

Troop 324 By-Laws

Revised April 2021



Any reference to Boy Scouts of America will refer to the Denver Area Council and/or the National Office of the Boy Scouts of America. All Scouts and their families will observe the ideals expressed in the Scout Oath and the Scout Law.

These policies are for Troop 324 only and are in addition to the policies issued by the National Council, Boy Scouts of America titled "Guide to Safe Scouting". This guide can be found on the National website as well as the Denver Area Council website.

Revision Record

Date	Reason
03/21/98	Baseline document
03/13/07	General revisions to cover 9 years' worth of technological advancements, e.g. cell phones; correct uniform references; other.
09/11/07	Update to section on Dues
11/24/10	NO CONTENT REVISIONS. Reformat, correct grammar, section number errors, add this revision record, header, footer, table of contents and cover sheet.
06/04/11	<p>Updates to sections affect Eagle Courts of Honor: Troop Meetings, Advancement/Eagle Court of Honor: motion by Chuck Sherman, 2nd by JT. Passed unanimously. Purpose: to bring the Eagle CoH back to the troop so that Eagles are honored, and the boys see the importance of the rank.</p> <p>Old: Eagle Courts of Honor will be held as necessary, on a day other than Monday. New: Eagle Courts of Honor will be held as necessary.</p> <p>Old: The Troop will provide coffee, punch and Official Eagle Rank Packet. New: The Troop will provide coffee, punch, a cake, and the Official Eagle Rank Kit.</p>
01/23/13	Added a statement regarding special needs scouts and Troop 324.
01/15/20	Amended sections on dues and fundraising per CommMtgs 9-Sept-2019 and 8-Oct-2019.
02/09/21	Amend language to assert existence of boys' and girls' troops; reconcile with BSA's Guide to Advancement/Guide to Safe Scouting. Clean up fonts, fix headers.
04/13/21	The troop will provide a basic neckerchief, a basic slide and Official Eagle Rank Kit (3 pins, medal, patch) and up to 4 extra pins. (\$70/Eagle Scout)
11/10/21	Placed borders on this table. Fixed grammar to reflect that the troop provides multiple fundraising opportunities.

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SCOUTS

A. Membership

1. Registration
 - a. Current requirements as defined by the Boy Scouts of America.
 - b. Signed by parent or guardian.
 - c. There will be a one-time membership fee due upon joining the troop. From this point, on this cost is covered by the troop as long as:
 - (1) The scout remains active
 - (2) The troop remains solvent and able to cover these expenses.
 - (3) The scout participates in the troop fundraising activities and meets the minimum sales requirement as defined by the Troop Committee.
 - d. Transferee from another Scouts, BSA Unit will be required to pay the membership fee indicated in item c.
 - e. Transferee from another Cub Scout Unit will be required to pay the membership fee indicated in item c.
 - f. When a youth attends their first meeting and is assigned to a patrol, (s)he is eligible to participate in all troop activities.

B. Medical Records and Physical Examinations

1. A physical is recommended each year due to the nature of the activities in which the troop engages. This includes hiking or camping to remote areas where medical attention is not readily available.
2. Anyone planning on participating in activities lasting more than 72 hours must maintain a current BSA Annual Health and Medical Record (all parts) on file with the troop – this includes a medical examination as defined on that form. Some activities and camps may require additional documentation. A current record is one that is less than one year old.
3. Anyone planning on participating in activities lasting less than 72 hours must maintain a current BSA Annual Health and Medical Record (Parts A&B) on file with the troop. Some activities and camps may require additional documentation. A current record is one that is less than one year old. New troop members must provide at least this level of medical documentation within 30 days of joining.
4. Never provide the original forms to the troop; only provide copies.

C. Troop Meetings

1. When and where
 - a. Each Monday evening commencing at 7:00 PM and ending at approximately 8:30 PM.
 - b. Troop meetings are held at the Westminster Presbyterian Church, located at 74th & Osceola, normally in Nickless Hall (basement)
 - c. TLC (Troop Leaders Council) meetings will be held once a month, starting time determined by the Scoutmaster or his/her designate.
 - d. Court of Honor dates will be determined during the annual planning meeting. They are usually held in March, July or August, September and December.
 - e. Eagle Courts of Honor will be held as necessary.
 - f. Court of Honor dates are subject to change by Troop Committee action.
2. Change.

