

Crew Operations and Procedures

Crew 261, Suffield, CT

I. Preamble—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.

II. Crew Vision and Mission Statement

Our mission is to have the best Venturing Crew in Connecticut Rivers Council

Our vision is to inspire high adventure in all scouts

III. Crew Operating Procedures (Each crew can revise to suit its needs.)

A. Objectives

The objectives of Crew No.261 are

1. High Adventure
2. Cooperative Relationship with Troops 260 and 262

B. Membership

Membership shall be open to all young adults of high school age who live in the surrounding area and have completed the eighth grade and are at least 13 years of age, or who are 14 to 20 years of age. No prospective member shall be disqualified because of race, color, creed, or sex. All members must be registered as Venturers and agree to the crew code and bylaws.

Reserve Crew members away from home for extended periods of time e.g. college, military service, are still considered active members as long as they hold registration and may participate in events.

C. Officers

1. The elected officers, in order of seniority, shall be President, Vice President of Program, Vice President of Administration, Secretary, Treasurer, and Quartermaster. The president, with the approval of the Advisor, shall appoint activity chairs and make other assignments as needed. The duties of the officers shall be as prescribed in the [*Venturing Advisor Guidebook*](#) and the *Handbook for Venturers*.
2. The normal term of office shall be for 1 year starting on the First November meeting. Elections shall be held between September and October yearly.
3. The president may appoint a nominating committee, which shall consist of three members. The committee shall interview and present a complete slate of candidates who have agreed, if elected, to serve to the best of their abilities. OR by choice, host a nomination style election.
4. On the night of the election, nominations may be presented from the floor by any member. If the nomination is seconded and the candidate agrees to serve, he or she must be included on the ballot
6. All contested ballots shall be secret.

7. A member does not need to be physically present to cast a vote. But all votes must be received in a timely manner so that the election can be completed during the meeting.

8. A slate or nomination style voting (including speeches) may be substituted by a case by case basis

D. Crew Business

Crew business will be conducted under the principles outlined in *Robert's Rules of Order*. Voting on all issues will be by simple majority, with the exception of changes or amendments to the Bylaws, which will require a two-thirds vote of the total membership. A quorum shall consist of one more than the majority of members for votes on routine business.

Reserve crew members do not count towards the total membership for quorum in regards to routine business.

E. General Meetings

General meetings will be held on the second and fourth week of each month.

F. Officers' Meetings

Officers' meetings will be held at least once a month, prior to and at a time and place different from the first crew meeting of that month.

G. Newsletter

The crew will publish a newsletter every other month, which shall include all meeting dates and other information of interest to the membership. The newsletter will serve as the historical record of the crew.

H. Finances

The Suffield Scouting Committee has fiduciary control over the finances of Crew 261. In the absence of a Crew treasurer the President will serve as a liaison between the Crew and the Committee Treasurer.

I. Money-Earning Projects

All money-earning projects must be approved by a majority vote of crew members. Members who do not participate in a project are not entitled to any benefits of the funds earned. All money-earning projects must be approved by the Advisor and meet Boy Scouts of America requirements.

J. Chartering Organization

Venturing Crew 261 is Chartered by Second Baptist Church. The CO is also home to other Scouts BSA units, the Crew will make all necessary accommodations to prevent overlapping interests and events with the joint units of the Charter Organization. The Charter Organization operates with a joint unit committee. The Crew Advisor and President serve as liaisons between the Venturing Crew and CO Scouting Committee.

K. Dress Code

Uniforms can be one of the following:

- Class A – The official green collared BSA Venturing shirt with appropriate patches, Venturing style shorts or trousers, and an appropriate Scout belt. Hats are optional, but if worn should be BSA oriented.
- Class B (for informal crew activities) - Crew (or other Venturing) T-shirt Informal crew activities.
- Class C - Venturing polo shirt with non scouting pants

Scouts with dual membership in the Chartered Organization should wear the appropriate uniform for the unit they are representing.

K. Vacancy

An elected or appointed office is considered vacant if the officer fails to attend 4 consecutive regular Crew meetings without notice of absence to

the Crew officers and Advisor; or shall be declared vacant by a two thirds majority vote of all registered Crew members; or shall be declared vacant by the unanimous vote of the Suffield Scouting Committee.

Filling of the vacancy can begin immediately. For non-elected roles the President may appoint a desired candidate to fill the vacancy. For elected positions the President will conduct an election by taking nominations from the floor. If a candidate receives a second and accepts the nomination they must be included on the ballot. If the position of President is vacant, the Crew Advisor will select a moderator to conduct the election.

A candidate filling a vacancy shall serve the remainder of the vacant seat's term. This partial term will not count towards the total of consecutive terms.