



# Scouts BSA Troop 3, Louisa VA

## TROOP 3-Louisa, VA BY-LAWS

### ARTICLE I - GENERAL

These by-laws are guidelines for all youth and adult members of Boy Scout Troop 3. Troop 3 is chartered by the Ruritans of Louisa and operates in accordance with the policies of the Virginia Headwaters Council and the Boy Scouts of America (BSA).

### ARTICLE II - PURPOSE

Troop 3 and the Boy Scouts of America exist to provide boys an effective program designed to build desirable qualities of character, to train in the responsibilities of participating citizenship, and to enhance the development of physical, mental, and emotional fitness.

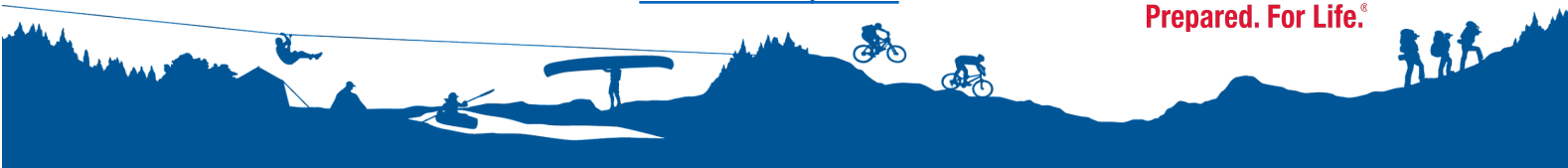
## SCOUT SECTION

### ARTICLE III - MEMBERSHIP GUIDELINES

**SECTION 1 - ELIGIBILITY.** Membership in the Troop is available to boys who have completed the fifth grade or are at least eleven years old. Boys remain eligible until they are eighteen years old.

**SECTION 2 - PRINCIPLES.** All registered Scouts must abide by the Scout Oath and the Scout Law.

**SECTION 3 - APPLICATION.** Boys apply to the Troop by completing an official application with their parents, and submitting the application to the Scoutmaster. A boy becomes a member of the Troop when he has paid the required fees (see Article IV) and his application is approved by the Scoutmaster.





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**SECTION 4 - PROSPECTIVE MEMBERS.** Any boys, particularly Webelos Cub Scouts, interested in joining the Troop are encouraged to attend Troop meetings or other Troop activities. The boy's parent or den leader must accompany the boy and must obtain the Scoutmaster's permission to attend the event. The boy must pay any necessary fees for activities that he attends. Prospective members are not covered by the Troop's insurance.

### ARTICLE IV - FINANCES

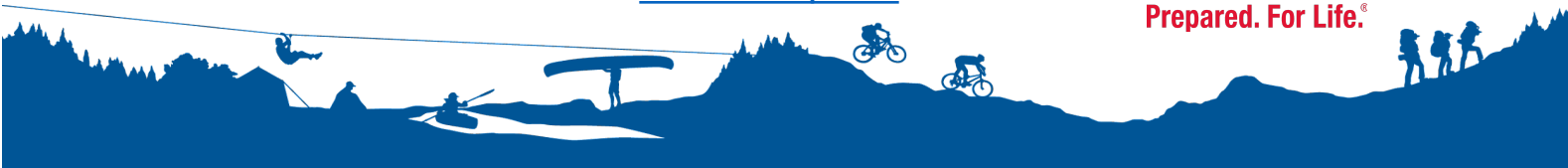
**SECTION 1 - FEES.** Troop 3 charges fees as described below. All checks should be made payable to "Troop 3." A separate sheet is available from the Troop Committee listing the dollar amounts of the various fees.

**Registration Fee:** This yearly fee includes BSA registration and Boy's Life subscription (if desired). This fee is passed by the Troop directly to the Virginia Headwaters Council, and is used to fund council and national BSA programs. This fee is due in full each February when the Troop recharter.

