



# CHARTER AND POLICIES

**FRIENDS & FAMILY OF NORTH STAR SCOUTS**

**CHARTERED ORGANIZATION**

**TROOP/PACK/CREW 555, PACK 500**

**NORTH STAR DISTRICT**

**LAS VEGAS AREA COUNCIL**





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## MISSION STATEMENT

Our purpose is firmly based in the aims and methods of scouting, as established by Boy Scouts of America and the long-standing tradition of scouting. Our objectives are to establish a program that emphasizes the following:

- Moral Strength and Character Development;
- Citizenship Training;
- Mental and Physical Fitness Development.

We pledge to accomplish the aforementioned objectives through the Cub Scouts, Boy Scouts and Venture Scouts programs of the Boy Scouts of America, and specifically via the following methods:

- Scouting Ideals: These are spelled out in the Scout Oath, Law, Motto, and Slogan.
- Patrols: This method give scouts an experience in working and participating as a group.
- Outdoors: Outdoor activities such as camping and hiking are fun ways to promote group cooperation, mental alertness, and physical fitness.
- Advancement: Establishes a pattern of setting and achieving positive goals. It provides the boy with recognition for his achievements.
- Adult Association: Using quality adults, especially males to provide a good role models.
- Personal Growth: Boys grow as they participate in community service projects and perform 'good turns' for others.
- Leadership Development: Provides the opportunity to participate in shared and total leadership situations.
- Uniforms: Makes the scout troop visible as a force for good and creates a positive youth image in the community.

The scouting unit, its adult leaders and youth, shall at all times follow the Scout Oath and Law:

### *Scout Oath:*

On my honor, I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake and morally straight.

### *Scout Law:*

A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.



## KEY UNIT POSITIONS

### Institutional Head/Executive Officer

The Institutional Head/Executive Officer position shall be the senior person responsible for the chartered organization. This position does not require registration with Boy Scouts of America, and serves to support the unit in an executive capacity, and appoints the Chartered Organization Representative. This position does not have direct leadership over the scouting unit, but does retain the privilege of requesting scouting projects for the chartered organization.

### Chartered Organization Representative

The Chartered Organization Representative position shall be a person appointed by the Executive Officer. This position requires registration with Boy Scouts of America. This position performs as a liaison between the committee and the chartered organization. Further, this position is responsible for appointing the Committee Chair, and has final approval of all adult volunteers.

### Committee Chair

The Committee Chair is appointed by the Chartered Organization Representative. This position has overall responsibility for the general organization of the units, and is responsible for the selection and appointment of the Scoutmaster, Cubmaster, Venture Advisor and the committee positions. This position requires registration with Boy Scouts of America.

The Chair must maintain a strong working relationship with the Scoutmaster, Cubmaster, Venture Advisor and Chartered Organization Representative. S/he must possess excellent management skills and a thorough understanding of scouting, and shall be a formally trained and registered Scout leader.

The Chair will ensure that all committee functions are accomplished. S/he must interpret national and local policies to the units, prepare committee meeting agendas, promote participation in committee meetings, and ensure unit representation at the district level. Further, s/he (or delegate) must continually work with the district to develop a comprehensive training plan for adult and boy leaders. The Chair is responsible for the successful and accurate annual unit re-charter submission.

### Committee Officers

Committee Officers are appointed by the Committee Chair. These positions are considered to be key roles that must be occupied year-round, and require registration with Boy Scouts of America. These positions must be occupied by trained scout leaders only, and they must be present at all committee meetings. The officers are:

- *Treasurer*: This position maintains the troop record of accounting, utilizing software as prescribed by the committee. This individual must be computer-literate and possess good mathematical and communication skills. This individual works closely with the Committee Chair to account for all individual and unit monies as they relate to activities, fund raising, and general expenses, and provides, at a minimum, a monthly accounting of such.
- *Secretary*: This position will record the minutes of all official committee meetings which involve business or planning for the troop. This position provides facility for the flow of information in the troop, including announcements, newsletters, and general information



bulletins. This position will utilize electronic mail and the website to disseminate information as necessary to keep the scouts and their families informed. The secretary will work with the youth leadership positions Scribe and Historian, to allow them to accomplish whatever may be done at those levels.

