys Life
- Troop 697 will pay registration and insurance fees for active adult leaders.
- Scout Patrols may collect dues to support patrol activities.
- Additional funds may be generated through donations or fund raising activities.
- All fund raising must be pre-approved by the Troop Committee.
- All money collected through dues, fees, or fundraising shall be the property of Troop 697, and no refunds will be made, unless otherwise decided by the Troop Committee.
- Any funds disbursed must be approved by at least two members of the Troop Committee. Troop expenditures in excess of \$150 must be approved by the Troop Committee.
- The Treasurer shall maintain a current record of receipts, disbursements, and financial assets.
- The Troop Committee may waive dues and other fee requirements for any scout (e.g. for hardship or other reasons). Scouts or their families desiring such a waiver are encouraged to contact the Troop Committee as soon as possible to request the same. The Troop Committee (or Scoutmaster) shall also attempt to identify boys that may need such a waiver and proactively address the situation, as appropriate.

## **8.0 TRAINING**

Each member of the Troop Committee is encouraged to complete Adult Leader Training. The Scoutmaster and Assistant Scoutmasters are required to complete this training within one year of entering such position unless waived by the Troop Committee. Junior Leadership training will be encouraged. Fees for Adult and Junior Leadership training may be borne by the troop as determined by Troop Committee.

## **9.0 TROOP MEETINGS**

The troop shall hold regular weekly meetings from September through May. These meetings are held on Tuesday evenings from 7:00 p.m. to 8:30 p.m. A meeting schedule with meeting places will be published each year and made available to member families. Meetings will be held less frequently in the summer months as decided by the Troop Committee or Scoutmaster. Regular and scheduled meetings may be canceled due to lack of a meeting place or adult leadership or due to a conflict with special events. Reasonable efforts shall be made to inform all troop members of cancelled or moved meetings.

## **10.0 MEETING ATTENDANCE**

Regular meeting attendance is recommended for all members. Scouts who expect to miss a meeting are encouraged to notify Adult and/or Scout Leaders. Scouts who miss more than 2 regular meetings prior to a Campout will not be able to attend the campout without permission of the Scoutmaster, trip leader, or Troop Committee. Troop 697 encourages scouts to participate in family, church, school, and sports activities, and all attempts will be made to assist boys who find it difficult to participate in troop activities due to such conflicts.

## **11.0 UNIFORMS**

Each Scout is required to own the Regulation Class A Boy Scout Uniform. If any scout's family has a financial hardship, the Troop Committee will establish a grant or loan and payment plan. Troop 697 has also established Class B and Class C Uniforms for informal wear. Some uniform articles that have been outgrown by the older scouts may be available from time to time; contact the Scoutmaster, Troop Committee, or the Used Uniforms Coordinator. Parents are urged to donate any good condition, used uniform articles to the troop.

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

BSA Shirt w/ insignia  
BSA Pants or  
BSA Shorts w/green and red socks  
BSA Web Belt

### **Class B Uniform (Scoutmaster approved)**

Troop T-shirt  
BSA Pants or  
BSA Shorts w/green and red socks  
BSA Web Belt

BSA Bola Tie  
BSA Cap (optional)  
Merit Badge Sash (Optional)  
Order of the Arrow Sash (when awarded)

BSA Cap (optional)

**Class C Uniform (Scoutmaster approved)**

Troop T-shirt or BSA Shirt w/ insignia  
Non-scout pants

Class A uniform is required wear for the following events: Board of Reviews, Troop Court of Honors, District or Council Events, District Camporees, summer camps, Parades, All Troop attendance at Public Events, Scout-O-Rama Ticket Sales, Scouting for Food, Any Boy Scout Events where dress attire is appropriate. Any scouts not in Class A uniforms for their Board of Review or Court of Honor will not advance in rank or be presented with merit badges.

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 adult leader of a specific function will specify the appropriate uniform.

*Scoutmasters, Assistant Scoutmasters, and Patrol Leaders are expected to set an example for the other scouts by wearing proper attire.*

## **12.0 EQUIPMENT AND GEAR**

The troop owns camping equipment such as tents, lanterns, and cooking equipment. The troop library contains a wide assortment of merit badge books. This equipment is distributed for use according to rules and guidelines set by the Scoutmaster or the Troop Committee.

Each Scout is responsible to provide his own personal equipment. Each Scout is required to have the following equipment:

- Boy Scout Handbook
- Lightweight Sleeping Bag
- Backpack with hip belt
- Lightweight sleeping pad
- Compass
- First Aid Kit
- Eating Utensils
- Canteen or water bottles, from 1 quart for short trips to 1 gallon for overnight trips
- Lightweight flashlight
- Hiking boots (optional for most trips but required for some)
- Whistle (for emergency purposes)
- Other clothing and equipment as required for the circumstances of the activity

## **13.0 TROOP 697 CONDUCT AND DISCIPLINE POLICY**

All Scouts, Leaders and Parents are expected to show proper respect to all others at all times and to conduct themselves in an orderly and courteous manner consistent with the Scout Oath and Law. Troop 697 has established a Conduct and Discipline Policy (“the Policy”) to assist in maintaining orderly and effective Troop meetings and outings. This Policy has rarely been invoked. However, each Scout and his parent(s) are expected to be familiar with it and are required to sign an acknowledgment that they understand and agree to the Policy. A copy of the Policy is attached to these bylaws.