**Dues:** Paid yearly. This fee goes into the general Troop fund. Dues may be paid by drawing on the boy's Scout Fund, or by cash or check. Scouts are encouraged to personally earn the money for their dues. Scouts may at any time pay dues in advance for the remainder of the year.

**Special Fees:** Boys will be charged for some of the troop's special events such as camping and trips. These fees pay for camp facilities and special event patches and will be announced prior to the event. Food costs are normally pro-rated to the number of Scouts involved.

**SECTION 2 - FINANCIAL ASSISTANCE.** Troop 3 is committed to providing the Scouting experience to any boy who wants to join, regardless of family financial situations. Any Scout or parent may request financial assistance by contacting the Scoutmaster. Requests will be handled discreetly by the Scoutmaster.





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**SECTION 3 - SCOUT FUND.** Scouts may earn money through Troop-approved fundraising events like Wreaths Across America, popcorn sales, etc. This money will be credited to the boy's Scout Fund by the Troop Treasurer. The funds may be used for dues, registration fees, campout or summer camp fees, camping equipment, Scout uniforms, or other Scout-related expenses. If a Scout transfers to another troop, the Treasurer will forward the funds to the new troop if he makes a written request within 30 days of the next time the Troop recharter. If no request is made within this period, the Scout forfeits the balance of his Scout Fund to the Troop.

### ARTICLE V - MEETINGS AND ACTIVITIES

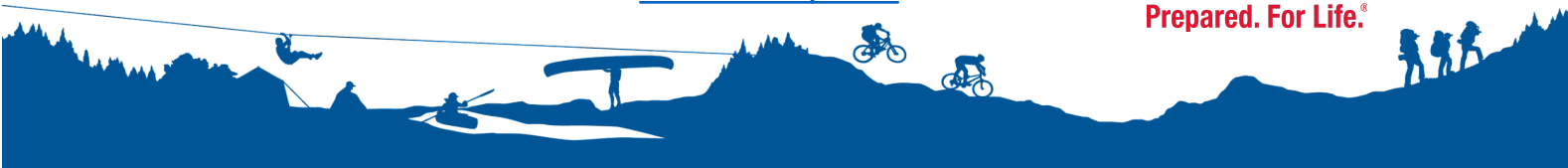
**SECTION 1 - GENERAL.** The meetings listed below will be held during the months of August through June, generally aligning the Troop year with the school year. Additional Troop activities may be held during the summer. The Troop leadership (scout and adult) will conduct a planning session at the beginning of the year, then publish a calendar with all meetings and activities. All Troop meetings are considered "open" to parents, family members, and all Scout leaders unless otherwise instructed.

**SECTION 2 - TROOP MEETINGS.** Troop 3 meets Mondays from 6:30 to 8:00 p.m. at our Scout Hut located at 107 Woolfolk Ave. Exceptions to this will be announced in advance of a meeting.

**SECTION 3 - COURTS OF HONOR.** Approximately once a quarter, the Troop will hold a Court of Honor. At this special meeting, advancement, merit badges and leadership positions are awarded. Families and special guests are strongly encouraged to attend all Courts of Honor.

**SECTION 4 - CAMPING TRIPS.** Camping is a vital ingredient of Scouting, and Troop 3 will camp frequently.

**SECTION 5 - OTHER ACTIVITIES.** Troop 3 will conduct or participate in many special activities during the year. Examples of these are events for fun, to perform community service (Scouting for Food), to raise money (Popcorn and Peanut Sales), or for education (according to merit badge needs). Generally, a Scout and an adult will organize the event and publish information to include date, time, overall plan, equipment, cost, and family participation guidelines.





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## ARTICLE VI - UNIFORMS

Scouts in Troop 3 wear two uniforms as described below. The Scoutmaster or Senior Patrol Leader will announce the uniform prior to each event or activity. At a minimum, Scouts will travel to/from Troop activities in one of the two uniforms.

