

BSA TROOP 319 BYLAWS

SAN DIEGO-IMPERIAL COUNCIL, MISSION DISTRICT

As Amended September, 2009

TROOP 319 - BYLAWS

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|--|-------------------------------|
| I. PURPOSE AND OBJECTIVES | XI. FUNDRAISING |
| II. BSA MISSION STATEMENT | XII. ADVANCEMENTS |
| III. CHARTER ORGANIZATION & REPRESENTATIVE | XIII. SCOUTMASTER CONFERENCES |
| IV. SCOUT MEETINGS | XIV. BOARDS OF REVIEW |
| V. JOINING THE TROOP | XV. COURTS OF HONOR |
| VI. SCOUT YOUTH LEADERS | XVI. UNIFORMS |
| VII. ADULT LEADERSHIP | XVII. FINANCES |
| VIII. SCOUT OUTINGS/ACTIVITIES | XVIII. TROOP POLICIES |
| IX. PARENT COMMITTEE/ADULT OFFICERS | XIX. AMENDING THE BYLAWS |
| X. DUTIES OF ADULT OFFICERS | XX. DISCLAIMER |

I. PURPOSE AND OBJECTIVES

The purpose of this Troop is to provide youth with an effective and fun scouting program that will fulfill the highest ideals of the Boy Scouts of America. In doing so, the Troop objectives shall be to:

- Instill in scouts the values of the Scout Oath, Scout Law, Scout Motto, Scout Slogan, and Outdoor Code;
- Help scouts attain a high degree of self-reliance, confidence, initiative, courage, and resourcefulness;
- Assist scouts to become physically, mentally and emotionally fit;
- Prepare scouts to be responsible and knowledgeable citizens and leaders;
- Teach the skills and knowledge of Scouting and Scoutcraft.

II BSA MISSION STATEMENT

The mission of Boy Scouts is to prepare youth to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law, and to prepare youth to become responsible participating citizens and leaders who are guided by the Scout Oath and Law.

III. CHARTER ORGANIZATION & REPRESENTATIVE

The Charter Organization for this Troop is St. Andrew's Episcopal Church (St. Andrews), located at 4816 Glen St., La Mesa, CA 91941. The Charter Organization is responsible for:

- Providing sponsoring registration for the Troop.
- Providing meeting place.
- Providing general guidelines.
- Certifying adult membership applications.
- Appointing a Charter Organization Representative to serve as liaison and assist with Troop operations.

IV. SCOUT MEETINGS

Weekly scout meetings shall be held on Monday nights at 6:45pm, at St. Andrew's Episcopal Church in Sniffen Hall, 4816 Glen St., La Mesa, CA 91941, except as may be otherwise scheduled by the Scoutmaster. For convenience, the day and time of weekly scout meetings may be changed without amending these By-Laws, by vote of the Parent Committee noted in the Parent Committee minutes, with the consent of the Scoutmaster. Scouts should attend in proper uniform, as determined by the Scoutmaster.

The Patrol Leaders' Council (PLC) shall meet once a month, as scheduled by (and except as scheduled by) the Scoutmaster and Senior Patrol Leader. The purpose of PLC meetings shall be to plan, coordinate and prepare for scout activities, meetings and outings. The Scoutmaster, Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, and other scout officers should attend PLC meetings, or have a Patrol representative attend in their place.

Troop Courts of Honor shall be held quarterly, as scheduled by the Parent Committee, and may be held in lieu of a regular scout meeting. The purpose of the Court of Honor shall be to award and recognize scout advancements, merit badges earned, and other achievements or awards.

V. JOINING THE TROOP

To be eligible to join the Troop, a boy must be under 18 years of age, and either:

- have completed 5th grade and be at least 10 years old; or
- earned his Arrow of Light Award and be at least 10 years old, or
- be at least 11 years old.

Further, to join the Troop, an application must be filed with, and required registration fees paid to, the local BSA Council, and pro-rated Troop dues must be paid. Registration and active participation in the Troop by at least one parent or guardian of the Scout is strongly encouraged, and may be required by the Parent Committee if additional adult participation is needed for the Troop's scouting program.

A fair and equitable share of assistance is expected from each parent or guardian of a registered Scout.

