****

**Troop 179 Guidelines**

**Chartered Organization: Saint John the Apostle Catholic Church**

**Princess Anne District**

**Tidewater Council**

**Boy Scouts of America**

**General**

 These guidelines are for all youth and adult members of Boy Scout Troop 179.  Troop 179 is chartered by St. John the Apostle Catholic Church and operates in accordance with the policies of The Tidewater Council of the [Boy Scouts of Americ](http://www.scouting.org/)a (BSA).

**Purpose**

Troop 179 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.

**ARTICLE 1: Youth Membership and Leaders**

**SECTION 1: Youth Membership Guidelines**

CLAUSE 1: Eligibility; Youth members shall meet specific requirements as established by the Boy Scouts of America and published from time to time in official publications. Specific boy membership requirements are: Eleven years of age, awarded the “Arrow of Light” or completed fifth grade. Youth remain eligible until they are eighteen years old, unless approved by National as a special needs Scout. Members do not have to be a member of St. John the Apostle Parish, or attend St. John the Apostle School to join Troop 179. Troop 179 is a male youth only Troop per Charter Organization.

CLAUSE 2: Application; A prospective boy, along with his parent(s)/guardian(s), applies to the Troop by meeting the Scoutmaster and SPL or their respective designee. The youth and his family must complete an official application and submit the application to the Scoutmaster. His registration is complete when he has paid the required fees, his application is approved by the Scoutmaster, and then processed through the Council office.

CLAUSE 3: All parent(s)/guardian(s) of Scouts joining Troop 179 will receive a “Welcome to Troop 179 packet”, which will provide them with information and links to include: required Troop uniform with insignia, a welcome letter to the parents with information about the Troop, a copy of the Troop guidelines, a parent resource survey, adult leadership applications and a complete current BSA Annual Health and Medical Record form.

CLAUSE 4: All parent(s)/guardian(s) of Scouts joining Troop 179 are expected to support the Troop throughout the year (i.e. by driving Scouts to and from fund raisers, hikes and camp-outs, volunteering for committee positions, etc.). Parent(s)/guardian(s) are expected 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.

CLAUSE 5:All registered Scouts must abide by the Scout Oath and Scout Law

**SECTION 2: Youth Leadership Positions**

CLAUSE 1: Senior Patrol Leader (SPL) — The Senior Patrol Leader shall assume this position after six (6) months as Assistant Senior Patrol Leader. He may appoint Scouts to positions of leadership as specified in the SPL Handbook. The Senior Patrol Leader shall hold his office for a period of six (6) months.

CLAUSE 2: Assistant Senior Patrol Leader (ASPL) — The youth members of the Troop will elect the Assistant Senior Patrol Leader by a majority vote of the youth members present at the designated election meeting. Candidates shall meet the qualifications set forth by the Scoutmaster. The Assistant Senior Patrol Leader will preside in the Senior Patrol Leader’s absence. The Assistant Senior Patrol Leader shall hold his office for a term of six (6) months.

CLAUSE 3: Patrol Leader (PL) — The members of each patrol shall elect their own Patrol Leader. The Patrol Leader will ensure that each member of his patrol is kept informed of all Troop activities. Each patrol will plan and carry out its own program. Each Patrol Leader is required to report any non-cooperation, disinterest or rule infractions to the Scoutmaster, or if he is not readily available, an Assistant Scoutmaster. Patrol Leaders shall hold their office for a minimum of four (4) months.

CLAUSE 4: The Troop shall hold elections every six (6) months in order to provide all Scouts an equal opportunity for advancement. Scouts should not hold the same office for two consecutive terms unless there are extenuating circumstances approved by the Scoutmaster.

CLAUSE 5: The Scoutmaster appoints all other youth leadership positions, i.e.: Junior Assistant Scoutmasters, Instructors, Troop Guides, Order of the Arrow Troop Representative and Den Chiefs, and will change office holders as he deems necessary.

CLAUSE 6: Patrol Leaders’ Council (PLC) — The Patrol Leaders’ Council shall consist of Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders and Assistant Patrol Leaders of all patrols, Troop Guides and the Troop Scribe (as the recorder only). All other Scouts holding Troop positions are encouraged to attend. The Patrol Leaders’ Council will meet at least once a month, following Roundtable, as called by the SPL and as approved by the Scoutmaster.