- a. In the event of a change in time or place of meetings, the scouts will be notified by their Patrol Leader, after the Senior Patrol Leader has notified the Patrol Leader.
 - b. If a holiday falls on Monday, there will be no meeting. Holidays that will be recognized are Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, Labor Day, and 4th of July.
3. Supervision.
 - a. All troop meetings will be presided over by the Senior Patrol Leader or his/her designate.
 - b. The Scoutmaster and/or Assistant Scoutmasters and/or Troop Committee Members will be in attendance at each meeting.
4. Purpose of Troop Meetings.
 - a. Develop Scouting Skills.
 - b. Facilitate Advancement.
 - c. Give Information.
 - d. Generate Fellowship.
 - e. Have Fun.
5. Discipline.
 - a. Two verbal warnings will be issued within one activity or meeting for unacceptable behavior.
 - b. A third incident will result in the parent or guardian being notified to come to the meeting or activity to pick up their child.
 - c. Two trips home within a month will result in the child not being able to participate in the next scheduled weekend activity.
 - d. In case of incidents that involve serious health, safety, or moral concerns, the Troop Committee may invoke up to 6 months suspension from troop activities.

D. Dues

1. Each scout shall pay dues of \$50.00 per year (subject to change).
 - a. Dues year is the calendar year.
 - b. Dues are to be paid yearly.
 - (1) New scouts that are either bridging or transferring must make this payment at the time they pay their troop membership fee.
 - c. Dues must be kept current to participate in any troop activities
 - (1) The Troop Scribe or designate collects dues.
2. Funds generated from dues are collected and to be used to pay for awards, badges, and other expenses as the Troop Committee deems necessary.

E. Attendance

1. Active Membership.
 - a. A scout must attend 75% of all Troop activities, unless excused by the Scoutmaster or an Assistant Scoutmaster.
 - b. After three consecutive un-excused absences, or four consecutive excused absences from troop meetings, the scout will be considered inactive. While in this inactive state, the scout may not participate in any troop activities (camping, special events, etc.). In order to become active, he must attend three consecutive meetings. Reference "ADVANCEMENT - 1 e".
 - c. An un-excused absence is defined as one in which the Scoutmaster or an Assistant Scoutmaster has not been notified in advance.

- d. If there is a conflict with troop activities and the scouts other scheduled events, they need to be brought to the attention of the Scoutmaster or Assistant Scoutmaster as soon as they are aware of the conflict. These will be dealt with on an individual basis.
- e. A sign-in sheet will be used to record attendance at the troop meetings.

F. Patrols

1. A patrol will consist of a minimum of 4 scouts, depending on the troop membership.
2. Maximum number will vary, usually above the suggested number of 8, to compensate for scouts who are absent from troop activities.
3. A scout may request the patrol they wish to join, and can join only with the Scoutmaster's permission.
4. The Scoutmaster will try and balance the number of scouts in each patrol.
5. A scout may transfer from one patrol to another in the following instances:
 - a. Request by the scout, within 6 months of joining the patrol and with the approval of the Scoutmaster.
 - b. Request by the scout to the TLC, after 6 months of joining the patrol, and approval by the Scoutmaster.
 - c. Request by the parents or guardians of a scout and approval of the Troop Committee.
 - d. Request by the Scoutmaster with Troop Committee approval.
6. Each patrol will have a name, patrol flag, and patrol yell. Patrol name changes must have the approval of the Scoutmaster and be reviewed by the Troop Committee.
7. Patrol meetings may be held in addition to the regular troop meetings at a site designated by the Patrol Leader with a minimum of two deep adult leadership.
8. The Troop Committee must approve patrol dues or assessments in addition to regular troop dues.
9. Patrol expenditures of troop funds allocated to that patrol must be approved by the Troop Committee prior to said expenditures.