VI. SCOUT YOUTH LEADERS

Elections

Scout youth leaders shall serve a term of six (6) months, and scout officer elections shall be held semi-annually, at such times/dates as scheduled and called by the Scoutmaster and/or Patrol Leaders' Council. Traditionally, scout officer terms run from Jan. 1 through June 30, and from July 1 through Dec. 31, although the Scoutmaster may adjust the terms. Although scouts may serve more than one term in a particular office, they are encouraged to serve in different leadership capacities in the Troop to gain widespread experience.

The Senior Patrol Leader (SPL) shall be elected each term by vote of the Troop scouts, with approval of the Scoutmaster. The Patrol Leaders shall be elected each term by vote of their Patrols, with approval of the Scoutmaster. The Assistant Senior Patrol Leader (ASPL) shall be appointed by the SPL, with the approval of the Scoutmaster. All other scout officer positions shall be appointed by the Scoutmaster, such as (in the Scoutmaster's discretion): Quartermaster, Scribe, Historian, Librarian, Webmaster, Newsletter Assistants, Troop Guides, O.A. Representative, and Den Chiefs.

Senior Patrol Leader

The Senior Patrol Leader (SPL) must be a First Class Scout or higher rank. It is recommended that candidates for SPL have completed National Youth Leadership Training, and the Scoutmaster has the discretion to require such training as a prerequisite to become SPL. The SPL is the youth leader of the Troop during his term of office, and shall be in charge of the weekly scout meetings and shall preside at the Patrol Leaders' Council meetings. He shall work closely with the Scoutmaster, ASPL, and Patrol Leaders in setting agendas for scout meetings and in planning and helping to oversee scout activities and outings. He shall be accountable for Troop discipline and good conduct. He shall assist the scouts in acquiring the skills, service and leadership needed to advance in rank. He shall set a good example to his fellow scouts through living by the Scout Oath and Law and by showing Scout Spirit.

Assistant Senior Patrol Leader

The Assistant Senior Patrol Leader (ASPL) must be a First Class Scout or higher rank. He shall assist the SPL in running the Troop, and shall assume the duties of the the SPL in the the SPL's absence. He shall likewise set a good example to his fellow scouts through living by the Scout Oath and Law and by showing Scout Spirit.

Patrol Leaders

The duties of a Patrol Leader are to organize and lead his Patrol at weekly scout meetings, to guide his Patrol members in learning scout skills and advancements, to maintain discipline and good conduct within his Patrol, to effectively communicate information between his Patrol and the SPL and Scoutmaster, to represent his Patrol at Patrol Leaders' Council meetings, and to set a good example to his fellow scouts through living by the Scout Oath and Law and by showing Scout Spirit.

Other Scout Officers

The duties of other scout officers shall be as set forth by the Scoutmaster, or as described in the BSA Junior Leader Handbook.

VII ADULT LEADERSHIP

Qualification of Adult Leaders

Adult leaders (Scouters) must be 21 years or older, except that Assistant Scoutmasters must be at least 18 years of age. All leaders must register annually and pay the required registration fees with BSA local Council, and meet the requirements established by Boy Scouts of America for participation.

Scoutmaster

The Scoutmaster shall be selected by nomination and majority vote of the Parent Committee prior to December end each year, and shall serve a calendar year term beginning the following January. A Scoutmaster may serve more than one term. The Scoutmaster shall be responsible for assisting and supervising the Troop scouts at their meetings and in the conduct of the scouting program, including:

- training and guiding boy leaders for their respective leadership positions;
- working with and through other responsible adults to provide an effective program;
- guiding the scouts in planning their scouting activities and outings;
- helping the scouts to grow through learning scout skills, scoutcraft, leadership skills, working together with fellow scouts, and developing confidence and self-reliance, and living the values of the Scout Oath, Scout Law, Scout Slogan, and Outdoor Code;
- conducting Scoutmaster Conferences for advancing scouts.

At the Scoutmaster's option, the Scoutmaster may call and hold meetings with Assistant Scoutmasters as he/she may deem convenient and helpful to the conduct of the scout program.

Assistant Scoutmasters

The Troop shall have a 1st Assistant Scoutmaster, selected by the Scoutmaster, who will assume the duties of the Scoutmaster in his absence. The Troop is encouraged to have multiple other Assistant Scoutmasters, whose duties shall be to support the Scoutmaster and assist at scout meetings, activities and outings.

