

***CONSTITUTION***

***AND***

***BYLAWS***

***SCOUTS BSA***

***TROOP 474***



***Amended by Committee***  
***31 October 2022***

# Scouts BSA Troop 474 Constitution and Bylaws

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## **Scouts BSA Troop 474 Constitution and Bylaws**

### **ARTICLE I NAME AND PURPOSE**

A. NAME. The organization described and referred to in this constitution will be known as Scouts BSA Troop 474. Scouts BSA Troop 474 was chartered by the Boy Scouts of America (BSA) on May 1, 1964.

B. PURPOSE. To provide an educational program for boys and young adults in order to build character, to train our boys and young adults for the responsibilities of active, participating citizenship, and to develop personal fitness under the guidelines of the Boy Scouts of America Program. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

C: EARNINGS/COMPENSATION FOR OFFICERS: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **ARTICLE II GENERAL PROVISIONS**

A. BASIC POLICY. Boy Scout Troop 474 is sponsored by Christ the King Lutheran Church, Bellevue, NE. The Troop is planned and run by the boys with adults providing guidance and supervision. The Troop operates under policies established by National, Service Territory, Council, and District Committees of the Boy Scouts of America. This constitution provides additional policies/guidance specific to Troop 474.

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B. **BYLAWS:** The bylaws are established under Articles III and IV of this constitution. The Patrol Leaders' Council (PLC) is responsible for Article IV with the Scoutmaster as their advisor. The Troop Committee is responsible for all other articles.

C. **CHANGES TO THE CONSTITUTION.** A meeting to alter the constitution can only be held after a 2-week notification of all committee members. This notification will be done in writing via e-mail or US Mail and e-mailed/postmarked not less than 2-weeks prior to the meeting. Changes can be made by a simple majority vote of registered committee members in attendance. Changes become effective as soon as they are published as a formal amendment and incorporated into this constitution. The PLC may recommend changes to all provisions in this constitution.

D. **SUPERSESSON AND REVIEW.**

1. This constitution and bylaws supersedes all previous Troop 474 constitution/bylaw/amendments.

2. At a minimum, this constitution and bylaws will be reviewed 90 days prior to the annual recharter and becomes effective immediately after the authorizing signatures are obtained. Upon recharter each troop family will be provided the current constitution and bylaws and must sign a statement of parental understanding to be returned to the Troop Secretary within 2 weeks.

E. **LOCATION:** The primary meeting area for Boy Scout Troop 474 is the Multipurpose Room (Gymnasium) at Leonard Lawrence Elementary School in Bellevue, NE and approval to use this area is requested annually from the school administrative office. It is the Committee Chair's responsibility to fill out the necessary paperwork to reserve the Leonard Lawrence Gymnasium each year. The Multipurpose Room will be reserved Thursday from 6:30 p.m. to 8:30 p.m.

F. **TROOP LIABILITY:** In the event the Troop's assets are insufficient to discharge liabilities, the charter organization is liable under rules and regulations of the Boy Scouts of America for organization debts.

G. **TROOP ORGANIZATION:** The Troop organization will be in accordance with (IAW) current BSA publications. The Committee Chair and the Charter Organization Representative in consultation with the Scoutmaster, will decide if any adult scouters should move from committee positions to Assistant Scoutmaster or vice versa, as needed.

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### ARTICLE III TROOP COMMITTEE BYLAWS

A. PARENTAL SUPPORT: Parental support is an essential ingredient in the successful operation of the Troop. The Troop needs every parent's support! Help your son and help the Troop by striving to do the following:

1. Attend family-oriented Troop functions (e.g., Courts of Honor, family outings, etc.).
2. Encourage your son to advance in rank, give him help when needed.
3. Help your son schedule his time so he can participate in as many Troop activities as possible. His level of attendance may impact his advancement and your financial obligation to the Troop.
4. Help your son obtain as full a scout uniform as possible. While a full BSA uniform is not required for rank advancement, Troop 474 highly encourages all scouts to have a complete uniform (BSA shirt, BSA pants or shorts, BSA socks, BSA belt, and merit badge sash) by the time they meet their Eagle Board of Review. (see Article IV, Section A).
5. Help with and support our fundraising activities (see Article III, Section, paragraph 9).
6. Volunteer to provide scouts with transportation to and from activities away from the normal meeting place.
7. Volunteer as an adult leader for scout activities away from the normal meeting place.
8. Volunteer to be a merit badge counselor.
9. Volunteer to be a Troop leader or Committee Member.