- *Quartermaster*: This position is responsible for overseeing the physical resources of the troop, including camp equipment, boats, storage, etc. Further, this position is responsible for the procurement of the scouting resources such as the official troop hat, neckerchief, and class-B uniform shirts, patches, etc. This position shall train and assign duties to the youth leadership position Quartermaster, to allow him to accomplish whatever may be done at his level.
- *Advancements Chair*: This position has the responsibility for coordinating boards of review, evaluating unit progress, processing of completed merit badge cards, and other advancement duties. Further, this position works closely with the Scoutmaster and Committee Chair for producing memorable Courts of Honor events.
- *Fundraising Chair*: Fund raising provides the necessary cash flow for the units to be able to function and provide a quality program for the youth. This position is responsible for the overall planning, coordination, and execution of the troop fundraising campaigns each year. This position works closely with district, troop, and community leadership to provide a successful funding campaign for the troop.
- *Training Chair*: This position arranges and ensures training and awards for registered adult leaders in the various units. This individual verifies merit badge counselor registration and certification, and ensures that all leaders meet their training obligations for their position as well as the Youth Protection training required every two years.

## Committee

The committee is comprised of myriad roles and responsibilities to round out the scouting program. Any adult with a son active in the troop is also a committee member. All committee members may be present at any committee meeting and have a vote in the proceedings. The troop will hold at a minimum, and typically, one meeting per month to discuss troop business and planning. The committee reviews and votes to approve the troop annual plan (developed by the Scoutmaster, Committee Chair, and youth leadership cadre). Therefore, committee members are expected to be present at all committee meetings.

Additional committee positions may include Transportation Coordinator, Webelos Transition Chair, etc. Other positions may be created at the discretion of the Chair, as required. All members of the committee (especially parents) are expected to participate and help run the program.



## **Scoutmaster/Venture Advisor/Cubmaster**

The Scoutmaster is the primary unit adult leader in charge of the Boy Scouting program. The Venture Advisor is the primary unit adult leader in charge of the Venture Crew. The Cubmaster is the primary unit adult leader in charge of the Pack. These positions are appointed by the Committee Chair (or his designee) and are required to register with the Boy Scouts of America. In addition, the Scoutmaster must be a former Boy Scout and an experienced, trained Boy Scout Leader. Some of the duties of these positions include:

- Train and guide youth leaders;
- Work with assistants to bring scouting to youth;
- Use the methods of scouting to achieve the aims of scouting;
- Scoutmaster meets monthly with the Patrol Leader Council (PLC) for training and coordination in planning troop activities;
- Attend all unit meetings, or when necessary, arrange for a qualified adult substitute;
- Attend committee meetings when feasible;
- Conduct parents' sessions as needed to share the program and encourage parent participation and cooperation;
- Take part in annual membership inventory and uniform inspection.

The troop and crew each support the BSA goal of encouraging youth-led meetings and outings. In August of each year, the Scoutmaster shall arrange the annual Troop Program Planning Meeting with the youth leaders of the troop, with the goal of establishing the program for the next year. The program will include monthly campouts (at least ten per year), summer camp options, and other events. The Scoutmaster is encouraged to discuss the financial issues related to the scouts' chosen activities.

## **Youth Leadership**

For the troop, the youth leadership will be elected by the youth membership, and will have six-month tenure. Elections are held in January and July. Boys running for Senior Patrol Leader (SPL) (or Assistant Senior Patrol Leader) must have previously served in the capacity of patrol leader, must be of First Class Rank or higher and receive Scoutmaster's approval to run. The SPL, in consultation with the Scoutmaster, will appoint his assistant. Other positions, to include Scribe, Quartermaster, Librarian, Guide, Instructor, Historian, and Troop OA Representative, will be appointed by the Assistant Senior Patrol Leader (ASPL).

Candidates for the position of Patrol Leader must have the Scoutmaster's approval to run. Patrols elect a patrol leader in any manner of their choosing. The patrol leader shall appoint at his discretion an assistant to help with patrol administration.

Only boys who are current on their dues will be eligible for leadership positions. Boys in a leadership position must attend Troop Leadership Training (TLT) at the next offering or have a one-on-one session with the Scoutmaster before they are awarded the "Trained" patch for that position.



## **UNIT ORGANIZATION**

### **Joining the Troop or Crew**

Parents or Guardians of all applicants must meet with the primary unit adult leader for a personal interview before a boy will be registered with the unit. The purpose for this meeting is to explain how the unit functions, what the youth's and parent's responsibilities are, and allow the parents and youth to ask questions about the unit. The unit cannot function without the active involvement of every parent. Accordingly, the unit must ask each parent to volunteer for a committee or adult leader position, or participate in at least one outing or activity annually in a supervisory capacity on a rotating basis.