Other Adult Leadership

The Parent Committee shall provide additional adult leadership as necessary to fulfill the duties of the Parent Committee, as set forth in these Bylaws, as well as such additional assistance as may be requested from time to time by the Scoutmaster or as deemed appropriate by the Parent Committee.

VIII SCOUT OUTINGS/ACTIVITIES**Adult Leaders for Scout Outings/Activities**

The Parent Committee is responsible for ensuring that sufficient trained leadership and transportation is provided for all outings/activities.

All outings/activities require two deep adult leadership and YPG training. Hazardous Weather training and CPR/First Aid training may also be required of one of the adult leaders on an outing. It is highly recommended that all adults who will be active in the scouting program or on outings be YPG trained.

Transportation

All drivers transporting scouts must be at least twenty-one (21) years of age and have a valid operator's license in their possession. All vehicles used in transportation must be insured for at least the minimum required insurance limits under California law. Scouts shall obey the rules established by the Scoutmaster and the drivers of vehicles used for transportation.

Eligibility/Permission Slips

To be eligible to participate in Scout outings/activities, a Scout's dues and registration must be current, and the Permission Slip for the event must be filled out, signed and turned in to the event leader prior to departure.

Guide to Safe Scouting

All outings/activities will be guided by the rules of the BSA Guide to Safe Scouting.

Tour Permits

A Tour Permit is to be filed and secured from the local BSA Council office prior to departing on any Scout outing or activity requiring such a permit. The trip leader is responsible for securing the permit, together with the Tour Permit Coordinator. An application should be filed at least two (2) weeks in advance of the trip to allow the Council sufficient processing time. A Tour Permit is generally needed for an outing to be recognized as an official approved scouting activity that is covered by the BSA provided accident/medical insurance. For outings that are less than 500 miles, a local Tour Permit is to be secured. For outings that are 500 miles or more, a National Tour Permit is to be secured.

When travel is not part of the planned activity, a Tour Permit may not be required - such as a parent driving a Scout to and from a meeting or a service project. An Eagle Service Project may require a Tour Permit, although it is the responsibility of the Eagle candidate to secure it.

IX. PARENT COMMITTEE/ ADULT OFFICERS

Meetings

Parent Committee Meetings (PCMs) shall be held monthly from January through November, at such time, date and place as scheduled by the Parent Committee Chair. At least 48 hours notice shall be given for PCM meetings, except for emergency meetings. Special or emergency meetings of the Parent Committee may be called by the Parent Committee Chair, Scoutmaster, or their designee. Emergency PCM meetings may be held in person, by tele-conference, by e-mail, or other means, without prior notice.

Quorum & Voting

For PCM meetings, a quorum shall be obtained when at least four (4) PCM members are present, including the PCM Chair or his/her designee and at least two (2) of the following PCM members: Scoutmaster, 1st Assistant Scoutmaster, Secretary, Treasurer, Advancement Chair, Membership Chair, Unit Commissioner. If a quorum is present, a majority vote of those present shall carry a motion.

Purpose and Objectives of Parent Committee

The purpose of the Parent Committee shall be to run the business of the Troop and to assist the Scoutmaster in providing the Troop's scouts with an outstanding scouting experience. In doing so, the Parent Committee shall carry out the following objectives:

1. Carry out BSA policies and regulations.
2. Assist and/or advise Scoutmaster on policies related to BSA and the Chartered Organization.
3. Provide adequate meeting facilities.
4. Plan and help scouts carry out fundraising programs to fund Troop needs.
5. Manage and properly account for Troop receipts and disbursements, and maintain Troop bank and Scout Shop accounts.
6. Obtain, maintain, and properly care for Troop property.
7. Plan the Troop's annual calendar, with emphasis on scheduling those activities and outings suggested and desired by the Troop's scouts, as may be practical.
8. Schedule and plan an annual summer camp chosen by the Troop's scouts.
9. Provide sufficient and enthusiastic adult support and leadership for planned scout activities and outings.
10. Provide merit badge counseling and programs for the Troop.
11. Record and duly award the achievements and advancement of scouts.
12. Oversee the annual re-charter of the Troop and the annual registration of its members.
13. Advise Troop adults of scout training needs and opportunities, encourage members to become trained, and monitor/maintain training records.

Qualifications for PCM Membership

Parent Committee members must:

- Be at least 21 years of age and be registered as an adult member of the Troop with the local BSA Council;
- Meet the requirements established by the Boy Scouts of America for participation;
- Pay the annual BSA Council registration fees.