B. ACTIVE STATUS: Being active is one of the main keys to a successful Scouting experience. The Troop Committee and the adult leaders have established that an active Troop 474 member is a boy whose dues are current and who has advanced one rank or earned one merit badge during the previous year. Each boy is encouraged to participate in Troop and Patrol meetings, outdoor activities and in fund raising activities.

C. TROOP FINANCES: Scout registration, monthly dues, and troop fund raising activities are the main sources of Troop income. This income is used to pay annual registration fees, purchase

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and maintain troop equipment, trailer maintenance, trailer storage, software/website licenses and finance troop activities.

1. The Troop Committee will approve the annual budget and all disbursements not previously approved as operating budget items. Outgoing financial transactions will generally be made by check. Two designated committee members (generally the Treasurer and Committee Chair) will serve as signatories on the account and are responsible for accurately accounting for all debits and credits. Receipt verifying purchase is required for payment or reimbursement.

2. The Troop will maintain approximately \$100 in a Troop account at the Mid America Council office. The Advancement Chair, Committee Chair, Scoutmaster, Secretary, and Treasurer are the only individuals authorized to use the funds from this account.

3. Re charter fees include: National and Council registration fees, and one subscription to Scouts Life magazine per family if the scout desires Scouts Life and any mandatory Mid America Council insurance fees.

4. All adults will pay their own initial registration and insurance fee at the year's current cost. The Troop Committee may, if funds are available, vote and pay a portion of the fee for each adult registration.

5. Scouts may pay dues at any time. The dues amount is established by the Troop Committee (currently \$20 per month or \$220 for the full year) and will be considered delinquent after one month. Parents are expected to keep track of dues status, but will receive quarterly reminders from the Treasurer. When dues are delinquent three months or more, the Troop Committee authorizes that a boy will be provided an advancement card for the given rank or merit badge but he will not receive the cloth patch or device for the given advancement that the troop normally provides. This is to ensure that Troop 474 does not deny advancement based on dues status in keeping with National BSA policy. The primary purpose of dues is to ensure recharter can be paid. At recharter time, the Committee Chair and or the Treasurer will contact the parents of any boy whose dues are more than 3 months late to determine a means to resolve the delinquency. If a solution can not be found the Committee Chair and Treasurer will decide if Troop 474 will pay the boys recharter fees. When dues are delinquent for 1 year, the boy will no longer be considered a member of Troop 474 and will not be rechartered. Parents may pay dues up to one year in advance. Parents of boys who are delinquent in dues will be contacted by the Treasurer. If they are delinquent three months or more, they will be contacted by the Committee Chair.

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6. Camping fees will fall under a 2-tier system. Scouts attending a regular Troop-sponsored event (tier-1) will pay a \$15 registration fee, plus food costs (currently \$12). Scouts attending a more expensive event (tier-2), such as a District or Council sponsored event, canoe trip, or wimp camp, will pay a \$20 registration fee, plus food costs (currently \$12).. Tier -1 fees are refundable, but tier-2 fees are non-refundable unless a verified emergency exists, or allowed by council/district. For both Council and Troop camping events, the registration fee will include a \$5 equipment fee. This money will be used to help replace Troop equipment. Any other/additional costs beyond the \$15/20 fee will be subsidized by the Troop . Food fees are due 2 meetings prior to the event and are not refundable once the food has been purchased. The Scoutmaster/Committee Chair may modify this requirement to meet Council/District deadlines.