G. Uniform Requirements

1. Scouts must have a uniform as required within 60 days of registration (scout shirt within 30 days of registration and the remainder of the uniform within 60 days of registration). Scouts without a proper uniform will not be able to represent the troop or hold a troop office.
 - a. If there are financial considerations that will keep the family from obtaining a uniform, the parent(s) should contact the Scoutmaster or a Committee Member.
2. Full Field Uniform – The mandatory and optional components of the Full Field Uniform are defined herein. As noted below, it will be worn to and from all troop and/or scouting functions including District or Council functions.
 - a. Optional: Scout hat
 - b. Mandatory: Troop neckerchief and optional slide of approved design.
 - (1) The troop will supply the first neckerchief.
 - c. Mandatory: Scout shirt with appropriate insignias in correct location as is shown in the Scout Handbook.
 - d. Mandatory: Scout pants or shorts. Regular pants and shorts can be substituted as long as the color is very close to the color of the official scout pants or shorts
 - e. Mandatory: Scouting-themed belt.
 - f. Optional: Scout socks
 - g. Mandatory: Good/sturdy pair of shoes.

3. The Full Field Uniform should be properly worn to all Boards of Review; in the event that the scout does not have one in good repair, the scout must be clean and neatly dressed for the importance of this function.
4. Summer Uniform ("Activity Uniform")
 - a. Troop-approved red "T" shirt will be worn in place of Scout Shirt and neckwear.
 - (1) Troop-approved summer camp "T" shirts with the T324 Colorado license plate may also be worn.
 - b. Summer Uniform will be worn from the first meeting in June through the last meeting of August.
 - c. Exception: Courts of Honor.
5. Exceptions to "Full Field Uniforms":
 - a. A Scouting-themed bolo tie or other approved neckerchief may be worn to troop meetings.
 - b. If a scout attends a weekend camping trip with the troop, they are excused from wearing their Full Field Uniform at the meeting immediately following that camping trip unless they are participating in a Board of Review, or if that meeting happens to be a Court of Honor.
6. Ranks should be properly displayed on the scout shirt within 1 month of presentation of the rank.

H. Advancement

1. Scouts are responsible to retain all advancement records.
 - a. Advancement cards.
 - b. Merit Badge cards.
 - c. Keeping Scout Handbooks current and bringing them to all regular meetings and camp outs. Exceptions would be Court of Honor meetings or advisement in camp out documents to not bring the handbook.
 - d. Retention of old handbooks and other advancement records as BSA advancement policies change.
 - e. Scout must be current and active in accordance with Section D. – Attendance.
 - f. Scouts are responsible for presenting their Scout Handbook to the Advancement Chairperson for advancement documentation and accreditation after each Board of Review.
2. Troop will help all scouts advance. All scout advancement requirements must be completed prior to the scout's 18th birthday.
 - a. Requirements for ranks Scout through First Class may be reviewed and signed off by other Scouts who are currently at least one rank above the scout being counseled. A registered adult will review these requirements. Parents/guardian/family may not sign off any requirements.
3. Merit Badges
 - a. Refer to their Scout Handbook for the Merit Badges required for their next advancement.
 - b. Obtain a signed Merit Badge card from the Scoutmaster or designate.
 - c. Obtain a Merit Badge Pamphlet from the Troop Library or public library, or purchase one/download the latest version. Read the pamphlet.
 - d. Make an appointment with the counselor for the purpose of discussing the requirements and the suggestions and recommendations of the counselor.
 - e. Start to work on the Merit Badge.
 - f. Make an appointment with the counselor for progress review and possibly set date for final review.
 - g. The scout must arrive at the review on time, in uniform with all materials to present their achievements for that Merit Badge.
 - h. When the scout completes all the requirements for the Merit Badge, the Merit Badge card will be signed by the counselor and given to the scout.