**Dress Uniform/ Class A Uniform:** Consists of the official Scout shirt with all badges and insignia; neckerchief (scarf) with slide or bolo tie; and neat pants or shorts. Optional items include a cap (either the official green Scout cap, the Troop cap, or other BSA cap), the official pants or shorts, and merit badge sash.

**Activity Uniform/ Class B:** Consists of either the Troop T-shirt or BSA T-shirt, worn with neat pants or shorts. Optional items include a cap (either the official green Scout cap, the Troop cap, or other BSA cap), the and official pants or shorts.

## ARTICLE VII - ADVANCEMENT

**SECTION 1 - GENERAL.** Scouting provides a series of surmountable hurdles through the opportunity to advance in rank. The steps in the advancement system help a boy grow in self-confidence, self-reliance and the ability to help others.

**SECTION 2 - ELIGIBILITY.** To be eligible for any rank, the Scout must meet the requirements specified in the official Boy Scout Handbook. Any registered adult leader (except a boy's parent or sibling) in the Troop can sign off requirements.

**SECTION 3 - SCOUTMASTER CONFERENCE.** After satisfying all skill, knowledge, service project, merit badge, leadership and longevity requirements for a particular rank, a Scout will meet with the Scoutmaster in a Scoutmaster Conference.





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**SECTION 4 - BOARD OF REVIEW.** The final step in earning rank advancement is to appear before a Board of Review. For all ranks below Eagle, the Board of Review consists of the Advancement Coordinator (or his/her designee) and two other registered adult committee members. Boards of Review take approximately 30 minutes and will normally be held during monthly Committee Meetings, except those for Eagle rank. The Troop Advancement Coordinator or Committee Chairperson will coordinate all Boards of Review for Eagle rank.

### ARTICLE VIII - TROOP LEADERSHIP

Scouts will serve in leadership positions within the Troop and patrols in accordance with BSA guidelines. Scouts will be elected to leadership positions twice a year in elections conducted under the supervision of the Scoutmaster.

### ARTICLE IX - RULES

**SECTION 1 - SAFETY.** No Scout may carry a knife or ax of any kind until he receives the Totin' Chip. Prior to participating in any water activity, each Scout must demonstrate his ability to swim. No Scout may operate a boat or canoe alone, and each Scout will wear a life jacket when he is in a boat or canoe. Scouts will wear helmets when riding bicycles. Troop 3 will employ the buddy system at all troop activities other than normal Troop meetings. Troop 3 will follow all other safety guidelines in the Safe Scouting Program.

**SECTION 2 - PHYSICALS AND PERMISSION SLIPS.** Prior to participating in Troop activities other than normal meetings, Scouts will have current physicals (Class 1 or 2, as appropriate) and permission slips on file with Troop adult leadership.

**SECTION 3 - DUES.** A Scout who does not pay his dues may not receive awards or participate in troop-financed activities unless financial aid has been discussed and approved.

**SECTION 4 - ADVANCEMENT.** Scouts are encouraged to advance at least one rank or earn three merit badges each year.





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**SECTION 5 - PROHIBITED EQUIPMENT.** No weapons (other than pocket knives) may be brought to any Troop meeting or activity. Pocket knives will not be brought into the school building unless specifically authorized by the Scoutmaster for a Troop activity. Scouts may not bring electronic gear (radios, games, etc.) to Troop activities, an exception may be authorized by the Scoutmaster only.

**SECTION 6 - BEHAVIOR.** All Scouts will behave in accordance with the principles of the Scout Law. The Scoutmaster may expel from a meeting or activity any Scout for misbehavior or endangering the safety of others. In serious cases, the Scoutmaster may request that the Committee suspend or terminate the membership of a Scout in accordance with the Behavior Plan.