7. Scouts/Scouters are responsible for their gear and any Troop gear in their use. The Troop will not be liable for lost, stolen, or damaged personal gear. Troop equipment damaged by Scouts(s)/Scouter(s) through negligence or abuse will be repaired or replaced by the Scout(s)/Scouter(s) responsible for the damage. The decision to repair or replace the damaged equipment will be made by the Troop Committee, based on recommendation by the Quartermaster. In any case, the assessed replacement cost will not exceed the original cost of the item.

8. Scouts are encouraged to participate in Troop fund raising activities, which may occur from time to time, and in the annual BSA-sponsored popcorn sale. These count as Troop activity for ranks up to 1<sup>st</sup> Class. Families are also requested to support fundraising at various venues during the year. Profits from fund raising will be distributed to the individual Scouts and Scouter accounts as determined by the Troop Committee. The current policy, since November 2008, is to distribute all profits from fund raising to the individual Scout/Scouter accounts to be used to defray any costs associated with scouting. The committee may modify this policy as necessary by a simple majority vote of those present at a scheduled committee meeting.

9. The Treasurer shall track Scout/Scouter accounts comprised of funds generated during fund raising activities. Disposition of funds will be IAW Troop Committee policy. Scout/Scouter account funds may be used to pay for dues, camp fees, supplies, troop gear and any other Scout related activity. In the event a Scout/Scouter departs the Troop, his/her account will pay any delinquent dues or other indebtedness to Troop 474 before funds are transferred to a new troop. If a Scout/Scouter does not recharter due to inactivity or indebtedness, the money in his/her account will transfer to the Troop 474 general fund. Any Scout/Scouter may provide written or verbal direction to the Treasurer to automatically deduct monthly dues from their account.



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10. The Troop Committee will prepare and approve an annual budget prior to annual recharter. An internal audit of Troop finances will be performed within 90 days after recharter, but not later than April 1. An internal audit of Troop equipment will be performed in May, but no later than August 30. These activities will be conducted IAW the Troop Committee Handbook.

11. The individual Scouter pulling the Troop trailer will be reimbursed for actual fuel expenses for distances over 50 miles. The Scouter must present a receipt to the Treasurer for reimbursement. Exceptions can be authorized with Troop Committee approval.

12. Any Scout, currently registered with Troop 474, that has earned the rank of Eagle in Troop 474, if funds are available, will have their dinner paid for at the Mid America Council's Annual Eagle Recognition Dinner.

D. HEALTH RECORDS: Scouts/Scouters must have a current health record per BSA policy.

E. MEETINGS:

1. During the school year, normal Troop meetings are held every Thursday at 7:00 p.m. in the multipurpose room at Leonard Lawrence Elementary School. During summer months, meetings are held as directed by the PLC on Thursdays at 7:00 p.m. at locations determined by the Patrol Leaders' Council (PLC). The PLC or Scoutmaster may change the time and place of the Troop meeting as necessary. With the exception of overnight activities, all Troop/Patrol activities will be terminated no later than 8:30 p.m. Adults picking up scouts from Troop/Patrol activities are asked to arrive by 8:00 p.m.

2. Troop Committee meetings are normally held once a month in the Leonard Lawrence Elementary School Multipurpose Room or Staff Lounge or at another time and location decided by the Committee Chair. The purpose of the Troop Committee meeting is to integrate and synchronize all planning, execution and resourcing actions needed to ensure the effectiveness of the Troop 474 scouting program. Activities may include: discussing upcoming events during the current month, discussing the next month's events and determining if the Troop Committee needs to engage in preparation for the event(s) (i.e., drivers, merit badge counselors, etc.), discussing other issues and reviewing the month's financial activity and budget. Copies of the budget and the previous month's meeting minutes will be provided. Meetings will run based on Robert's Rules of Order.

