



**Troop 287**  
**Boy Scouts of America**  
**By-Laws**  
**September 1, 2001**

- I. **General:** These by-laws are established for the conduct of Troop activities. Operating under these guidelines, the Troop will function according to the policies, rules, and regulations of the BSA and the Rotary Club of Killeen.
- II. **Review:** The Troop Committee (TC) and the Patrol Leaders Council (PLC) will review these by-laws annually each February.
- III. **Changes:** Changes will be approved by a simple majority of the TC. Revisions or changes may be submitted at anytime by a committee member, parent, the PLC, or a Scout.
- IV. **Troop Management:**
  - A. **Annual Program:** The PLC will develop semi-annual Troop programs during the PLC planning meetings in February and September. The program will be presented to the TC by the Senior Patrol Leader (SPL) or the Scoutmaster (SM) for review, approval, and inclusion in the budget. The program will include:
    1. Courts of Honor
    2. Outdoor events such as summer camp and Philmont High Adventure Camp
    3. District and Council events in which the Troop wishes to participate
    4. Service projects
    5. Fund raising activities
    6. Other activities deemed appropriate
  - B. **Budget:** The TC, with input provided by the PLC, will develop an annual budget for the period April – March. After approval, the budget will be provided to each Scout and his parents. The budget will be based on “pay-as-you-go” philosophy with funds to be provided by dues and Troop fund raising events.
  - C. **Dues:** Dues will be set by the TC and will be paid annually in advance to the Treasurer. Dues will be used as determined by the TC. Failure to pay dues may result in the following:
    1. Denial of participation in Troop activities
    2. Withholding of awards and advancements
  - D. **Uniforms:** The wearing of the Scout uniform will be stressed, but no Scout will be denied participation in any Troop activity because he does not have a uniform. The uniform will be worn at all meetings, District and Council events, and other times as deemed appropriate by the SM or recommended by the PLC. BSA or Troop

## Troop 287 By-Laws

T-shirts will be worn when appropriate. Uniforms are mandatory at Courts of Honor and Boards of Review. As a minimum, a Scout will have:

1. BSA shirt with all appropriate patches attached
2. Scarf and slide
3. Troop T-shirt
4. BSA or leather belt
5. If BSA shorts are worn, BSA socks are required
6. Merit Badge Sash

E. **Handbook:** Each Scout will have an official BSA Scout Handbook

F. **Attendance:** Scouts are expected to attend each Troop meeting or special event. Attendance at Eagle Courts of Honor is mandatory. Parents and other family members are encouraged to attend all events to which invited especially Courts of Honor. Troop and Committee meetings are open to parents.

G. **Advancement:** Each Scout will actively pursue advancement, awards, and other recognition. The goal is for each Scout to advance at least one rank annually.

1. **Merit Badges:** A Scout may begin work on a merit badge after making application to the SM or an Assistant SM (ASM). After approval by the SM or any ASM, the Scout will obtain the name of a counselor from the Advancement Chairman and will make an appointment with the counselor to begin working on the badge. Upon completion of the merit badge requirements, the application signed by the counselor will be turned in to the Advancement Chairman.
2. **Merit Badge Counselors:** The Advancement Chairman will maintain a list of counselors and will register each counselor with BSA at no cost to the counselor.
3. The SM, ASM, or a qualified member of the Troop Committee may approve all merit badges.
4. Parents will not serve as a counselor for individual merit badges for their son unless approved by the SM or Advancement Chairman.
5. The Chaplain and the Chaplain's Aide maintain religious emblem award requirements.

H. **Election to the PLC:** Selection requires a minimum of 6 months active membership (3 months may be waived by the SM).

I. **Discipline:** Any Scout involved in a physical altercation will be placed on probation for a period as determined by the TC. Should a second incident of misbehavior occur, the TC would determine an appropriate course of action. A second incident may result in dismissal from the Troop.

## Troop 287 By-Laws

- V. **Troop Committee:** The TC will, as a minimum, consist of three members at least 21 years of age who are U.S. citizens. The Committee will meet monthly at the call of the Chairperson.

