

Golden Empire COUNCIL
Amador DISTRICT
PARENTS' COMMITTEE BYLAWS
BSA TROOP 78

APPROVED ON January 20, 2010
TROOP 78 COMMITTEE BYLAWS

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I. NAME, PURPOSE, AND OBJECTIVES OF ORGANIZATION

- A. Name of Organization: Boy Scout Troop 78 Parents' Committee or Support Our Scouts
- B. Purpose of the Troop 78 Parents' Committee is participation to fulfill the highest ideals of Boy Scouting through active support of Boy Scout Troop 78.
- C. Committee objectives are to:
 - 1. Carry out BSA policies and regulations.
 - 2. Assist and/or advise Scoutmaster on policies related to BSA and the Chartered Organization.
 - 3. Provide adequate meeting facilities.
 - 4. Manage monies and disbursements.
 - 5. Obtain, maintain, and properly care for Troop property.
 - 6. Provide adequate camping and outdoor programs.
 - 7. Oversee annual re-charter.

II. MEMBERSHIP ELIGIBILITY. Members must:

- A. Be at least 21 years of age.
- B. Submit a completed application form for registration.
- C. Pay the (prorated) registration fee and insurance, as applicable
- D. Be approved by the Parents' Committee and Chartered Organization Representative.
- E. Actively participate as members of the Parents' Committee.

III. TENURE

- A. Tenure shall be continuous, requiring registration and successful annual re-registration.
- B. Resignations shall be accepted upon request.

IV. COMMITTEE COMPOSITION

- A. Officers:
 - 1. Committee Chair:
 - a. Is appointed by Chartered Organization.
 - b. May be removed only by Chartered Organization.
 - 2. Positions appointed and removed by the Committee Chair:
 - a. Assistant Committee Chair.
 - b. Secretary.
 - c. Treasurer.
 - d. Advancement Chair.
- B. Additional Members:
 - 1. Chartered Organization Representative.
 - 2. Registered parents and/or guardians of Scouts enrolled in the Troop.
 - 3. Unregistered parents and/or guardians of Scouts enrolled in the Troop.
 - 4. Registered adult leaders of Boy Scout Troop 78.

V. RESPONSIBILITIES

- A. The Committee Chair is responsible for:
 - 1. Organizing the Parents' Committee and ensuring that all functions are delegated, coordinated, and completed.
 - 2. Maintaining a close relationship with the Chartered Organization Representative and the Scoutmaster.
 - 3. Providing training information to leaders and Committee members.
 - 4. Interpreting national and local policies for the Troop.
 - 5. Preparing Parents' Committee meeting agendas (with Scoutmaster).
 - 6. Calling, presiding over, and promoting attendance at monthly Parents' Committee meetings and any special meetings.
 - 7. Insuring a meeting place for the Parents' Committee meeting.
 - 8. Encouraging Troop representation at monthly Round Tables and District meetings.
 - 9. Overseeing annual charter review and re-charter.
- B. Assistant Committee Chair is responsible for:
 - 1. Acting as Committee Chair in absence of Committee Chair.
 - 2. Assisting the Committee Chair in carrying out the duties listed for the Committee Chair upon request by the Committee Chair.
 - 3. Performing other duties as assigned by the Parents' Committee.
- C. Secretary is responsible for:
 - 1. Keeping accurate minutes of Parents' Committee meetings.
 - 2. Coordinating and directing production of monthly minutes of Parents' Committee meetings.
 - 3. Keeping current Troop and Parents' Committee membership rosters in conjunction with Membership Coordinator.
- D. Treasurer is responsible for:
 - 1. Handling all Troop funds
 - 2. Reimbursement of expenses for approved Troop activities:
 - a. Receipts must be submitted within two (2) weeks of expenditure to the activity coordinator.
 - b. Receipts must be submitted within two (2) weeks of expenditure to the Treasurer if not related to an activity.
 - 3. Paying other bills approved by Parents' Committee.
 - 4. Maintaining checking account.
 - 5. Keeping adequate financial records of outings.
 - 6. Supervising payment plan for expensive outings, i.e. summer camp, Philmont, etc. and maintain individual records.
 - 7. Reporting finances to Parents' Committee at monthly meetings.

8. Maintaining Scout accounts for the registered Scouts of Boy Scout Troop 78.
 9. Issuing vouchers to Scouts for funds withdrawn from their individual Scout accounts.
- E. Advancement Chair is responsible for:
1. Encouraging Scouts to advance in rank.
 2. Arranging Boards of Review.
 3. Conducting semi-annual Courts of Honor (with Boy Scout Master of Ceremonies).
 4. Maintaining Scout advancement records.
 5. Making prompt reports to Council.
 6. Obtaining awards for Scouts.
- F. Chartered Organization (Kiwanians Club of Amador County) is responsible for:
1. Providing sponsoring registration.
 2. Providing meeting place.
 3. Providing general guidelines.
 4. Certifying adult membership applications.

VI. OTHER COMMITTEE POSITIONS

- A. Chartered Organization Representative will:
1. Be a member of Kiwanis Club of Amador County other than the unit leader or assistant unit leader.
 2. Be responsible for attending most Scout functions.
 3. Be a member of the Parents' Committee.
 4. Assist in recruiting Troop adult leadership and promote the recruitment of new adult members.
 5. Encourage Troop leaders and Parents' Committee members to take training useful to the Troop (Examples: Leadership training, CPR, first aid, etc.).
 6. Serve as liaison between the Parents' Committee and the Chartered Organization.
 7. Coordinate requests for Troop support for Chartered Organization needs.
 8. Encourage Parents' Committee meetings.
 9. Cultivate Troop leaders.
 10. Encourage active outdoor and indoor Troop programs.
 11. Emphasize advancement and recognition.
 12. Promote use of District and Council resources.
 13. Cultivate related resources to support the Troop.
 14. Ensure adult leadership is currently certified in Youth Protection Guidelines (YPG).