Election of Adult Officers

The Parent Committee shall elect the following slate of officers each year, customarily at the November meeting, to serve each calendar year:

- Committee Chair
- Secretary
- Treasurer
- Advancement Chair
- Membership/Re-Charter Chair

Appointment of Additional Officers

Additional officers may be appointed by the Parent Committee in its discretion, such as:

- Quartermaster
- Fundraising Coordinator(s)
- Hospitality Coordinator(s)
- Tour Permits Coordinator
- Training Coordinator
- Summer Camp Coordinator
- Medical Records and Training Records Coordinator
- Merit Badge Coordinator
- New Parent Orientation Coordinator
- Service Projects Coordinator
- Troop Apparel Ordering & Sales Coordinator
- Webmaster
- Troop Newsletter Coordinator
- Roundtable Representative
- Unit Commissioner
- Patrol Mentors

X. DUTIES OF ADULT OFFICERS

Parent Committee Chair

The Parent Committee Chair is responsible for:

1. Organizing the Parent Committee and ensuring that all functions are delegated, coordinated, and completed.
2. Working closely with the Scoutmaster to fulfill Troop needs in carrying out desired scouting program.
3. Providing training information to leaders and Committee members.
4. Interpreting national and local policies for the Troop.
5. Preparing Parent Committee meeting agendas (with input of Scoutmaster).
6. Calling, presiding over, and promoting attendance at monthly Parent Committee meetings and any special meetings.
7. Ensuring a meeting place for the Parent Committee meeting.
8. Encouraging Troop representation at monthly Round Tables.
9. Overseeing annual charter review and re-charter.
10. Maintaining a close working relationship with the Chartered Organization Representative.
11. Maintaining membership records.

Secretary

The Secretary is responsible for:

1. Keeping accurate minutes of Parent Committee meetings & distributing minutes to Committee members.
2. Maintaining record book of past Parent Committee minutes, Treasurer Reports and other documents or information of import pertaining to the Troop.

Treasurer

The Treasurer is responsible for:

1. Handling all Troop funds.
2. Reimbursement of expenses for approved Troop activities.
3. Paying other bills approved by Parent Committee.
4. Maintaining Troop checking account and Scout Shop Account, with authorized signatures as designated by the Parent Committee.
5. Keeping adequate financial records of Troop.
6. Planning and recommending an annual budget for the Troop, for review/modification/approval by the Parent Committee; monitoring and maintaining accurate budget records; recommending budget changes as appropriate during the fiscal year.
7. Maintaining Scout Individual Account records for each registered Scout, showing fundraising money credited to, and disbursements from, each Scout's account and updated balances.
8. Maintaining such other financial account records as may be convenient for Troop operations, such as insurance, re-charter, summer camp fees, donations.
9. Submitting accurate written updated financial reports at monthly Parent Committee meetings, including budget updates, bank and Scout Shop balances, income and expenditures, and status of Individual Scout Accounts.

Advancement Chair

The Advancement Chair is responsible for:

1. Encouraging Scouts to advance in rank.
2. Working with the Scoutmaster to arrange and conduct Boards of Review for advancing Scouts.
3. Conducting quarterly Courts of Honor.
4. Maintaining Scout advancement records.
5. Submitting accurate advancement reports to Council.
6. Obtaining awards for Scouts.

Membership/Re-Charter Chair

The Membership/Re-Charter Chair is responsible for:

1. Annual registration of new and existing Troop Scouts and Scouters (adult volunteers).
2. Completing and submitting annual re-charter forms to District.
3. Coordinating with Scoutmaster and others the recruitment of new Scouts.
4. Coordinating with the Parent Orientation Chair to provide troop orientation materials and to hold a parent orientation meeting for new families.

Summer Camp Coordinator

The Summer Camp Coordinator is responsible for:

1. Summer Camp reservations, sign-ups, collecting & paying summer camp fees, organizing & distributing summer camp information, organizing leaders & drivers.
2. Collecting & maintaining troop medical records.

XI. FUNDRAISING

The Parent Committee will be responsible for organizing such Scout fundraisers as it deems necessary or appropriate to provide sufficient funds to supplement Troop operations and activities. Profits from fundraisers shall be applied as the Parent Committee determines for each particular fundraiser, by vote taken prior to the start of sales. This may be all to the Troop's general fund, shared between the Troop's general fund and a selling Scout's Individual Scout Accounts (in such percentages as approved for each event by the Parent Committee), or to special projects.