A. **Desired positions:**

1. Chairperson
2. Secretary
3. Treasurer
4. Advancement
5. Equipment/Facilities
6. Membership/Webelos to Scout Transition
7. Camping
8. Chaplain
9. Newsletter
10. Transportation

B. **Committee Responsibilities:**

1. Program planning and support
2. Advancement
3. Outdoor program support
4. Approve the annual Troop program
5. Conduct Boards of Review for all advancements except Eagle
6. Ensure Troop leaders are of sound character, integrity, high moral character, and honest by interviewing each candidate for SM, and ASM
7. Annually review the performance of Committee members, the SM and ASM(s) to ensure compliance with the purposes, policies, plans and procedures of the Boy Scouts of America and the Rotary Club of Killeen
8. Establish policies and procedures necessary for Troop operations and functions

C. **Chairperson:**

1. Conducts monthly Committee meetings
2. Oversees Committee functioning
3. Works with SM, ASM, and PLC to ensure an active program
4. Maintains contact with the chartered organization representative and the Rotary Club of Killeen
5. Ensures all Committee Members, the SM, and all ASMs are properly trained
6. Recruits adult leaders who work directly with the Scouts
7. Encourages leaders to attend all District and Council events
8. Works with the SM to ensure all boy leaders are trained and receive the badge of their office
9. Ensures Scouts attend junior leader training

## Troop 287 By-Laws

### **D. Treasurer:**

1. Receives income from all sources and pays all bills
2. Maintains records using "Troopmaster"
3. Explains the financial plan and responsibilities to each new scout
4. Supervises the savings plan
5. Supervises the preparation of the annual budget
6. Has a simple annual review made of the financial records and receipts
7. Works with the Troop Scribe as needed
8. Maintains checking and savings accounts in a local financial institution

### **E. Secretary:**

1. Maintains minutes and prepares notes, publicity, and other correspondence
2. Notifies Committee members of meetings

### **F. Equipment/Facilities:**

1. Ensures the Troop has an adequate meeting place and property storage facility
2. Coaches and assists the Troop Quartermaster in the inventory, storage, and repair of Troop equipment
3. Ensures records of Troop and Patrol equipment are maintained and semiannual inventories are made
4. Purchases all equipment with Troop funds as approved by the Committee
5. Conducts an annual safety inspection in February of the Troop meeting place

### **G. Advancement:**

1. Ensures that all Scouts advance at least one progress award (rank) annually and to First Class one year after joining
2. Develops and maintains the Troop Merit Badge Counselors list
3. Coordinates Boards of Review for all advancements
4. Maintains records of each Scout's advancement, merit badges earned, service stars and other information as required
5. Coordinates Courts of Honor
6. Recruits and trains merit badge counselors
7. Works with Troop Librarian

### **H. Membership/Webelos-to-Scout Transition:**

1. Plans and conducts an annual membership roundup
2. Maintains contact with Cub Scout Packs as a source of new members
3. Ensures the Troop recharter on time
4. Publicizes information about the Troop
5. Recruits new members from all sources

## Troop 287 By-Laws

### I. **Camping:**

1. Ensures an active outdoor program that includes 15 days and nights of camping for each Scout
2. Ensures the Troop attends a long-term camp (6 or more days)
3. Reviews and recommends approval/disapproval of the Annual Troop Plan
4. Coordinates with the Treasurer to ensure the program is adequately funded
5. Arranges for transportation and camping sites
6. Ensures parents are informed about plans for the trip
7. Encourages support for Order of the Arrow (OA) activities and oversees election to OA
8. Plans high adventure activities

### J. **Chaplain:**

1. Ensures that religious services are conducted when appropriate
2. Provides information concerning the Religious Emblem Program
3. Works with the Chaplains Aide

### K. **Newsletter:**

1. Takes notes during TC meetings and prepares and mails a monthly newsletter
2. Prepares other public notices and submits them to the appropriate agency

### L. **Transportation**

1. Arranges transportation in support of Troop activities
2. Maintains records of those parents who have provided support so that support requirements are equitably distributed to all families
3. Maintains records of automobile insurance of all individuals who may transport Scouts to Scouting activities

## VI. **Troop Leadership:**

### A. **Scoutmaster:**

1. Is the adult leader who works directly with the Scouts
2. Plans the annual program with the PLC and ASMs
3. Operates the Troop according to the policies and procedures of the BSA, the Troop Committee, the Rotary Club of Killeen, and these by-laws
4. Serves as advisor to the PLC
5. Attends troop meetings, campouts, District/Council events, roundtables, and training sessions
6. Ensures an active program of camping, advancement, and leadership experiences to include a minimum of 15 days of camping annually and at least one long-term camp
7. Counsels Scouts who fail to meet their responsibilities or who do not follow the Scout Oath and Law in their daily conduct