VII. PARENTS' COMMITTEE MEETINGS

- A. Regular meetings will be held on a monthly basis (normally the third Wednesday of each month).
- B. Special meetings may be called by Committee Chair or Designee.
- C. All meetings shall follow Roberts Rules of Order.
- D. A quorum equals any three officers including the Chair or Designee plus any other member of Parents' Committee, which may be an officer.
- E. The use of proxy votes is not accepted at any meeting; the registered member must be present to vote.

VIII. TREASURY

- A. Troop 78 is a self-supporting nonprofit youth organization which must meet Expenses which may include collecting youth monthly dues, fees for activities, fundraisers, and any donations from individuals and/or other agencies.
- B. It will be at the discretion of the Scoutmaster and committee to activate monthly dues as needed.
- C. Maintain a Troop checking account with authorizing signatures by the following: Scoutmaster, and Chairperson.
- D. Troop accounts will be established (Treasurer and Parents' Committee) for the following:
 1. Insurance.

2. Re-charter.
 3. Summer camp fees.
 4. Donations.
 5. Individual Scout accounts.
- E. Special audits of the Troop finances may be conducted at the request of the Parents' Committee.

IX. STANDING COMMITTEES Every effort to form and maintain the following committees will be attempted based on membership. However, if the membership is limited, the Committee Chair will be responsible that the duties are delegated, coordinated and completed as needed.

- A. Membership Committee:
 1. Maintain membership inventory.
 2. Resolve membership questions.
 3. Assist with re-charter.
 4. Review membership applications.
- B. Hike/Backpack Committee:
 1. Research and recommend backpacks including Sierra Treks.
 2. Provide hikes as required for Scout to have opportunity to earn Hiking Merit Badge.
- C. Fundraising Committee:
 1. Present fundraising suggestions to the Parents' Committee.
 2. Spokesperson shall be appointed to speak before Parents' Committee and spearhead all projects.
 3. Work closely with the Treasurer to assure smooth disposition of monies.

X. FUNDRAISING

- A. Fundraising activities will be planned by Fundraising Committee and approved by the Parents' Committee, and then presented to the Patrol Leaders Council for comment and approval.
- B. Fundraising activities will be conducted as
 1. an annual Italian Picnic garbage clean up,
 2. annual Dandelion Days parking,
 3. a monthly Paper recycling at Busi parking lot every third Wednesday of the month,
 4. Utilizing Council fundraisers, i.e. popcorn sales, Scout Fair, etc.,
 5. any other fundraiser agreed to by the Troop and parent committee.
- C. The Troop Treasurer shall establish and maintain individual records to credit and track any money disbursed from any fundraiser for the individual's use subject to the Scoutmaster and Parents' Committee approval.
 1. Individual Scouts may receive a pro-rated share of the proceeds each time they participate in a fundraising project as determined by the Scoutmaster and Parents' Committee.
 2. If a Scout leaves the Troop and Scouting completely, his individual account will revert to the Troop general fund.
 3. If a Scout leaves the Troop and is changing troops he has sixty (60) days to inform Troop 78 of his new troop status. Upon confirmation of the Scout's enrollment of the new troop the treasurer will forward the individual's account funds to the new troop
 4. If a Scout leaves and does not inform Troop 78 of his new status within sixty (60) days, the individual account will revert to the Troop general fund.
 5. All donations, defined as any monetary amount in currency of saleable goods, obtained by a Scout in support of BSA or Troop activities shall be applied to (deposited in) the Troop general fund. Donations do not go into an individual Scout's account.
- D. The Troop will be consulted prior to any commitment by the Parents' Committee to raise additional money for the Troop's general fund.

XI. BOARDS OF REVIEW

- A. Review Boards will be scheduled by the Advancement Chair.
- B. Troop Eagle Boards will be scheduled by the Advancement Chair.
- C. A Review Board shall consist of any combination of three members from:
 - 1. The Parents' Committee.
 - 2. The Junior Assistant Scoutmaster and/or Senior Patrol Leader.

XII. COURTS OF HONOR

- A. Courts of Honor will be held in the Spring and Fall (minimum of twice per year) excluding Eagle Courts of Honor.
- B. The last day advancement may be noted for the next Court of Honor (i.e., the cutoff date for a Court of Honor) is the last Troop meeting prior to the Court of Honor.

XIII. FRIENDS OF SCOUTING

- A. Parents/guardians are encouraged to participate in the annual Friends of Scouting campaigns.
- B. Proceeds of Friends of Scouting annual campaigns are used to fund Council with professional Scouters, services, camps, and programs.

XIV. AMENDMENT OF BYLAWS

- A. A special committee appointed by Committee Chair will conduct annual review of bylaws. The special committee will consist of no fewer than three and no more than five members.
- B. The special committee will be appointed and will meet during the month immediately following Troop re-charter (December) and present recommendations to the Parents' Committee at the next regularly scheduled Parents' Committee meeting.
- C. The draft modifications shall be distributed to the membership and read at least once prior to any action by the Parents' Committee.
- D. Additions/deletions to bylaws must be passed by a two thirds (2/3) vote of Parents' Committee members present.
- E. Any requirement or policies set forth herein shall always follow Council or National BSA policy and regulations at all times. In the event of any conflict, the Council or National policy shall prevail.
- F. Each registered member of the Parents' Committee will be provided a copy of Troop 78 Bylaws after major revisions have been approved by the Parents' Committee.
- G. All new Scouts and their parent/guardian shall receive a copy of the current Bylaws upon registration.
- H. Parent/guardian has the responsibility of reading and adhering to the intent conveyed in the Bylaws.