XII. ADVANCEMENTS

Adult Scout Leaders (Scoutmaster and Assistant Scoutmasters) may sign off on rank advancement requirements for Scouts, except for their own son. Merit Badge Counselors may sign off for all Scouts, including their own son, on merit badges they are qualified to teach.

Scouts earning advancements and merit badges should be recognized for their achievements at the earliest Court of Honor opportunity, provided that all necessary paperwork is turned in to the Advancement Chair in sufficient time to allow processing. Advancement ranks shall date from the Scout's Board of Review, rather than a subsequent Court of Honor recognition. A Scout may wear the new badge of rank immediately after earning it.

The Eagle Scout is awarded at a special Eagle Scout Court of Honor, in order to recognize the significance of this extraordinary achievement.

XIII. SCOUTMASTER CONFERENCES

A Scoutmaster Conference is a formal review of a Scout who is a candidate for rank advancement. It is conducted by the Scoutmaster or an Assistant Scoutmaster in an open, public area. A Scout should wear his Class A uniform to a Scoutmaster Conference, unless otherwise allowed by the Scoutmaster. A Scoutmaster or Assistant Scoutmaster should not conduct a Scoutmaster Conference for his/her own Scout, unless unavoidable.

XIV. BOARDS OF REVIEW

A Board of Review is a formal review of a Scout who is a candidate for rank advancement. It is generally scheduled by the Advancement Chair or Scoutmaster. The Board shall be composed of three registered adult members of the Troop. A Scout may only advance one rank at a Board of Review. A Scout should wear his Class A uniform to a Board of Review, unless otherwise allowed by the Scoutmaster. A parent or guardian should not serve on a Board of Review for his/her own Scout, unless unavoidable.

XV. COURTS OF HONOR

A Court of Honor shall be held every three months to recognize and award Scout advancements and achievements, presided over by the Advancement Chair or his/her designee.

An Eagle Court of Honor to honor and recognize an advancing Troop Eagle Scout shall be held at the request of the Eagle candidate, as scheduled by the Parent Committee and the Eagle candidate's family.

XVI. UNIFORMS

The Scoutmaster, or the PLC with the Scoutmaster's consent, shall determine uniform requirements for the Troop Scouts, consistent with BSA rules and policies. These requirements may change depending on type of activity or event, time of year, weather, etc.

The full Boy Scout Class A uniform should be worn at Courts of Honor, Scout Sunday services, and other formal occasions. This consists of the uniform shirt, with scout patches/awards, merit badge sash for 1st Class rank and above, appropriate pants, scout belt and buckle, scout neckerchief and slide, optional scout hat, scout socks if wearing shorts, and appropriate shoes.

A modified Class A uniform is worn to Scout meetings, during travel, and at other Scout activities where the full Class A is not required. Class B/Activity Shirts are usually worn at Scout meetings during the summer months, as allowed by the Scoutmaster/PLC. An event leader, with consent of the Scoutmaster, may specify the type of uniform to be worn for a particular activity or outing.

The modified Class A uniform consists of the uniform shirt and appropriate pants & shoes (no sash, optional neckerchief/slide, optional scout belt/buckle).

The Class B uniform/Activity Shirt consists of a Troop T-shirt or any T-shirt from a Scout Summer Camp, Camporee, or other official Scouting event, appropriate pants & shoes.

Appropriate pants consist of either official Boy Scout pants/shorts, or pants/shorts of a solid earth tone or dark color. If a hat is worn, it must be an official Scout or Troop hat/cap.

Order of the Arrow sashes are only to be worn if member is on official Order of the Arrow business, or at an Order of the Arrow function.

XVII. FINANCES

Registration Fees and Annual Dues

Each adult and scout member of the Troop shall register annually with the local BSA Council and pay the required annual BSA registration fees. In addition, each scout member shall pay the annual Troop dues, as set by the Parent Committee.

Camperships

The Parent Committee is encouraged and authorized to establish a Campership Fund, to assist families of active Troop Scouts who have a financial hardship, when needed in allowing their Scout to participate in the Troop's scouting program or particular Scout outings. The Parent Committee may establish eligibility rules as it may deem appropriate for Campership requests and payments.