## **14.0 ALCOHOLIC BEVERAGES, TOBACCO, AND LANGUAGE**

Alcoholic beverages are not permitted at any Scout event. Scouts may not smoke or chew tobacco. Coarse, foul, or abusive, language is not permitted by adults or Scouts.

## **15.0 PHYSICAL EXAMINATIONS**

Before attending any long term camp, (3 days or more):

- All adult leaders shall complete a current health history supported by a medical evaluation completed within the past twelve months by a licensed physician. Adults are to use the appropriate BSA form.
- All Scouts shall complete a current health history attested to by parents or guardians, supported by a medical evaluation completed within the last 36 months by a licensed physician. Scouts are to use the appropriate BSA form #4414. This form also contains an authorization form for emergency medical treatment. Parents of all minors must sign this form.

## **16.0 CONSENT FORMS**

Adult leaders will take appropriate measures to ensure the safety and well being of Scouts who participate in troop activities. However, each Scout's parent(s) must accept the fact that a certain amount of risk is inherent in most if not all troop activities. For example, Troop 697 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 Scout's parent(s) to become familiar with each of the troop's activities and to make an informed decision regarding their Scout's participation.

Scouts will not be permitted to participate in any Troop 697 activity without a properly filled out consent form that is signed by a parent.

## **17.0 AUTOMOBILE LIABILITY INSURANCE FOR TROOP 697 VOLUNTEER DRIVERS**

Each person who drives a car in connection with a Scouting activity must carry a minimum of \$50,000/\$100,000/\$50,000 of liability insurance. Each person who drives a van or bus must carry \$100,000/\$300,000/\$100,000 of liability insurance. Questionnaires will be distributed as necessary to maintain a record of such information.

## **18.0 AMENDMENTS TO BY-LAWS**

Amendments to these Bylaws may be recommended at any Troop Committee meeting with a quorum present. Recommended changes to the Bylaws must be printed and sent out to all Troop Committee members at least one week prior to a vote. 75% of the Troop Committee quorum needs to agree to change the Bylaws (by vote in person or by proxy).

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These by-laws were approved October 7, 1997 for Boy Scout Troop 697, Salt River District, Grand Canyon Council.

### **Revision B, February 18, 1999**

### **Revision C, September 3, 2002:**

- 1) Added items 3 and 4 under Troop Membership.
- 2) Changed the name of the By-Laws Chairperson from Brian Sanford to Bill Hoddy

### **Revision D, January 21, 2003:**

- 1) Updated the Troop meeting nights from Thursday to Tuesday.
- 2) Revised the annual National BSA dues from \$10.00 to \$20.00.

### **Revision E, September 18, 2005**

Revised wording.

### **Revision F, August 4, 2008**

Changed sponsor name to "Saint James Episcopal Church."

## **TROOP 697**

### **CONDUCT AND DISCIPLINE POLICY**

Scouts, Leaders and Parents are expected to show proper respect to all others at all times and to conduct themselves in an orderly and courteous manner, consistent with the Scout Oath and Law. Troop 697 has established this Conduct and Discipline Policy to assist in maintaining such conduct. This Policy will not be necessary when the spirit of the Scout Oath and Law are followed. It is expected that this Policy will rarely be invoked. However, it provides guidelines, expectations and procedures in the rare event that discipline becomes necessary.

#### **1.0 RULES OF CONDUCT**

- Scouts are not permitted to bring firearms to any scouting event or activity, except for the purposes of merit badge activity such as Rifle Shooting, and then only with the prior approval and knowledge of the Scoutmaster.
- Scouts are not permitted to bring a knife to any scouting event or activity, except for a pocketknife (with valid Tote-N-Chip Card) and eating utensils.
- Scouts are not permitted to bring water pistols or similar items to any scouting event or activity (these items are permissible at the family picnic and family campout).
- Scouts are not permitted to bring fireworks or other unapproved flammable materials to troop activities.
- Alcoholic beverages are not permitted at any scout event.
- Scouts may not smoke or chew tobacco.
- Adults or Scouts will permit no coarse, foul, or abusive language.
- Scouts are not permitted to engage in any activity that will physically endanger themselves or another individual.

#### **2.0 DISCIPLINE POLICY**

Only registered adult leaders are permitted to discipline any Scouts other than their own son. Discipline may not be administered without another adult present. No adult is permitted to strike a scout. Adults may use physical restraint only when a Scout's actions may harm himself or another person. Troop 697 uses the following disciplinary actions to control inappropriate or disruptive behavior. Depending upon the severity of the problem and the Scout's behavior history, discipline generally will be taken in this order.

- 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 outdoor activity)
- Scout suspended or ejected from Scout Troop

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