- i. The scout will give the card to the Advancement Chairman and the scout will receive the award as soon as possible.
 - j. Merit Badges may be earned from qualified persons in that field (such as teachers), with prior permission from the Scoutmaster or designate. All Merit Badge Counselors will have completed all Youth Protection Training and/or registration processes mandated by the BSA and defined in Section 7 of the Guide to Advancement. The scout must supply a Merit Badge pamphlet for this person so that they know the requirements. A written statement from that person must be presented to the Scoutmaster, who will sign the Merit Badge Card.
 - k. A parent or guardian or a family member may not be the personal counselor for their scout. If the parent/guardian/family member is the only Merit Badge counselor available for a merit badge, the Scoutmaster or designate will review the requirements with the parent/guardian/family member and if the Scoutmaster is satisfied that the requirements are met, the Scoutmaster will approve the work and sign the merit badge card.
 - l. Merit Badges worked on at Summer Camp do not need Scoutmaster approval and any partial completed Merit Badge cards will be returned to the Scout.
4. Active Status
 - a. After a scout is considered inactive, he must attend three, consecutive troop meetings in order to receive a rank advancement. In order to earn the Eagle Rank, he must attend a minimum of three consecutive meetings.
5. Regular Board of Review
 - a. All rank advancement reviews will be conducted in accordance with Section 8 of the Guide to Advancement with at least one registered Troop Committee member in attendance. (Reference Troop Committee Responsibilities, item 6). Unit leaders and assistants shall not serve on a board of review for a Scout in their own unit. Parents, guardians, or relatives shall not serve on a board for their child. The candidate or the candidate's parent(s) or guardian(s), or relative(s) shall have no part in selecting any board of review members.
 - b. The Troop Committee with a minimum of 3 Committee members present will conduct all rank advancement Boards of Review for the ranks of Star and Life. To approve awarding a rank, the board must agree unanimously.
 - c. The Scoutmaster or Assistant Scoutmasters should be available to answer any questions that should arise. (Reference Troop Committee Responsibilities, item 6).
 - d. All counseling of scouts and Scoutmaster conferences will be done either with 2 adults or in view of other adults.
6. Eagle Board of Review – National, Council, and District guidelines apply.
 - a. Board of Review will be conducted by the Troop Committee with a minimum of 3 Committee Members Present and a District Advancement Person Present.
 - b. There should not be any Assistant Scoutmasters present during the review.
 - c. The candidate's parents/guardian/family may not attend.
 - d. The Scoutmaster or designate will introduce the candidate and be available to answer any questions the Committee may have about a requirement.
 - e. The Scoutmaster or designate may sit in on the review with the approval of the Board of Review.
7. Eagle Court of Honor.
 - a. The Eagle Court of Honor will not be held before the troop has been notified that the National Board of Review has approved the scout.
 - b. The Eagle Court of Honor date can be separate from any other scout activity.

- c. Joint (more than one Eagle Scout) Courts of Honor may be held with the consent from all parents and guardians involved.
- d. The troop will provide a basic neckerchief, a basic slide and Official Eagle Rank Kit (3 pins, medal, patch) and up to 4 extra pins.
- e. All other expenses for an Eagle Court of Honor are the responsibility of the parents or guardian of the Eagle Scout.
- f. If there are financial considerations, contact the Troop Committee.

I. Troop Elections

1. Elections will be held every six months, prior to the Courts of Honor in March and September.
 - a. All elections will require written ballots.
 - b. Persons wishing to serve in an elected position must be present during election.
 - c. To be eligible to vote, a scout must be registered 2 months prior to the election and be an active member (reference "Attendance, Item 1 b").
2. Order of Elections.
 - a. Troop will elect Senior Patrol Leader (SPL).
 - b. Scoutmaster will select Troop Guide, OA Representative, and Instructors.
 - c. Patrol will elect Patrol Leaders.
 - d. Senior Patrol Leader will select Assistant Senior Patrol Leader(s).
 - e. Patrol Leaders will select the Assistant Patrol Leaders.
 - f. Remainder of offices will be selected as indicated in Qualifications.
3. Qualifications for each position:
 - a. Senior Patrol Leader
 - (1) Elected by the Troop HERE
 - (2) Reports to Scoutmaster
 - (3) Minimum rank – Star
 - (4) Needs to have completed Junior Leader Training either through the Council or the troop's own training.
 - b. Assistant Senior Patrol Leader
 - (1) Selected by new SPL with assistance and approval of the Scoutmaster.
 - (2) Reports to SPL
 - (3) Minimum rank – First Class
 - (4) Needs to have completed Junior Leader Training either through the Council or the troop's own training.
 - c. Troop Guide
 - (1) Selected by Scoutmaster
 - (2) Reports to the JASM. If none then the SPL.
 - (3) Minimum rank – Star
 - (4) Needs to have completed Junior Leader Training either through the Council or the troop's own training.
 - (5) Needs to have served, or serve on JLT staff prior to their first tenure as Troop Guide.
 - (6) Can be reappointed at Scoutmaster's discretion.
 - d. Patrol Leader
 - (1) Elected by members of their patrol.
 - (2) Reports to SPL.
 - (3) Minimum rank – Second Class.