CLAUSE 7: If a Scout in a leadership position fails or is unable to successfully perform his duties he may be replaced. The Scoutmaster must approve all changes to elected positions if the change occurs prior to a regularly scheduled election.

**SECTION 3: Youth Leadership Training**

CLAUSE 1: Training**.** All youth leaders will receive “in-Troop” formal training as designated by the Scoutmaster. The Troop will conduct this training as soon as possible after the youth is elected/appointed to a leadership position. Youth leaders are encouraged to attend National Youth Leadership Training (NYLT) and Den Chief training.

**SECTION 4: Youth Transfers**

CLAUSE 1: When any member of the Troop transfers out, the Scoutmaster will make every effort to present all awards earned before the member leaves. The Advancement Coordinator will ensure all advancement and merit badge requirements are entered into Scoutbook and a copy is presented to the Scoutmaster. The Scoutmaster will then mail that copy to the receiving unit OR the Advancement Coordinator will send a verified electronic copy to the receiving unit.

CLAUSE 2: Application of transferring youth; A prospective youth, along with his parent(s)/guardian(s), applies to the Troop by meeting the Scoutmaster and SPL or their respective designee. The youth and his family must complete an official application and submit the application to the Scoutmaster. His registration is complete when he has paid the required fees, his application is approved by the Scoutmaster, and then processed through the Council office.

**ARTICLE 2: The Troop**

**SECTION 1: Organization**

CLAUSE 1: Troop 179 will be organized into Patrols. Each patrol will be formed at the discretion of the Scoutmaster.

CLAUSE 2: The Patrol Leaders’ Council (PLC) should plan a weekend camping and/or hiking trip or other outdoor activity once a month and at least one long term camping event per year in accordance with the published BSA Annual Plan. At least one family outdoor activity will be included annually.

CLAUSE 3: An adult leader will notify parent(s)/guardian(s) if their Scout asks to leave or leaves an event before it is officially over. Scouts are expected to attend the entire meeting unless they make prior arrangements with the Scoutmaster.

CLAUSE 4: A current BSA Annual Health and Medical Record for Scouts and registered Scouters must be on file with the Troop. That is, parts A and B (two pages) for all registered members and part C for anyone participating in long term (over 72 hours) camping, as per BSA policy.

CLAUSE 5: Regular attendance at Troop meetings is required before a Scout attends any activity or function. The Scoutmaster may grant exceptions to this Clause, for attendance at school functions, other scouting activities and family emergencies.

**SECTION 2: Advancement**

CLAUSE 1: The Scoutmaster or Assistant Scoutmaster(s) may **not** sign any requirements for advancement or participate in a Scoutmaster’s Conference for their own family member(s).

CLAUSE 2: Only the Scoutmaster and Assistant Scoutmasters, whom the Scoutmaster has designated, shall sign requirements for advancement.

CLAUSE 3: When ready for advancement, a Scout will request a Scoutmaster’s Conference. The Scoutmaster’s Conference and the Board of Review for a given rank will be conducted on different days. The Board of Review shall meet at least two (2) weeks prior to a Court of Honor to allow time for administrative processing.

CLAUSE 4: A minimum of three (3) uniformed Committee members (not related to the candidate) will conduct advancement Boards of Review for the ranks of Tenderfoot through Life. Board members must take care that the review DOES NOT become a re-examination of requirements. Boards may spot-check the Scout’s knowledge.

CLAUSE 5: The Scoutmaster and the SPL shall present all advancement badges of rank and leadership emblems to Scouts as soon as possible after they earn them. To demonstrate to family and friends the Scout’s motivation, all merit badges will be presented and all rank advancements recognized at the next Court of Honor.

CLAUSE 6: The Troop will hold Courts of Honor at least four (4) times per calendar year, in accordance with the annual plan or as called for by the Advancement Coordinator. Designated representatives from each patrol will plan the content and organize the Court of Honor under the guidance of the Troop Committee and the Advancement Coordinator. To celebrate the birthday of Scouting, the Troop will hold a Green and Gold Banquet, generally in February each year as the second Court of Honor of the program year.

