

TROOP 351 BYLAWS

PURPOSE: The purpose of these bylaws is to set up a standard operating procedure for Troop 351's operation and elections. Its intention is to empower the Troop's committee to democratically self-govern.

Scouts BSA at St. Ignatius Parish is comprised by 2 units, a boys' unit and a girls' unit. These units are governed by a single committee governed by these bylaws.

ADULT LEADERSHIP POSITIONS:

Individual definitions and expectations of every adult leadership position is outlined in the BSA "Troop Committee Guidebook for Successful Troop Operation," publication number 34505, the most recent publication.

"Key Three" is comprised of the Chartered Organization Representative, the Troop Committee Chair and the two Scoutmasters. The Troop cannot re-charter without all of these positions filled.

Chartered Organization Representative (COR): The COR's primary responsibility is to be a liaison and maintain healthy relationship between St. Ignatius Parish and its Scout Units. The COR must represent the communication between the Scout Units and Parish as accurately as possible. Further responsibilities are to foster transition of adult leadership positions as prescribed by the bylaws of the Scout Units. Before installment of any adult leadership position, the COR or Parish leadership must approve of the Unit Committee's decision. The COR may only consider leader candidates the Unit Committee puts forth for consideration. The COR may terminate Scout leaders in extreme circumstances if immediate action is required, but should allow the Scout Unit Committee to handle ordinary disciplinary actions if possible.

The COR position is nominated by the Scout Committees for a three-year term. A nomination requires a majority vote of the Scout Committees. That nomination is then given to the St. Ignatius Parish leadership for confirmation. This position is a Parish leadership position not a Scout position so it is ultimately up to the Parish to name the COR and they may disregard the Scout Units' nomination. The COR can only be terminated by the Parish leadership.

Troop Committee Chair (CC): The primary role of the Committee Chair is to plan, organize and execute the Troops' committee meetings. The CC must collect agenda items from the various members of the Troops' leadership, set the agenda and email the proposed agenda to all committee members and scoutmasters at least three days prior to the committee meeting. It is important to allow adequate time for discussion then call for a vote so the matter can be dispensed and the committee can move on. Regardless of the CC's personal opinion, the CC must represent the decisions of the Committee as a whole as set out in these bylaws.

Primary Scoutmasters (SM): Two of the Scoutmasters are "primary" Scoutmasters, one assigned to each unit. One Scoutmaster is assigned to be the primary leader for direct

youth-leaders and program of the combined units. The other “primary” Scoutmaster is assigned responsibilities determined by the entire Scoutmaster corps.

Scoutmasters (both primaries and assistants): The primary role of the Scoutmasters is to supervise and foster the development of youth leaders at Troop functions. The Scoutmasters must follow all BSA policies and ensure that necessary adult supervision is present as outlined by the Guide to Safe Scouting. The Scoutmasters must remember that leadership does not happen overnight. The Scoutmasters needs to assist and mentor the SPL and other youth leaders and gradually enable them to become more self-sufficient as their leadership skills grow. The Scoutmasters must assist the SPLs in conducting a quality program for the Troop. Additional roles of the Scoutmasters are to assist in teaching and signing off on scout skills/advancement, perform Scoutmaster Conferences, and be a positive role model for the Troops’ scouts.

Troop Committee: The Troop Committee comprises the voting members of the Troops’ adult leadership. The Committee’s primary role is to support the Scoutmasters with the program, approve an annual budget, implement and enforce the policy of the Troop. “At large” Committee Members are voting Members of the Troop Committee, registered with the BSA as a Member of the Committee, with no specific job description.

ELECTION OF ADULT LEADERSHIP POSITIONS:

Assistant Scoutmasters are named by the primary Scoutmasters after consulting with the Troop Committee. Before installment of the position, the COR or Parish leadership must approve of the Scoutmasters’ decision. Training for Assistant Scoutmasters must be completed within six months of their installment. The committee can block installment of an individual as an Assistant Scoutmaster by a majority vote. Assistant Scoutmasters can be terminated by the unanimous decision of the primary Scoutmasters, by a super-majority vote of the Troop Committee, or by the COR in extreme circumstances.

All other positions, primary Scoutmasters and all Troop Committee positions; are elected by the Troop Committee for a three-year term. The nominations in these positions should have the appropriate training for the position they are being considered for, prior to the vote. The nomination must have a majority vote of the Troop Committee and the committee must have a quorum. Before installment of the position, the COR or Parish leadership must approve of the Committee’s decision if the registered member’s BSA position code changes. These positions can only be terminated by a super-majority vote of the Troop committee with a quorum, OR by the COR in extreme circumstances. Position-specific training must be completed within six months of installment. Primary Scoutmasters and the Committee Chair cannot be spouses.

All Troop positions are filled for a three-year term at the October committee meeting. All positions may be elected to multiple terms but must be installed by the committee every three years. Committee elections take place at the October committee meeting and installed at the

next Court of Honor. It is important that the Committee Chair ensures that the October committee meeting has a quorum. Exceptions can be made for vacant positions.