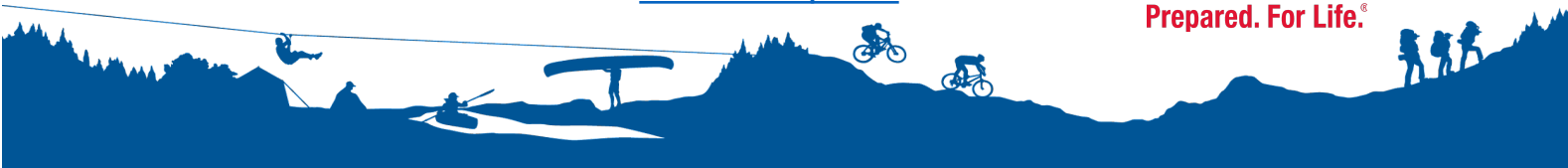
**SECTION 7 - ATTENDANCE.** Scouts should attend all regular troop meetings and Courts of Honor. Scouts are encouraged to participate in all other camping trips and special activities as time and other commitments permit. The Troop encourages boys to participate in sports, music and other extracurricular activities as long as best effort is made to attend Troop activities.

**SECTION 8 - SUPERVISION.** Scouts must remain in the immediate vicinity of any meeting or special activity, leaving the area only with the permission or knowledge of the Scoutmaster or supervising adult.

## ADULT LEADER SECTION

### ARTICLE X - ADULT LEADERSHIP

**SECTION 1 - ELIGIBILITY.** Adult leadership is available to anyone who volunteers and meets the requirements for adult leaders by the BSA. The Troop reserves the right to set additional requirements as necessary - for example level of experience, attendance at training sessions, ability to allot time to Troop activities, etc. Term of office is one year (generally the recharter year); however, leaders may be re-appointed in the same position or in different positions the following year. All adult leaders must be approved by the Troop Committee Chair, the Chartered Organization Representative, and the District Scout Executive. The Troop pays the registration fee for all active adult leaders.





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**SECTION 2 - POSITIONS AND RESPONSIBILITIES.** At a minimum, the Troop will select adults to fill the positions of Scoutmaster, Committee Chair, Treasurer, Secretary, and Advancements Coordinator. The Ruritans Club will appoint a Chartered Organization Representative. Other leadership positions will be announced and filled as needed. Assistant leaders (e.g., Assistant Scoutmaster, Assistant Committee Chair, etc.) have the full authority of the primary leader in that person's absence.

**SECTION 3 - COMMITTEE MEMBERSHIP.** All registered leaders and all Scout's parents/guardians are "committee members" and are encouraged to attend all committee meetings.

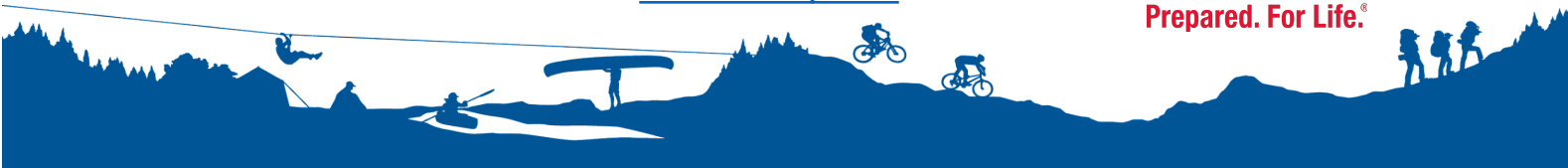
**SECTION 4 - PARENTAL INVOLVEMENT.** Parents and guardians are strongly encouraged to participate in Scouting as role models, mentors, teachers and organizers. It is rare for a Scout to attain Eagle rank without active parental involvement.

### ARTICLE XI - CONDUCT OF BUSINESS

**SECTION 1 - GENERAL.** The Committee will pre-approve all Troop activities and all expenditure of Troop funds over \$50. Troop adult leaders will not obligate funds, commit Troop involvement, or make requests for resources without the authority of the Troop Committee. After-the-fact requests for reimbursement of expenses may be considered by the Committee on a case-by-case basis.

**SECTION 2 - QUORUM.** The Committee will conduct business and vote only when at least three registered committee members are present, including at least two of the following leaders: Scoutmaster, Committee Chair, or Treasurer.