- (4) Is required to have completed Junior Leader Training either through the Council or the troop's own training prior to the end of their first term as Patrol Leader.
- e. Assistant Patrol Leader
 - (1) Selected by new Patrol Leader
 - (2) Reports to Patrol Leader
 - (3) Minimum rank – Scout
- f. Bugler
 - (1) Selected by Scoutmaster
 - (2) Reports to ASPL
 - (3) Minimum rank Scout
- g. Den Chief
 - (1) Selected by Scoutmaster or designate (Webelos Liaison)
 - (2) Reports to Scoutmaster and Den Leader of Cub Scout Pack.
 - (3) Minimum rank First Class and registered for 1 year, unless specifically approved by the Troop Committee.
 - (4) Can be reappointed at Scoutmaster's discretion.
- h. Chaplain Aid
 - (1) Selected by new SPL and/or ASPL
 - (2) Reports to ASPL
 - (3) Minimum rank Scout
- i. Librarian
 - (1) Selected by new SPL and/or ASPL
 - (2) Reports to ASPL
 - (3) Minimum rank Scout
- j. Historian
 - (1) Selected by new SPL and/or ASPL
 - (2) Reports to ASPL
 - (3) Minimum rank Scout
- k. Quartermaster
 - (1) Selected by new SPL and/or ASPL with assistance from adult Quartermaster(s) and/or Scoutmaster.
 - (2) Reports to ASPL
 - (3) Minimum rank Scout
- l. Scribe
 - (1) Selected by new SPL and with assistance from the adult Treasurer and/or Scoutmaster
 - (2) Reports to ASPL
 - (3) Minimum rank Second Class and registered for 6 months
- m. Troop Webmaster
 - (1) Term will be one year, March to March.
 - (2) Selected by Troop Adult Webmaster.
 - (3) Reports to SPL
 - (4) Minimum rank – Scout – needs Web experience
- n. Junior Assistant Scoutmaster
 - (1) Selected by Scoutmaster with Troop Committee Approval
 - (2) Reports to Scoutmaster
 - (3) BSA Guidelines will apply
 - (4) Minimum rank - Life
- o. Instructor

- (1) Selected by Scoutmaster
 - (2) Reports to Troop Guide
 - (3) Minimum rank First Class
 - (4) Needs to have completed Junior Leader Training either through the Council or the troop's own training.
 - (5) Needs to have served, or serve on JLT staff prior to their first tenure as Instructor.
4. Order of Arrow Elections.
 - a. Elections will be held during the first two months of the calendar year.
 - b. Troop will follow OA guidelines for Elections.
 - c. Troop will pay 1/2 of the Ordeal fees for OA Candidate upon request and registration for their ordeal.
 - d. Must be present to be elected.

J. Fundraising

1. The troop will undertake fundraising activities as approved by the Troop Committee to support the troop budget.
2. All Scouts are expected to participate. Fundraising is voluntary for Eagle Scouts under 18; they will only be required to pay a \$50 Eagle Scout troop membership fee, though they are strongly encouraged to help with fundraising.
3. Adults may participate in fundraising activities, but are strongly encouraged to use profits for scouting activities.
4. Any youth who makes use of the opportunities to participate in the troop-sponsored fundraisers (not individually designated fundraisers), and meets the minimum sales requirement as established by the Troop Committee each year will be eligible for troop financial assistance for participation costs (see item 5, below.) This assistance may include (but is not limited to) camping fees, park entrance fees, Council activity fees, etc.
 - a. Any exception to this rule will be at the sole discretion of the Troop Committee.
 - b. Those who do not sell their minimum must pay by the end of January the sum of DAC recharter/BL costs + \$50 dues + \$100 fundraising non-participation fee to continue in the next year.
5. Funds realized by troop fund raising activities would in part be used for troop equipment and supplies, troop activities, rechartering fees, and other expenditures as Troop Committee approves.
6. Outstanding dues from the past year will be deducted from the scout's share.

K. Troop Activities

1. A current Troop 324 Emergency Form and a BSA Health and Medical Record must be on file with the troop in order for the scout or scouter to participate in troop activities.
2. All troop activities, whether for one or more scouts, must be approved by the Troop Committee.
3. The troop will invite Webelos to troop activities as deemed by the Scoutmaster with the approval of the Troop Committee.
4. Any scout who must leave any troop activity for any reason must have a written permission slip from their parent/guardian and have presented it to the Scoutmaster or designate, and be picked up by their parent or guardian or designate as stated in the permission slip.
5. Any scout who leaves any troop activity without written permission from their parent or guardian and not picked up by same, will appear before the Troop Committee with their parents or guardians for corrective action. The Troop Committee may invoke up to 6 months suspension from troop activities.