CLAUSE 7: Prior to an Eagle Board of Review, the Scoutmaster, Committee Chairman and Advancement Coordinator will review the Eagle Scout candidate’s records and files. The Troop Advancement Coordinator will ensure that an Eagle Application is submitted to the Council Service Center. The Troop will conduct Eagle Scout Boards of Review in accordance with BSA National Policy. The Troop shall maintain a uniform locker containing donated and serviceable uniform items.

CLAUSE 8: The Troop shall pay annual membership fees to the National Eagle Scout Association for five (5) years for all registered Scouts of Troop 179 that attain the rank of Eagle, unless otherwise procured through gift by family or some other means. This fee will be deducted from the $150.00 awarded to each new Eagle Scout to cover Eagle Award Presentation materials, the Eagle Scout Neckerchief, Mentor Pins, and the remaining balance being made avail to help offset the cost of the Eagle Court of Honor. Note: if said Scout choses to forego having an Eagle Court of Honor, then any remaining funds will be returned to the Troop Account.

**SECTION 3: Uniforms**

CLAUSE 1: All youth joining or transferring to the Troop are expected to have a complete uniform within ninety (90) days.

CLAUSE 2: The Scoutmaster will prescribe the uniform for all activities, including travel to and from all activities.

**SECTION 4: Operation**

CLAUSE 1: The Troop shall tailor all Scouting activities to meet Scouting requirements (e.g. merit badges, etc.) and will ensure the appropriate equipment is provided to support the program.

CLAUSE 2: Each Scout must pay dues as determined and approved by the Troop Committee. Dues may be prepaid monthly or annually at a slightly reduced rate. A Scout’s fees and dues must be paid in full for the current year at the time of re-chartering. Inactive Scouts who have not re-chartered and wish to rejoin within six (6) months of the re-chartering date will be required to pay all back-dues owed.

CLAUSE 3: No Scout will be allowed to go on an outdoor activity unless his fees and dues are up to-date. The Troop shall not prepay any activity fees for any individual Scout unless approved by the Troop Committee.

CLAUSE 4: No Scout will be allowed to go on an outdoor activity unless he is properly attired, has the necessary equipment, a copy of the Troop 179 permission slip signed by his parent(s)/guardian(s) and appropriate Medical Forms.

CLAUSE 5: Patrols will prepare menus appropriate for the activity planned as approved by the Scoutmaster or Assistant Scoutmaster. Patrols will purchase food in quantity with an “equal share” charged to each member. Each patrol will prepare its own food as per program planning.

CLAUSE 6: All Scouts will be expected to eat the well balanced meal prepared by their patrol. Individual sweets, beverages and snacks will not be permitted. Parent(s)/guardian(s) and the Scout must discuss any special dietary requirements or limitations with the Scoutmaster/Assistant Scoutmaster at least two weeks prior to the activity for proper patrol menu planning/accommodation.

CLAUSE 7: If a Scout misbehaves at any activity in such a way that he is beyond the control of the leaders, the Scoutmaster/Assistant Scoutmaster will contact his parent(s)/guardian(s) and require them to immediately pick-up the Scout and remove the Scout from the activity. The Scoutmaster/Assistant Scoutmaster must be able to contact parent(s)/guardian(s) by telephone, either directly or through an emergency contact number.

CLAUSE 8: Scouts may not leave any scouting activity area AT ANY TIME without the permission of the Scoutmaster or activity leader. Scouts will always use the buddy system rule (two or more Scouts in company at all times.)

CLAUSE 9: Prohibited Items. Scouts may not bring cell phones, electronic, or other distracting devices (iPods, iPads, radios, hand-held games, etc.) to Troop events and activities other than en-route to/from said activities. Exceptions may be authorized by the Scoutmaster or his designee only. Scouts in violation of this Clause may have their phone/device taken by the Scoutmaster or other designated adult leader, where it will be returned to a parent/guardian after the campout/activity. Additionally, adult leaders will also try to refrain from use of electronics unless directly related to the activity, and efforts to communicate and catch up on personal matters will be handled out of sight and sound of the Scouts. For each campout and for summer camp, all parents will be provided the name and cell phone number of at least one adult leader to ensure they can contact their son in the event of an emergency.