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a. Only registered committee members, except the Committee Chair, may vote on issues brought before the Troop Committee. A simple majority vote by registered committee members present during a Troop Committee meeting is sufficient to conduct all business.

b. The Committee Chair will only vote in the event of a tie and will be the deciding authority.

c. The Charter Organization Representative, Institutional Head, Scoutmaster, and Assistant Scoutmasters do not vote at Troop Committee meetings.

### F. SUPERVISION:

1. All scout activities in which the Troop participates will be supervised for the duration of the activity by a minimum of two adults over the age of 21. At least one of these adults will be a registered BSA leader and have completed, as a minimum, New Leader Essentials. The two adults must have current Youth Protection training. Any other adults who wish to attend, but are not registered, must be the parent or legal guardian of a scout attending the activity and check with the Scoutmaster for other requirements. In the event the Scoutmaster is unable to attend a particular activity, the Scoutmaster will designate a registered, trained leader to assume the position of Scoutmaster during the activity. The Scoutmaster or designated Scoutmaster will be present for the duration of the entire activity. The welfare and safety of the scouts within the Troop are our highest priority and this constitution has been specifically designed to address that priority.

2. Adult Leader Training: All registered adult leaders must maintain current Youth Protection Training. The Scoutmaster and Assistant Scoutmasters will complete appropriate training at the earliest opportunity available after registering. The Scoutmaster will provide additional training for Assistant Scoutmasters prior to the adult taking on the job. The Training Chair will provide a list of Assistant Scoutmaster/ Troop Committee member responsibilities, an outline of training, and certification of said training to the Troop Committee every quarter. The Scoutmaster and Assistant Scoutmasters are highly encouraged to complete BSA Wood Badge training. Interested Troop Committee members are also encouraged to complete Wood Badge training to better familiarize them with the Scouting program and the use of the "patrol method". All new adults applying to the Troop shall register as Troop Committee members until appropriate training has been accomplished. (Example: Scoutmaster specific training qualifies as Asst Scoutmaster)

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G. REPLACEMENT OF ADVANCEMENT ITEMS: A Scout must show written or electronic verification of an originally received award to the Advancement Chair for replacement. Replacements are purchased by the scout directly from the Advancement Chair.

H. BOARDS OF REVIEW: Boards of Review will be at the discretion of the Advancement Chair and/or Committee Chair. The Committee Chair and Advancement Chair will ensure that a minimum of three registered Troop Committee members (per BSA Advancement Guidelines) are present to conduct a board.

I. PHOTO RELEASE ACKNOWLEDGEMENT: By becoming a member of Troop 474, each parent understands and acknowledges that their scout(s) will be photographed at scout functions, and be posted via electronic means (website, facebook, twitter). Scouts will be identified by their first name and last initial. If a parent wishes to not have their son's photo taken and disseminated, a written request can be emailed to the Committee Chair and Scoutmaster.

### **ARTICLE IV PATROL LEADERS' COUNCIL BYLAWS**

A. UNIFORM: The Scouts BSA uniform prescribed by the Boy Scouts of America is the accepted uniform of Troop 474. It is highly encouraged that at a minimum scouts should have the scout shirt (with appropriate patches/insignia), scout belt, troop neckerchief, slide of choice, merit badge sash (as appropriate), and Scouts USA Handbook. While having the complete uniform is encouraged it is not required for advancement or to participate in BSA and Troop 474 activities. A hat is optional, but if worn, must be Boy Scouts of America related. This Scouts USA uniform or a Scoutmaster-approved scout related activity shirt is highly encouraged but not required for all scout activities. The uniform shirt must be in good condition and tucked inside the pants/shorts. Pants/shorts will be official BSA or single-colored jeans/cargo pants. All uniform attire will be in the spirit of the scouting image at the Scoutmaster's discretion. No camouflage clothing or sweatpants are allowed. Appropriate uniform is highly encouraged for all Boards of Review.