### **Scout Commitment**

On an annual basis, as a condition of membership in the troop or crew every family commits to the following:

1. Each scout will attend to the best of his ability at least half of the scheduled outings during the year;
2. Each scout will attend to the best of his ability all Courts of Honor, Scout Sunday, and all unit required functions;
3. Each scout will participate to the best of his ability in all unit and district community goodwill events such as Scouting for Food.
4. Each parent or guardian will participate in the planning and execution of, at a minimum, one unit activity per year.

### **Annual Business Meeting**

The committee will convene an annual "Parents Banquet" at the beginning of each Scout year. The main purpose of the meeting is to present the plan developed for the coming year as developed by the youth leadership and approved by the committee. The presentation will include the new scouting year's Activity Calendar, proposed budget, and associated fundraising activities.

### **Transportation**

Parents are responsible for transporting their sons to campouts and other unit activities. Carpools will be coordinated; however the ultimate responsibility will lay with the parents.

The BSA Guide to Safe Scouting will be strictly adhered to in all cases, with particular emphasis on the following:

- All carpool drivers must carry minimum liability insurance in compliance with Nevada revised statutes;
- Each transporting vehicle must have a seatbelt for each person being transported;
- Parents and adult leaders must provide updated information about their vehicle(s) and associated insurance to the troop annually;
- All drivers who take scouts in their vehicle must be 21 years of age or older, on all outings, no exceptions;
- No riders will be permitted in the rear of pickups or trailers.



Parents are responsible for the retrieval of their son(s) after a unit activity, either personally or by prior arrangement with another adult. As a general rule, no leader should leave a scout at home after an activity unless a responsible adult is present. If a boy is to be dropped off somewhere other than his residence address, or to be picked up by someone other than a family member or the parent of another scout in the troop, the adult leader must be informed by the parent in writing prior to the troop activity (e.g., a note on the permission slip for that activity). Adult leaders are to use common sense, and consider what is in the best interest of the scout, should the occasion arise that a parent is not available when a scout must be dropped off, or no parent is available to pick up a scout.

### **Committee Meetings**

The committee shall meet regularly to discuss unit business. Meetings shall be scheduled by the Committee Chair who will provide a written agenda. Committee officers are required to attend all such meetings, and all other committee members are strongly encouraged to attend as well. All committee members have the authority to vote when a quorum exists. A quorum will exist when at least half of the appointed key officers are present at a committee meeting. Meetings are permissible without a quorum; however, no matters requiring a vote may be decided.

### **Expedited Approval**

Should a need arise to obtain committee approval of an large expenditure (more than \$500) on an expedited basis, the Committee Chair shall be authorized to contact the other key committee officers by telephone or electronic mail to discuss the matter and obtain a consensus. In any such instance the committee will be informed at the next regular committee meeting.

### **Amending the Charter & Policies**

Amendments to the charter & policies may be made by majority vote of the key committee officers after introducing the amendment at one committee meeting or other discussion. The amendment must be voted upon at a committee meeting, and after the approval of such will be made permanent. The unit policies must be ratified with at least two signatures of the Chartered Organization Representative, the Committee Chair, and/or the Scoutmaster.

### **Committee Approvals**

As a minimum, the committee must approve the following:

- Eagle Scout Leadership Service Project proposals;
- Non-standard operating expenditures;
- Other matters pertaining to the operating nature or success of the units.

### **Boards of Review**

It is the responsibility of the committee and the Advancement Chair to arrange timely Boards of Review for scouts who have completed all of the requirements and Scoutmaster's Conference for Tenderfoot, Second Class, First Class, Star, Life, Eagle and Eagle Palms. It is the responsibility of the individual scout to schedule a Scoutmaster's Conference and Board of Review.



## Safety

At all times, the BSA Guide to Safe Scouting policies, guidelines, and recommendations will be followed and adhered to, without exception. With particular emphasis on providing two-deep leadership, and travel safety, the all program leaders are expected to be well-versed in the BSA GSS, and will advise the committee and unit leaders on such matters.

## Disciplinary Action

Every scout and adult leader is compelled to live by the scout Oath and Law at all times, and shall be required to do so when wearing the scout uniform, or when present at any scouting event. BSA programs strive for excellence in youth, and leave little room for behavioral issues. The committee (with input and recommendations by the primary unit adult leader) has final authority over who is accepted into units, and who remains so. Per BSA bylaws, the units are in no way obligated to keep any particular youth in the program. The chartered organization has a “zero tolerance” policy toward behavior not consistent with the Scout Oath and Law, and has adopted the following discipline policy (applicable to all members):

1. The use of foul or vulgar language, name-calling, ethnic jokes or other disparaging remarks;
2. The use of alcohol, tobacco, or non-prescription drugs (excluding over-the-counter remedies) during events, or in the presence of scouts;
3. The use of matches or flammable chemicals for any reason apart from a scouting or other lawful purpose;
4. Bullying, hazing, or any action that could result in injury to a scout or anyone else;
5. Any other behavior, activity, or action that is in contrast with BSA guidelines, policies, and principles.