CLAUSE 10: All parent(s)/guardian(s) should be prepared to provide transportation when requested. Parents furnishing transportation for Troop activities should arrive at the appointed meeting/departure place ON TIME and provide the Activity Leader with all required vehicle information.

CLAUSE 11: Parent(s)/guardian(s) may visit activity sites at any time. They shall notify the Scoutmaster/Activity Leader of their intentions prior to the commencement of the activity.

CLAUSE 12: The Troop will hold religious services for any activity that prevents the Scouts from attending their regular religious services. This will be a non-denominational service which all Scouts and Scouters are encouraged to attend.

CLAUSE 13: Money generated by fund-raisers shall be applied to the Troop expenses as approved by the Troop Committee.

**SECTION 5: Adult Members and Leaders**

CLAUSE 1: Eligibility. Adult leadership is available to anyone who volunteers and meets the requirements set by the BSA and the Chartering Organization. Term of office is one year; however, leaders may be reappointed in the same position or in different positions the following year. All adult leaders must be approved by the Troop Committee Chair and Charter Organization Representative (COR) during recharter and will take office at the beginning of the calendar year.

CLAUSE 2: Adult Application**.** The Troop Committee will forward adult applications to the COR for review and endorsement. The application and evidence of required training will then be forwarded to the Council for final review and approval. See Appendix B for procedure Troop will follow for applications.

CLAUSE 3: Training. Troop 179 adult leaders shall complete and maintain all BSA and Chartered Organization required training. Leaders are encouraged to attend advanced training sessions, such as Wood Badge, CPR, Wilderness First Aid, Troop specific training, etc.

CLAUSE 4: Positions. At a minimum, the Committee will select adults to fill the positions of Treasurer, Secretary and Advancement Coordinator. The Troop Committee will recommend a COR with final appointment by the Chartered Organization. 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 the person’s absence.

**ARTICLE 3: Troop Committee**

**SECTION 1: Committee Organization**

CLAUSE 1: The Troop Committee’s primary responsibility is supporting Troop leaders in delivering quality program and handling Troop administration. The Troop committee is responsible for conducting the business of the Troop, setting policy, and helping the [Scoutmaster](https://meritbadge.org/wiki/index.php/Scoutmaster) and Scouts with the outdoor program and other planned activities. The committee also has the responsibility to provide adults for [boards of review](https://meritbadge.org/wiki/index.php/Boards_of_review). This is an important responsibility and is one area where help is always needed and appreciated. The committee consists of parent volunteers or other adults who fulfill various roles on the committee. Please refer to Appendix A for the most recent description of Committee positions and for the position specific duties

CLAUSE 2: General Committee meetings will normally be held monthly, one (1) week after the District Roundtable, unless otherwise scheduled by the Committee Chairman. Special meetings may be called as needed. An open invitation is extended to all Assistant Scoutmasters and parents to attend Committee meetings.

**SECTION 2: Position Selections**

CLAUSE 1: The Committee Chairman, will be recommended by the Troop Committee, and appointed by the COR.

CLAUSE 2: The Scoutmaster, per the Charter Organization, will be male, and must be at least 21 years old. The Scoutmaster is selected and recruited by the Troop committee and approved by the COR. He shall be an active member of Troop 179.

CLAUSE 3: Committee Chairman will ensure a complete Annual Inventory is conducted no later than the first Troop meeting in September. This inventory will identify anyone interested in filling committee positions either as a new member or incumbent in that position.

CLAUSE 4: The Troop Committee will complete a candidate list no later than the first Troop meeting in October. Individuals (new or incumbent), wishing to fill the same committee position, will present their reasons why they are most qualified for the position during the committee meeting in October.  The committee will excuse individuals from the meeting to vote.

CLAUSE 5: Leader Specific Training, especially for the Key 3 (COR, CC, SM), must be completed by the Troop meeting just prior to Thanksgiving Day.