Individual Scout Accounts

An Individual Account shall be maintained on the Troop's financial records for each Scout, which shall be credited with the Scout's share of earnings from Troop fundraisers. On request of/permission from the Scout, the funds credited to his Individual Account may be used to pay for, or to reimburse, any scouting related expenses for the Scout, such as Summer Camp fees, dues, purchase of scouting gear, etc.

In the event that the Scout transfers to another Troop or a Venture Crew, then upon informing the Troop within ninety (90) days of his new status, the funds remaining in his Individual Account shall be transferred to his new Troop or Venture Crew. In the event the Scout fails to re-register with the Troop, or fails to inform the Troop within 90 days of his transfer, the funds remaining in his Individual Account shall revert to Troop 319's general fund.

Donations

All donations that are either unrelated to a Troop fundraiser or in excess of the price of the fundraiser product, obtained by a Scout in support of BSA or Troop activities, shall be applied to the Troop's general fund, rather than to the Scout's Individual Account, except as follows:

- Donations for a Scout's Eagle Service Project shall go directly to the Eagle Scout candidate in support of his Eagle Service Project, or may be applied to the Scout's Individual Account and disbursed to the Scout for such purposes, if made payable to the Troop.
- Donations for specific purpose opportunity drawings intended to raise funds for a specific scout related purpose, such as paying the costs of bicycles or jerseys (etc.) for the Troop Cycle Team, shall be applied to the specific designated purpose, rather than the Troop's general fund.

Expenditures

All checks issued by the Treasurer for Troop expenses or reimbursements shall require two (2) authorized signatures. Persons authorized to sign Troop checks shall include the Treasurer, the Parent Committee Chair, and such other adult leaders as designated by the Parent Committee.

Persons authorized to sign for purchases against the Troop Scout Shop account shall include the Advancement Chair, the Scoutmaster, the Parent Committee Chair, and such other adult leaders as designated by the Parent Committee.

Expenditures for budgeted items or approved troop activities/outings may be paid by the Treasurer without further approval of the Parent Committee. All other expenditures shall require approval of the Parent Committee.

The Parent Committee shall establish rules and rates for reimbursing vehicle fuel costs for transportation of Scouts, the Scout Trailer, and equipment/supplies on Scout outings/activities.

Charitable Receipts

This Troop has derivative charitable tax-exempt status from its sponsoring Charter Organization, St. Andrews Episcopal Church, and as such may issue charitable receipts for donations received. The Parent Committee Chair and Treasurer shall be authorized to issue such charitable receipts, subject to approval of St. Andrews.

XVIII. TROOP POLICIES

These Bylaws may be supplemented by Troop Policies approved by the Parent Committee. The Troop Policies shall serve as guidelines for Troop operations, activities and conduct. Troop Policies may be modified from time to time by majority vote of the Parent Committee, or by the Scoutmaster as to those matters of responsibility delegated to the Scoutmaster by the Parent Committee. The Secretary shall maintain a record of Troop Policies, as modified from time to time.

XIX. AMENDING THE BYLAWS

These Bylaws may be amended by a two-thirds (2/3) vote of the Parent Committee, at a duly called meeting at which a quorum is present. Prior notice of the proposed change(s) and the date/time/place of the vote shall be given to the adult membership at least two (2) weeks before a vote. The provisions of the Bylaws, and any amendments, must be consistent with Council or National BSA policy and regulations. In the event of any conflict, the Council or National policy shall prevail.

A copy of the Bylaws and any amendments, as well as a copy of Troop Policies, shall be made available to the registered adult members of the Troop, either by posting on the Troop website, by email, mail, or by making copies available at Troop meetings.

All adult members have the responsibility of reading and adhering to the intent conveyed in the Bylaws and Troop Policies, and of having their Scout's conduct conform to that intent.

XX. DISCLAIMER

The requirements imposed in the Troop Bylaws and Troop Policies are intended to guide internal Troop operations, and shall not be deemed to constitute a standard to be abided by for any legal liability purposes. The Troop shall not be responsible for the actions of individuals in violation of its Bylaws, Policies, or BSA rules and policies.

The above Bylaws were approved by unanimous vote of the Parent Committee on _____, 2009, after due notice to the adult membership, at a duly called and constituted meeting.

ATTESTED TO:

Secretary, Troop 319