6. All troop activities must have 3 registered adults in attendance (4 is preferred). Failure to have the necessary adults will result in the activity being canceled. Three registered adults are the quantity needed in order to supervise if one adult must deal with an emergency situation that may need attention. The only exception to the 3 adults in attendance will be the troop attending a council summer camp or campout, or district activities, where the council or district provides additional adults.
7. Policies of the Boy Scouts of America state that there must be one seat belt available for each passenger during transportation to and from activities. When there are troop activities that are scheduled, and there are not enough available seats with seat belts for each passenger, the activity will be canceled.
8. Scheduled activities should be canceled a minimum of 24 hours prior to the scheduled time to meet whenever possible.
9. No radios, cell phones, electronic games or any other item designated by the Scoutmaster or designate will be allowed on any troop activities unless specifically authorized by Scoutmaster or Troop Committee.

L. Camping Trips and One-Day Events

1. Camping trips and events will be established at the annual Planning Meeting.
2. Signed permission slips and camping fees are required the Monday prior to the camping trip or event.
3. Scouts on medication:
 - a. All medication must be in original container with label.
 - b. Complete written directions with the medication.
 - c. Medications are to be turned over to the leader or adult in charge of the camp out or event. Youths will be responsible for taking the medication and the leader or adult in charge will supervise.
 - d. Variations from above will be dealt with on an individual basis.
4. Known allergies will be reported to the leader by the Scout's parents or guardians.
5. All dues are to be paid up prior to the camp out or event.
6. All camp fees must be paid to the camping chairman or designate the Monday prior to the camp out or event.
7. Camping monies are non-refundable, but are transferable for that camp out or event to another person. Scouts who signed up will pay their share, even if they do not attend the camp out or event.
8. Camping equipment:
 - a. Refer to the Scout Handbook for a list of recommended camping equipment.
9. Camping registration fees are non-refundable, but are transferable to other scouts or adults for that event.
10. The scout must be an active member - reference "Attendance" Item 1 b.

M. Summer Camp, High Adventure and/or Long-Term Camping Trips

1. Commitment
 - a. A non-refundable deposit will be made to the troop for each scout or adult registering for the event.
 - b. No one will be registered without the deposit.
 - c. Amount of deposit will be determined by Troop Committee action.
2. The Scout must be an active member - reference "Attendance," Item 1 b.
3. Payment
 - a. Payment of event may be paid in full at time of registration.
 - (1) Payment schedule will be determined by Troop Committee action.

- (2) Minimum payment schedules will be set to cover expense incurred by the troop for any camping activities. Parents may ask for specific arrangements which are approved by the committee on a case-by-case basis. Failure to meet these schedules will forfeit the scout's slot for the camping activity.
4. Adults attending summer camp must meet the requirements established by the Boy Scouts of America.
5. Each year the Troop Committee will determine a dollar amount that will be used to help offset the fees for adults. These monies will be divided equally among attending leaders.

TROOP COMMITTEE

A. Membership

1. Any interested adult, 21 years of age or above may serve on the Troop Committee with Committee approval and the Chartered Organization Representative's approval.
2. Registration fee will be paid by the troop for new members, as long as the troop remains solvent.
3. If the adult wishes to receive any scouting magazine, they must pay the current subscription rate.
4. The troop will bear the registration costs of those adults who attend 50% of the Troop Committee Meetings and wish to re-charter with the troop each year during the re-charter month as designated by the Denver Area Council as long as the troop remains solvent.
5. If the adult does not attend 50% of the Troop Committee Meetings and wishes to re-charter, the adult will pay the current registration fee.
6. Those who are not active and wish to re-charter with the troop will have to pay the registration.
7. Medical Records and Physical Examinations
 - a. A physical is recommended each year due to the nature of the activities in which the troop engages. This includes hiking or camping to remote areas where medical attention is not readily available.
 - b. Anyone planning on participating in activities lasting more than 72 hours must maintain a current BSA Annual Health and Medical Record (all parts) on file with the troop – this includes a medical examination as defined on that form. Some activities and camps may require additional documentation. A current record is one that is less than one year old.
 - c. Anyone planning on participating in activities lasting less than 72 hours must maintain a current BSA Annual Health and Medical Record (Parts A&B) on file with the troop. Some activities and camps may require additional documentation. A current record is one that is less than one year old.
 - d. Never provide the original forms to the troop; only provide copies.