## Troop 287 By-Laws

8. Attends SM Fundamentals

### **B. Assistant Scoutmaster(s):**

1. Serves in the absence of the SM
2. Assists in planning the Troop program and activities
3. Works with the ASPL in administering Troop operations
4. Coordinates Troop/Webelos activities
5. Assists the SM in accomplishing all his duties
6. Plans Troop physical arrangements
7. Works with the Troop Committee and Quartermaster, as necessary, to ensure the Troop has adequate equipment
8. Is/are properly trained
9. If appropriate, serves as a Patrol Advisor

### **C. Junior Assistant Scoutmaster(s):**

1. Performs those duties assigned to him by the SM or ASM
2. Assists the SM in the absence of the ASM
3. Attends Troop meetings, campouts, District/Council events, and JLT

### **D. Patrol Leaders Council (PLC):**

1. Is composed of the SPL, ASPL, Scribe, and Patrol Leaders
2. Plans the annual program
3. Conducts Courts of Honor in coordination with the Advancement Chairman
4. Plans and conducts Troop elections during February and August to elect the Senior Patrol Leader.
5. Conducts periodic planning meetings at least once a month

### **E. Senior Patrol Leader (SPL):**

1. Must be a Scout of Star rank or higher
2. Is the Troop Scout leader when the Troop is gathered for an official function
3. Chairs the PLC
4. Leads and manages the Patrol Leaders in conducting Troop meetings and other activities
5. Coordinates with the SM to appoint all other positions except Patrol Leaders, Assistant Patrol Leaders, and other Patrol positions
6. Is not a patrol member
7. Trains and guides Patrol Leaders

### **F. Assistant SPL:**

1. Assists the SPL and serves as SPL in his absence
2. Leads the Troop staff in conducting their functions
3. Trains the leaders appointed by the SPL

## Troop 287 By-Laws

4. Is not a patrol member
- G. **Den Chiefs:** Are appointed by the SM and assists Den Leaders in Den activities
- H. **Quartermaster:**
1. Maintains records of Troop and Patrol equipment
  2. Maintains and repairs all equipment
  3. Checks out equipment to Patrols and ensures it is returned in good order
  4. Suggests new or replacement items to the PLC
  5. Conducts semi-annual inventories of equipment and maintains records of these inventories. Provides copies to the Equipment and Facilities Committee member
  6. Inventories supplies and checks all equipment used following all outdoor activities
  7. Is not a patrol member
- I. **Scribe:**
1. Maintains minutes of PLC meetings
  2. Assists the Treasurer in collecting dues and fees
  3. Records attendance of Troop Activities in Troop records
  4. Is a patrol member
- J. **Historian:**
1. Gathers pictures and facts about past activities and keeps them in scrapbooks, wall displays, or information files
  2. Cares for trophies and keepsakes
  3. Assists the chartered organization and the Troop leadership in making use of historical materials
  4. Is a patrol member
- K. **Librarian:**
1. Maintains records of Troop literature
  2. Checks out literature to Scouts and ensures it is returned
  3. Assists the Advancement Chairman
  4. Inventories Troop literature every three months
  5. Advises the ASPL when new or replacement items are needed
  6. Is a patrol member
- L. **Chaplain Aide:**
1. Ensures Troop program considers religious holidays and observances
  2. Assists the Troop Chaplain in planning and carrying out religious activities at Troop activities
  3. Advises Troop members about the religious emblem programs

## Troop 287 By-Laws

4. Encourages Scouts to live up to the ideals of the Scout Oath, Law, and Slogan
5. Is a patrol member

### M. **Patrol Leader:**

1. Sets the example
2. Plans and leads patrol meetings
3. Keeps his patrol informed
4. Shares leadership by assigning each Scout a responsibility within their patrol
5. Represents the PLC at the patrol meetings
6. Teaches Scout skills
7. Represents the patrol at PLC and the Annual Planning Conference
8. Prepares the patrol to participate in Troop activities
9. Works with other Troop leaders
10. Participates in Troop, district, and council JLT

N. **Assistant Patrol Leader:** Assists the Patrol Leader in performing his duties, serves in his absence, and performs duties assigned by the PL.

### O. **Troop Guide:**

1. Assists the PL of the Dragon Patrol
2. Encourages and assists the patrol members to complete advancement to 2nd Class as quickly as possible

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Committee Chairperson

Date of Approval/ Review: \_\_\_\_\_