It is the discretion of the unit primary adult leader and/or Committee Chair to determine if a violation of the discipline policy has occurred. In the event that the offender is an adult, the Chair or his designee will address the issue. For youth, the primary unit adult leader will report the violation to the committee, where it will be handled with the following escalation:

1. First occasion will result in a verbal reprimand. This will include a conference with the primary unit adult leader, in order to work out the problem, and set a course of improvement. The committee will be notified that a warning has been issued and this will be documented in the youth’s folder.
2. Second violation of policy will result in a suspension, for a period to be determined by the committee. Typical suspension will be one week to one month, depending on the circumstances. The circumstances of the policy violation and the outcome will be documented in the youth’s folder.
3. On the third violation of policy, upon review and determination of the committee, the boy will be expelled from the unit. This will only occur after it is reviewed and confirmed to be a third violation of the discipline policy, the circumstances of the policy violation and the outcome will be documented in the youth’s folder. There is no appeal process, though the youth is free to pursue registration and membership in another unit.

Disciplinary actions will be dealt with in strict confidence. Any action taken will be recorded by the Committee Chair or his designee, and the scout’s parents will be fully informed of the issue. Together, the committee, parents, and primary unit adult leader will work toward a solution with the unit’s best interest in mind. With regard to the above guidelines, the Committee Chair is empowered to act on behalf of the committee, so that disciplinary actions can be dealt with on a



timely basis. In cases where the scout involved in a disciplinary action is the dependent of the primary unit adult leader involved, or the Committee Chair, they shall defer to another leader or committee member for problem resolution.

### **Concerns and Complaints**

Whenever an issue or problem arises between Boy Scouts that may require third-party remediation, the scout shall always use the proper chain-of-command, as determined by the unit, in reporting the concern.

Adults may take their concerns directly to the Committee Chair or Scoutmaster, as appropriate. Adults may not address their concerns to the boy leadership, except under the appropriate forum as determined by the Committee Chair.



## **EXPENSES**

### **Fee to Join**

Each new scout registering with any unit (i.e., not a renewal) shall pay a fee of \$50, which pays for the boy's registration, Boy's Life magazine subscription, Boy Scout/Venture handbook (troop or crew), and the first quarter of his annual program fee (troop or crew). The Boy's Life magazine subscription will continue at the troop's expense for the duration of the boy's registration with the unit.

### **Uniform**

It is the responsibility of the scout and his family to provide a complete class-A uniform for his scouting program. The troop and crew uniform policy is as follows:

Second Class and lower must wear the official BSA class-A uniform from the belt up: the official shirt, complete with all insignia and badges as prescribed by BSA requirements and merited by the scout as of the previous board of review; the official troop neckerchief and hat; blue denim, or khaki pants/shorts in good condition.

First Class rank and above must wear the complete, official BSA class-A uniform, as specified above, but also to include the official pants/shorts, and socks.

In all cases, any shoes in good condition, except for thongs (flip-flops), may be worn for inside meetings and activities. On campouts and hikes open-toed shoes are prohibited and scouts will preferably wear a good, ankle-high or better boot that is durable for unimproved terrain.

The class-B uniform shall consist of the troop t-shirt or sweatshirt, and hat (where appropriate), and the rest of the uniform as determined by the class-A policy, above (appropriate to the scout's rank). The class-B uniform may be worn only when so designated by leadership, but will never be worn when attending to official scout functions such as Scouting for Food. When in doubt, elect to wear the class-A uniform.

### **Summer Camp (Boy Scouts Only)**

Summer camp is an essential part of the Boy Scout program. It usually costs several hundred dollars per scout. Each scout should be encouraged to earn some or all of this money himself through participation in fundraisers or his own enterprise. Each year scouts and parents will be provided with a monthly payment schedule in order to minimize the financial burden of paying for summer camp. At the committee's sole discretion, one or more scholarships may be given each year to help scouts who might otherwise be unable to attend summer camp. Each scout is strongly encouraged to participate in all fundraising activities, to mitigate the cost of camp, and to also help his troop.

### **Outing Costs (Boy Scouts Only)**

Each patrol shall organize its food budget for each outing, and each scout shall pay his equal portion of the budget established by the patrol leader. Each scout shall be further responsible for his portion of any additional outing fees or costs associated with the event.