Vacant positions are positions made vacant by an adult leader resigning before the end of their term or if the position was not filled at the time of re-charter. Vacant positions can be temporarily filled by a majority vote of the Troop Committee and does not require a quorum. In this situation the member only fills that position until the next October committee meeting and may be formally installed at that time. The three-year term for their service does not start until they are formally installed. Example: "Sally" would like to fill a vacant position as Training Coordinator in April. She can fill that position with a majority vote of the attending Troop Committee members at the April committee meeting. In October, if she would like to continue, she must be affirmed by the majority of the Troop Committee with a quorum in order to begin a three-year term.

OCTOBER COMMITTEE MEETING

Annually, the Troop Committee must review these bylaws and amend or reaffirm. The Committee must review the Troop's Code of Conduct Agreement and Financial Agreement and amend or reaffirm. Changing or reaffirming these bylaws and agreements requires a majority vote with a quorum. If the bylaws or agreements are altered, the Troop Committee must notify its membership and families where they can review these changes.

TEMPORARY SUSPENSION OF THE BYLAWS

Only in extreme circumstances, the Troop Committee can elect to temporarily suspend requirements set forth in its bylaws with a super-majority vote. Example: If a Scoutmaster position is unexpectedly made vacant and there are no acceptable, trained candidates, the Committee may elect to temporarily suspend the training requirement for this one situation to fill the post. This suspended requirement is isolated to this one circumstance and should only be used if the position is absolutely necessary for the function of the Troop. Position-specific training must be completed within the first six months of a members term.

For the purpose of initially implementing these bylaws, the Troop Committee will conduct elections on July 14, 2014. Immediately following the Committee meeting, the CC will deliver the results to the COR or parish leadership. After the COR or parish leadership considers and approves the election results, all adult leadership positions will be terminated and members will be installed into their new position.

Financial and Program bylaws will be developed and implemented with the new Committee. The new Committee will make this a priority on its agenda.

COMMITTEE MEETINGS:

Date and Location: Committee Meetings are scheduled and date published on the troop calendar at least two-weeks in advance, meeting time is 7:00pm, location to be announced the

Sunday before the meeting. The Committee may call additional Committee meetings at its own discretion. If the Parish has a conflict with the Committee Meeting's location or time, the CC may move or change the time of the Committee Meeting.

Agenda: A plan for all Committee Meetings. The CC should do his/her best to email the most up-to-date agenda three days prior to the Committee Meeting. The agenda is not "set" until approved by the Committee at the beginning of the Committee Meeting. All votes requiring a quorum must be included on the agenda. Agenda items may be added to the agenda throughout the meeting at the discretion of the Committee, however, a topic requiring a quorum cannot be added unless there is a quorum present to approve adding it to the agenda.

Attendance: Committee Meetings are open to all parents, adult leadership of Troop 351 and St. Ignatius Parish.

Voting Members: Only registered members of the committee may vote with the exception of the scoutmaster who is designated by the scoutmaster corp. as responsible for equipment who may vote on motions pertaining to equipment. Voting members temporarily lose their voting privilege if they do not attend a minimum three committee meetings in the prior six months that they are a member. That voting privilege is suspended until the required attendance threshold is reestablished. All scoutmasters and parents/family are encouraged to attend the committee meetings. Even though non-committee members may not vote, their input is vital to the success of the Troop and anyone may make motions for the Committee to consider. At the October 10, 2018 committee meeting, voting privileges are extended to the registered members of the Explorer committee.

DEFINITIONS:

Scoutmaster corps: The entire group of Scoutmasters, both primary and assistants, as a collective team.

"Primary" Scoutmasters: Defined as the two Scoutmasters registered with a SM position code assigned to each unit.

Majority vote: Affirmative votes of present voting members totaling over 50% of present members.

Super-majority vote: Affirmative votes of present voting members totaling over 67% of present members.

Quorum: 67% of eligible voting members must be in attendance at the beginning of the meeting in order for the committee meeting to have a quorum. Attendance and not the votes determine a quorum. Once the minimum attendance has been established and the agenda has been approved the meeting has a quorum until the conclusion of the meeting even if attendance falls below 67%. Should a member leave, their vote will be recorded as abstained.

Troop Committee: Members of the Troops registered with the BSA as a Troop Committee Member.

Parish Leadership: St. Ignatius Parish Pastor or Parish Staff assigned by the Pastor.

BSA position codes: IH-Pastor of St. Ignatius, CR-COR, CC-Committee Chair, CM-Committee Member, PC-Parent Coordinator, SM-Scoutmaster, SA-Assistant Scoutmaster, 91U-Scout Reserve, 92U-College Scouter Reserve

Voting:

12 Total registered members of the committee?

8 Number of members to have a quorum?

10 Number of voting members present to establish a quorum?

10 Number of affirmative votes to pass the Bylaws?

Please sign your name under your vote:

Affirmative:

Opposed:

Steve Brown

Abstain:

Jenni Benson

Jim Virgin (absent)

Bella Koudjrakor

Jen Sonnichsen (absent)

Laurel Lee

Annette Semper

Thea Coleman

Tiana Wilson

Cathy Jones

Dave Monro

Joshua Kleiber

Troop 351 Committee approves of the bylaws on October 10, 2018.

_____, Committee Chair

As St. Ignatius Parish representative, the Parish has no objection with Troop 351 operating under this set of bylaws.

_____, St. Ignatius Pastor/COR/Parish Leadership