**SECTION 3 - VOTING.** All Committee members shall have one vote for any decision before the Committee. Committee members holding more than one office have only one vote. A proposal is "approved" if a majority of members present vote in favor of it. Neither Scoutmaster or Committee Chairperson may vote in actions.





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**SECTION 4 - PARLIAMENTARY PROCEDURE.** The Committee will normally conduct business in an informal manner. However, the Committee Chair may invoke standard parliamentary procedure if necessary to maintain order.

**SECTION 5 - EXCEPTIONS.** The Committee may allow exception to any Article of these by-laws, on a case-by-case basis, except those related to safety.

### ARTICLE XII - FINANCES

**SECTION 1 - FISCAL YEAR.** The Troop's fiscal year is defined as August of one year through July of the following year.

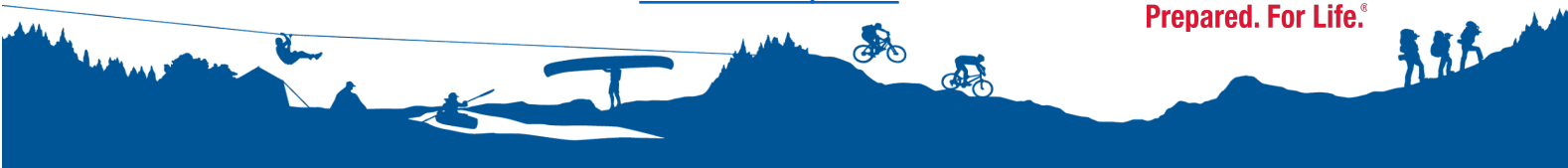
**SECTION 2 - BUDGET.** The Troop Treasurer will maintain a budget that identifies projected income and expenses for the fiscal year. The Committee will approve the budget at the beginning of the fiscal/school year. The budget provides general guidance only; it does not authorize anyone to spend money.

**SECTION 3 - RECEIPTS.** A receipt is needed for all Troop expenses; all receipts will be turned over to the Troop Treasurer. When requested, the Treasurer will also issue a receipt to acknowledge cash paid to the Troop in excess of \$5.00.

**SECTION 4 - CHECK APPROVAL.** The Committee will designate those members authorized to sign checks drawn on the Troop's checking account. In and of themselves, these 'signature card' designations do not constitute authority to spend money; they identify those leaders who may commit funds once an expense is approved by the Committee. No person shall sign a check if he/she is the payee.

**SECTION 5 - AWARDS PURCHASE.** The Advancement Coordinator has blanket authority to purchase advancement awards without prior approval of the Troop Committee.

**SECTION 6 - FUNDRAISERS.** Patrols will not conduct fund raising activities without Committee approval. All fund-raisers conducted by the Troop will be done in accordance with BSA policies.





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**SECTION 7 - EXPENSE REIMBURSEMENT.** Reimbursement of expenses will be in accordance with the Reimbursement Policy.

**SECTION 8 - AUDIT.** The Committee Chair, or his/her appointed representative, will review the Troop financial records yearly (at the end of the fiscal year) and upon a change of Treasurer. The Chartered Organization Representative may inspect the Troop's financial records at any time.

## ARTICLE XIII - MEETINGS

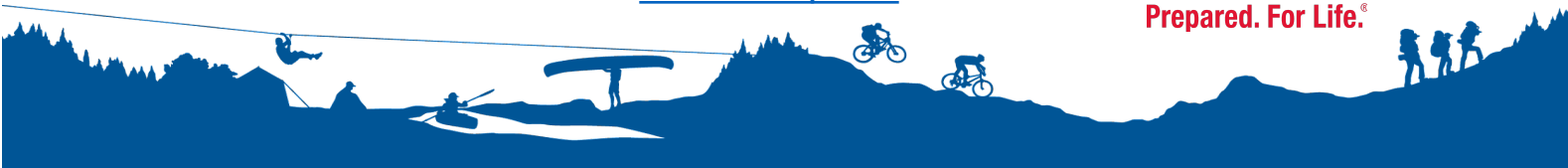
**SECTION 1 - COMMITTEE MEETINGS.** The Troop Committee will normally meet once a month at a date and time convenient for as many members as possible. Typical agenda items for the Committee meeting include review of minutes from previous meeting (Secretary), membership report (Membership Coordinator), financial report (Treasurer), review of upcoming events (Scoutmaster), and general business (Committee Chair). Parents are invited and encouraged to attend the Committee meetings.