### **Additional Expenses**

Each scout shall provide his own gear, including mess kit, sleeping bag, ground pad, flashlight, tent, backpack, first aid kit, and other personal outdoor gear. For several reasons, including sanitary and logistical, it is not permissible for scouts to carry gear in paper or plastic bags.

### **Expenditures**

The committee shall be responsible for paying the following expenses from the general fund:

1. Charter renewals (annually);
2. Boy's Life (annually);
3. Equipment (as needed - committee approval required);
4. Advancement pins, merit badges, rank patches, etc;
5. Summer camp fee for designated adult leaders;
6. Leadership training costs as determined by the committee;
7. Bank charges and associated fees and expenses;
8. Office Supplies;
9. Propane and other consumable outing necessities;
10. Ceremony expenses;
11. Print, postage and refreshment expenses associated with meetings.

### **Expenditure Approval**

A vote of the key committee members will be necessary to approve any expenditure of troop funds beyond the expenses described above or identified in the troop budget. Approval must be obtained prior to the expense, or the individual bears the risk of non-approval (and therefore non-reimbursement).



## **FINANCING AND FUNDRAISING**

### **Goals of the Unit Financing Program**

The financing plan has been designed to provide funds to operate the units on an annual basis. The program is intended to encourage the parents to have their sons participate in fundraising events with the goal of having them pay for 100% of the costs of their scouting program.

The scouting year begins in September and ends in August. A checking account for the troop will be managed by the Treasurer. The account will require at least three signatories, including the Committee Chair, and the Chartered Organization Representative. Unit checks require two signatures.

### **Program Fee**

The Program Fee for each member of the troop and crew shall be \$100 annually. These funds are appropriated to the general fund and are applied toward the collective program. The program fee may be paid in quarterly installments, due in January, April, July, and October of each year. The funds can be provided from the scout in the form of cash, or preferably deducted from his fundraising account.

### **Scholarship**

The units will work with the family of a scout that may have a financial hardship. This should include an agreement to make a reasonable attempt to assist the troop with its financial obligations, including significant effort during fundraisers. All requests for financial assistance should be directed to the Committee Chair, and will be reviewed by the committee.

### **Scout Fund (Boy Scouts and Venture Crew only)**

The Treasurer will establish for each scout an individual account. Contributions to this fund will be made by the collection of monies paid in for that purpose, and from the proceeds of the scout's fundraising activities. The balance of each account is available at any time to the individual scout. The monies kept in this account can be used for any scouting purpose, including summer camp fees, activity fees, dues, and so forth. Any monies remaining in an individual fund account when the boy leaves the unit shall be returned to the general fund.

### **Fundraisers**

The committee organizes fundraising events to allow the scouts to pay for the Program Fee and subsidize the cost of summer camp. Parents should encourage their scouts to participate in every fundraiser. In this way, the costs of the program can be borne by those that gain from it - the scouts. Fundraising activities shall be supervised by the Fundraising Chair, but all parents are encouraged to participate.

After the unit recovers any associated costs, eighty percent (80%) of the net profit raised through individualized fundraising events will be distributed to the individual boy or venture scout's account. The remaining 20% will be deposited into the general fund.

Units running independent fundraisers shall contribute not less than 5% of the net proceeds back to the chartered organization general fund, to help offset operating costs.



## **Fundraiser Buy-Out**

At the discretion of the committee, certain fundraisers will require a Buy-Out option. This is due to the fact that the troop relies on fundraisers to generate operating funds, and if a family decides to not participate, the troop suffers. With the Buy-Out option, the committee will establish a minimum pledge amount for the fundraiser. The family must commit to either the minimum sales pledge, or pay the Buy-Out amount established by the committee. The committee will determine the amount of the Buy-Out based on the per-boy pledge and anticipated revenue.

## **RATIFICATION**

### **Charter Acceptance**

The charter and by-laws set forth in this document were reviewed by the committee and approved forth with, according to the rules and guidelines set forth by the Boy Scouts of America.

Steve Martin  
Founder/Committee Chair  
2004

James McEnulty  
Founder/Chartered Org Rep  
2004

(Revised 2007, 2009, 2011)



### **Parent/Scout Acceptance**

We, the undersigned, hereby acknowledge receipt of these policies and have thoroughly reviewed them. We accept them as a condition of membership in the unit and pledge to uphold them at all times.

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Parent/Guardian Signature

Date

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Scout Signature

Date

### **References**

The Scoutmaster Handbook

The Boy Scout Handbook

The Boy Scout Field book

The Troop Committee Guidebook

The Guide to Safe Scouting