B. Meetings

1. The Troop Committee meeting schedule will be determined at the yearly planning meeting.
2. The meetings will usually be after the District Roundtable meeting.
3. The meetings will usually be held at Westminster Presbyterian Church.
4. Extra meetings may be scheduled as required.

C. Officers

1. Troop Committee officers will be volunteers for each position, and be approved by the Troop Committee by vote.
2. The Chairman will preside over the Troop Committee and its functions by Robert's Rules of Order.
3. The Chairman will designate a person to act on their behalf when they are not able to preside at the Troop Committee meeting.

4. The secretary will keep a record of all Troop Committee meetings and retain all old troop records
5. The Treasurer will keep a record of all financial transactions of the troop and submit a monthly balance to the Troop Committee.
6. Committee position job descriptions are described in the Troop Committee Handbook.
7. All registered adults in attendance at Troop Committee meetings, except the Scoutmaster, may vote on motions. The Committee Chairman has the tie-breaking vote.

D. Responsibilities

1. The Troop Committee has to give approval to all troop activities.
2. The Troop Committee can appoint sub-committees to accomplish certain tasks, as the Troop Committee deems necessary.
3. The Troop Committee approves the Scoutmaster and Assistant Scoutmasters.
4. The Troop Committee has the responsibility to recruit adult leaders as necessary.
5. The Troop Committee will make an annual report to be presented to the Chartered Organization each November.
6. Board of Reviews:
 - a. Star and Life
 - (1) The Troop Committee will conduct a board of review for any Scouts who have met the requirements for the ranks of Star and Life.
 - (2) The Scouts parents/guardian/family may not be in attendance.
 - (3) The Scoutmaster or designate will introduce the Scout and will be available to answer any questions the Committee may have about a requirement.
 - (4) There will be a minimum of 3 registered Committee Members in attendance.
 - b. Eagle
 - (1) Eagle Board of Reviews is covered by Council/District guidelines.
 - (2) The Scouts parents/guardian/family may not be in attendance.
 - (3) The Scoutmaster or designate will introduce the Scout and will be available to answer any questions the Committee may have about a requirement.
 - (4) The Advancement Chairman will be in attendance to answer any questions in regards to the Scout's advancement.
 - (5) There will be a member of District Committee at attendance for all board of reviews for the Eagle rank.
7. The Troop Committee will receive an SPL report on all troop activities.
8. The Troop Committee should attend as many of the troop activities as possible and all Courts of Honor.
9. The Troop Committee should have representation at all District and Council functions where our troop is in attendance.
10. The Troop Committee should encourage all members to take part in Scout Leader Training.
11. The Troop Committee will audit the Treasurer's books once a year (October) and each time the Treasurer changes. The Committee Chairman will assign an auditor.
12. The Troop Treasurer will audit the Scribe's records twice a year, in February and August. The Committee Chairman will assign an auditor.
13. The Troop Committee will ensure that a troop newsletter be published as the need arises. Also acceptable are official troop social media posts and website articles.

E. Financial Obligations

1. The troop will reimburse the costs associated with any adult BSA-sponsored training that will directly benefit the troop up to a limit of \$50.00 per course as long as the troop remains solvent. Any exceptions to the dollar limit or type of training that is covered will be at the sole discretion of the Troop Committee.
2. The Troop Committee will approve all money-making projects and dues assessments.
3. The Troop Committee will approve all troop expenditures.