**SECTION 2 - SPECIAL MEETINGS.** The Troop Committee may convene special meetings to conduct business. Such meetings include the annual Troop planning conference, planning sessions for special events such as membership rallies, or subcommittee meetings to review finances or by-laws. All special meetings will be open to parents.

## ARTICLE XIV - TRAINING

**SECTION 1 - GENERAL.** As soon as possible after registering, adult leaders are strongly encouraged to attend training appropriate for their position. Such training typically includes, but is not limited to, Scoutmaster Fundamentals and Youth Protection training. The Troop will reimburse fees after completion of the training session in accordance with Article XI, Section 1.

**SECTION 2 –Youth Protection Training.** All participating adults will attend Youth Protection Training at a minimum of every two years.





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SECTION 3 - ROUNDTABLE. The Scoutmaster or his/her appointed representative will attend monthly District Roundtable training/information sessions. All other adult leaders are encouraged to attend the Roundtable to gain ideas and experience in the ways of Scouting.

## ARTICLE XV - UNIFORMS

At a minimum, the following leaders should wear a correct Scout uniform, as defined in Article VI, to Troop meetings and other special events as appropriate: Scoutmaster, Assistant Scoutmaster(s), and Committee Chair. All other adult leaders are encouraged but not required to wear a correct Scout uniform.

## ARTICLE XVI - YOUTH PROTECTION

Troop 3 will operate in accordance with the BSA's Two-Deep Leadership and Youth Protection policy. No adult leader will be left alone with a Scout (other than his/her son) at any time except in the most severe emergencies. This includes merit badge counseling, Scoutmaster Conferences, or outdoor activities.

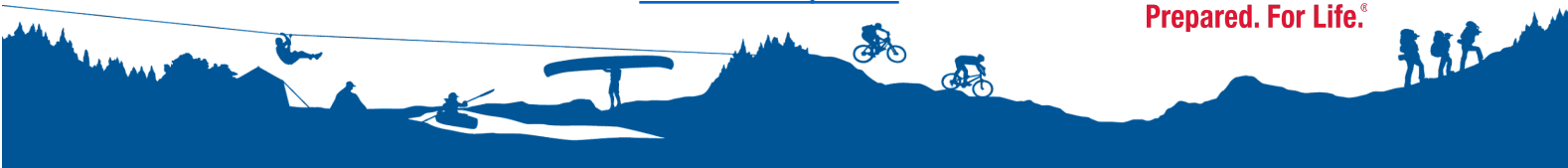
## ARTICLE XVII - RIGHT TO APPEAR

Any person who has a grievance against Troop 3 or any adult leader of Troop 3 has the right to appear before the Committee to present the grievance. However, such persons are encouraged to first seek satisfaction through the Scoutmaster and/or Committee Chair.

## ARTICLE XVIII - REVIEW AND REVISION OF BY-LAWS

These by-laws will be reviewed at least annually by the Committee at the beginning of the school year. Amendments may be proposed at any time during the year, and will be reviewed by the Committee at the next regular meeting.

## RECORD OF APPROVAL





# Scouts BSA Troop 3, Louisa VA

These by-laws were approved by a majority vote during a Committee meeting on May 11, 2021.

Committee Chairperson-Katharina Slegar  
Scoutmaster-Amberleigh Powell  
Secretary- Patricia Witmer  
Treasurer- Galina Powell  
Assistant Scoutmaster- Darin Sharpley  
Advancement Chairperson- Kathy Sue Powell