B. TROOP MEETINGS. See Article III, paragraph E, number 1.

C. PATROL LEADERS' COUNCIL AND LEADERS MEETINGS: The PLC will meet at least once every month or more frequently, as determined by the Scoutmaster. The general purpose of the meeting is to plan the upcoming scouting program, review plans, and address any issues of concern of the PLC or leaders.

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### D. CAMPOUTS:

1. An updated schedule of weekend campouts will be available after each PLC. The Outdoors Activity Chair will coordinate any camp reservations or preparations as needed.

2. Scouts attending weekend campouts will pay for the cost of the food they'll eat during the campout (currently \$12) and the applicable tier 1 or 2 camping fees. Scouters will pay for their food. The fees for the food will be collected and turned in at least 2 meetings in advance. Once the food has been purchased there will be no refunds.

3. Two meetings prior to a campout:

a. Each scout must inform his Patrol Leader and/or troop leader as to whether or not he will attend. Exceptions are rare and will be made on an individual basis and decided by the Scoutmaster and Senior Patrol Leader or affected Patrol Leader.

b. Patrol Leaders will present a menu and duty roster to the Senior Patrol Leader and if approved, to the Scoutmaster.

4. Additional items:

a. A scout uniform or whatever portion a boy has will be worn to and from campouts, at flag ceremonies, and at any other events specified by the Scoutmaster unless otherwise specified. The scout uniform is not a requirement to participate in these activities.

b. Meals will be prepared and eaten by individual patrols unless the Scoutmaster specifies otherwise.

c. Scouts will use troop owned equipment to the maximum extent possible.

d. For the protection of our Troop tents, shoes will NOT be worn inside the tent. Additionally, patrol boxes, coolers, and food will be left outside under protective cover.

e. During campouts, duty rosters and menus will be posted on the patrol boxes.

E. MISBEHAVIOR: A scout who engages in misbehavior (fighting, using profanity, etc.) will be counseled by his Patrol Leader and an Adult Scouter. If the misbehavior continues, the Patrol

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Leader, Senior Patrol Leader and Scoutmaster will counsel the scout. If at any time it is determined by the adult leadership that any portion of the Scout Law has been broken and/or the scout continues to misbehave, the parents will be contacted by the Scoutmaster and asked to pick up their son and take him home. The Scoutmaster will make the final decision. Additionally, the scout will not be allowed to attend any other activities until the scout's parents, Scoutmaster, Senior Patrol Leader, Patrol Leader/ and the scout have devised a mutually agreeable solution. A scout who habitually misbehaves may be asked to leave the unit at the Troop Committee's discretion based on the Scoutmaster's recommendation.

### F. TROOP ELECTIONS:

1. No scout will be allowed to hold a position of leadership without approval of the Scoutmaster. All positions, elected or appointed, will be administered in accordance with the SPL/PL Handbook. Each elected or appointed position will be given a copy of their responsibilities. The Senior Patrol Leader must have identified and provided a list of his appointments to the Scoutmaster and Committee Chair no later than 1 week after election. Scouts working towards the ranks of Star, Life, or Eagle will be given the first opportunity to hold a leadership position.

2. Senior Patrol Leader and Patrol Leaders are elected during normal troop meetings (usually in April and October) and serve a 6-month term. Scouts serving in these positions can not serve consecutive terms. However, after his term is completed, he can wait one term and then serve again should he be elected.

3. Recommendations for Senior Patrol Leader and Assistant Senior Patrol Leader candidates:

- a. Rank of Star or higher (preferably Life).
- b. Actively participated in at least 80% of Troop activities and at least one "extra" activity during the last 6 months. It should be pointed out by the Scoutmaster what is "reasonable" and "within reason" of what is expected of the scout. The Scoutmaster and the Troop Committee should agree on what is "reasonable" and "within reason" for advancement and will not add to the requirements set forth by BSA.

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c. Be able to participate in 80% of troop activities during tenure. The Scoutmaster and the Troop Committee should agree on what is “reasonable” and “within reason” for advancement and will not add to the requirements set forth by BSA.