F. Uniform Requirements

1. The wearing of the adult Scouter uniform is encouraged.

SCOUTMASTER, ASSISTANT SCOUTMASTER

A. Membership

1. Any interested adult, 21 years of age and approved by the Troop Committee and the Chartered Organization Representative may serve as Scoutmaster.
2. Any interested adult, 18 years of age and approved by the Troop Committee and the Chartered Organization Representative may serve as an Assistant Scoutmaster.
3. All registration fees will be paid from the troop treasury.
4. The troop will bear the registration costs of the Scoutmaster and Assistant Scoutmasters who wish to re-charter with the troop if they are active in 50% of the troop activities.
5. The Troop Committee will authorize payment of the re-charter fees for the Scoutmaster or Assistant Scoutmasters, who are not active, if the Committee feels that the person is a valuable contributor.
6. Those who are not active and wish to re-charter with the troop will have to pay the registration.
7. Medical Records and Physical Examinations
 - a. A physical is recommended each year due to the nature of the activities in which the troop engages. This includes hiking or camping to remote areas where medical attention is not readily available.
 - b. Anyone planning on participating in activities lasting more than 72 hours must maintain a current BSA Annual Health and Medical Record (all parts) on file with the troop – this includes a medical examination as defined on that form. Some activities and camps may require additional documentation. A current record is one that is less than one year old.
 - c. Anyone planning on participating in activities lasting less than 72 hours must maintain a current BSA Annual Health and Medical Record (Parts A&B) on file with the troop. Some activities and camps may require additional documentation. A current record is one that is less than one year old.
 - d. Never provide the original forms to the troop; only provide copies.

B. Responsibilities

1. The Scoutmaster can recommend to the Troop Committee those people whom he would like to hold positions.
2. The Scoutmaster has no vote in Committee.
3. The Scoutmaster and Assistant Scoutmasters should attend all troop activities.
4. The Scoutmaster should attend the TLC meetings and the Assistant Scoutmasters may attend TLC meetings.
5. The Scoutmaster should involve as many adults as possible in troop activities.

6. The Scoutmaster will assign the Assistant Scoutmasters jobs.
7. The Scoutmaster or designate will hold Scoutmaster Conferences with the Scouts.
8. The Scoutmaster or an Assistant Scoutmaster will counsel Scouts not advancing.
9. The Scoutmaster or an Assistant Scoutmaster will advise all Scouts about training available for them.
10. The Scoutmaster will recommend to Troop Committee, Scouts for special leadership positions.
11. The Scoutmaster and Assistant Scoutmasters will work with the Troop Committee on all fundraising projects

C. Uniform Requirements

1. The Scoutmaster and all Assistant Scoutmasters will wear complete official adult leader "Field Uniform" or "Activity Uniform" depending on the time of the year.

PARENT AND GUARDIAN RESPONSIBILITIES

A. To Their Scout

1. That they have a complete field uniform within 60 days of joining.
2. That they have a Scout Handbook and bring it to all troop meetings and camp outs.
3. That they are encouraged to participate in all troop activities.
4. That their dues are paid.
5. That they have the necessary Merit Badge pamphlets for the Merit Badges they undertake.
6. Work with them and encourage their advancement.
7. Assist their scout in fund raising projects.
8. Attend Troop Courts of Honor.
9. Retain all advancement cards presented to the scout upon receipt of the award.

B. To the Troop

1. Attend any troop meetings.
2. Provide transportation for troop and patrol activities.
3. Complete Youth Protection Training.
4. Help when called upon.
5. Talk to the adult leaders if you have any criticism or praise for the troop program.
6. Remember that all adults helping are volunteers and can always use your support.
7. Support and participate in fund raising projects.
8. See that there will be no alcohol or illicit drugs at any troop or Scouting activities. If alcohol or illicit drugs are found, it will result in a hearing before the Troop Committee with possible dismissal.

C. To Yourself: Medical Records and Medical Examinations

1. Parents and/or guardians are encouraged to help with troop activities in a capacity where the Scoutmaster sees the help being needed. These adult volunteers would assist on outings, but would not be in a position of authority or leadership. The troop requires that these adult volunteers have a current BSA Health and Medical Record on file with the troop prior to participating in any activity as defined in the Troop Committee Membership Medical Records and Physical Examination section, above.

SPECIAL NEEDS AND TROOP 324

1. Troop 324 welcomes special needs youths to participate in Scouting and Troop 324.
2. Any youth with special needs will be expected to follow all BSA and Troop regulations and complete all requirements to fullest extent possible.
3. Adaptive programs and facilities will be employed when needed.
4. At the discretion of the Scoutmaster and in consultation with the Troop 324 Committee, a parent or adult family member may be required to attend and assist the special needs scout at some or all troop activities.

CHANGES TO WRITTEN BY-LAWS

1. May be changed at any regular Troop Committee meeting with a 75% approval vote of those registered adults present.
2. Copies of any revisions or addenda made to by-laws will be available to all members of the troop, and their parents/guardian. Up to date by-laws will also be posted on the troop's website.