CLAUSE 6: Each selected officer shall take office during the first Troop/Committee meeting in January and shall hold office until the end of the calendar year.

**SECTION 3: Committee Operations**

CLAUSE 1: Committee Members who cannot attend a scheduled meeting will notify the Chairman or designee forty eight (48) hours prior to the meeting. The Committee will conduct business when a quorum or 7 members are present. The meeting must include at least three of the following leaders: Committee Chair, Vice Committee Chair, Treasurer, Secretary, Advancement Coordinator, or their representative. Scoutmaster will be present to provide a report.

CLAUSE 2: Only registered Troop 179 Committee members may vote on actions or proposals requiring a vote. Items up for vote will be approved by a majority (51%) of members present.

CLAUSE 3: All reports are required to be submitted to the Committee Chairman 7 days prior to the scheduled committee meeting.

CLAUSE 4: The Committee shall vote on financial transactions except for Advancement and Scoutmaster Funds.

CLAUSE 5: The Scoutmaster shall report all disciplinary problems and recommendations for discipline to the Committee Chairman.

**ARTICLE 4: Internet Safety**

**SECTION 1: Electronic Communications**

CLAUSE 1: Youth safety is Troop 179’s number one priority, and this includes internet safety. All communication between adults and youth should take place in a public forum, or at a bare minimum, electronic communication between adults and youth should always include one or more authorized adults openly “copied” on the message or message thread. Troop 179 will adhere to the standards set by the Boys Scouts of America as indicated in the BSA Social Media Guidelines.

CLAUSE 2: Troop 179 maintains and operates a website for the general use of its members and the community. This website is to be monitored, and overseen by at least two adult leaders keeping with BSA’s Media Guidelines publication.

CLAUSE 3: Troop 179 maintains and operates social media sites for the general use of its members and in some instances the community. These sites are to be monitored for inappropriate interactions, such as foul/abusive language. This is to also be overseen by at least two adult **Article t** s.

**ARTICLE 5: Finances**

CLAUSE 1: Budget. The Troop Treasurer will maintain a budget that identifies projected income and expenses for the calendar year. The Committee will approve the budget at the beginning of the calendar year. The budget provides general guidance only; it does not authorize anyone to spend money.

CLAUSE 2: 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 money paid to the Troop in excess of $5.

CLAUSE 3: The Treasurer will maintain a minimum average monthly balance at the Council Service Center of three hundred dollars ($300).

CLAUSE 4: Awards Purchase. The Advancement Coordinator has blanket authority to purchase advancement awards without prior approval of the Troop Committee.

CLAUSE 5: All unexpended personal funds (excluding fund raisers) will be refunded upon leaving the Troop.

CLAUSE 6: The Committee Chair, or his/her appointed representative, will review the Troop financial records yearly. An audit, by an impartial person from outside the Troop who has financial experience, shall be done upon a change of Treasurer. The Chartered Organization Representative may inspect the Troops financial records at any time.

**ARTICLE 6: Right to Appear**

Any person who has a grievance against Troop 179 or any adult leader of Troop 179 has the right to appear before the Committee to present the grievance. However, such person is encouraged to first seek satisfaction through the Scoutmaster and/or Committee Chair.

**ARTICLE 7: Review and Revision of Guidelines**

**SECTION 1: Amendments to the Guidelines**

CLAUSE 1: Recommendations for additions/amendments to these Guidelines must be initiated in writing, and presented at a regular monthly Troop Committee meeting. The originator must contact the Committee Chairman two weeks prior to the meeting to be included on the agenda. Recommendations will be presented to and reviewed by the full Committee at this meeting. The Committee shall vote on the recommended changes at the following meeting.

CLAUSE 2: When approved, the guidelines will be amended and copies will be posted electronically and emailed to the parent(s)/guardian(s), leaders and Chartered Organization of Troop 179.

CLAUSE 3: These Guidelines will be reviewed, revised and approved, by a subcommittee of the Troop Committee, annually in July.

Original: September 1, 1991

First Amendment: March 9, 1995

Second Amendment: December 19, 2001

Third Amendment: February 16, 2005

Fourth Amendment July 18, 2018