1. Absence must be approved prior to the event by either the Scoutmaster or an Assistant Scoutmaster via the scout leadership chain.
2. Troop activities are defined as troop campouts, troop meetings, and troop service projects.
3. “Extra” activities are defined as Eagle service projects, other scout service projects and Order of the Arrow events.

d. Voted on by the entire Troop.

e. Recommended by the Scoutmaster.

4. Recommendations for Patrol Leader:

a. Rank of 1<sup>st</sup> Class or higher (except Flying Cow Patrol) with Scoutmaster approval.

b. Actively participated in Troop activities (defined above).

c. Be able to participate in at least 80% of Troop activities during the next 6 months.

d. Voted on by their Patrol.

e. Recommended by Scoutmaster.

5. Eligibility confirmation. Election dates will be announced no later than three weeks prior to the election. Any Scout intending to run for Senior Patrol Leader or Patrol Leader will share his intentions with the Scoutmaster no later than one week prior to elections and confirm the Scout's eligibility and receive the Scoutmaster's recommendation. Scouts must fill out the position forms to announce their intention to fill any/all positions.

6. Each Scout running for a position will be given an opportunity to speak on his own behalf, in front of the Troop or Patrol as appropriate. Ballots will be distributed and collected by the Scoutmaster. Each Troop member may vote for only one scout as SPL and one Scout as PL.

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7. The SPL will appoint Assistant Senior Patrol Leader(s). The SPL must have identified and provided a list of his appointments to the Scoutmaster no later than one week after election. Consideration should be given to Scouts working towards rank advancements to Star, Life, or Eagle. The Scoutmaster will verify the scout eligibility prior to approving the appointment.

8. The Scoutmaster will approve all other leadership positions, with the exception of Patrol Leader no later than one week following receipt of the leadership slate from the SPL.

9. Training of the newly elected and appointed positions will take place as soon as possible but not to exceed four weeks after elections. The Scoutmaster, with the ASM(s) conducts this training. The previously elected and appointed boy leaders will transfer Patrol materials (patrol book, flag, food box and cooler, library, etc.) to the newly elected boys. The Scoutmaster and ASM(s) will train the boys on Troop organization, position responsibilities and performance expectations for their new roles.

### **ARTICLE V TROOP DISSOLUTION**

In the event of the dissolution of a unit, or the revocation or lapse of its charter, the unit committee shall apply unit funds and property to the payment of unit obligations and shall turn over the surplus, if any, to the local council. In the case of a chartered organization, any funds or equipment which may have been secured as property of the unit shall be held in trust by the chartering organization or the council, as may be agreed upon, pending reorganization of the unit or for the promotion of the program of the Boy Scouts of America.

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**ARTICLE VI  
AUTHORIZATIONS**

AUTHORIZING SIGNATURES: This document becomes effective and approved once the Troop Committee Chair and the Council President of Christ the King Lutheran Church have signed below.

\_\_\_\_\_

Michael Livergood

Committee Chair

Scouts BSA Troop 474

\_\_\_\_\_

David P. Wiegand

Charter Organization Rep.

Scouts BSA Troop 474

\_\_\_\_\_

Nick Christy

Council President

Christ the King Lutheran Church



**Scouts BSA Troop 474 Constitution and Bylaws**

**ARTICLE VII  
PARENTAL ACKNOWLEDGEMENT**

**STATEMENT  
OF  
PARENTAL  
UNDERSTANDING**

**I HAVE READ AND UNDERSTAND THE CONSTITUTION AND BYLAWS OF TROOP 474.** Please acknowledge your understanding by signing in the space(s) below. On behalf of the Troop Committee, we welcome you and your son to Troop 474. Once signed, please return this statement to the Troop. Parental support is essential to providing our sons with the most rewarding scouting experience possible.

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Print Scout Name

---

Parent or Legal Guardian Signature

---

Please Print Name of Above

---

Date