

SCOUTING AMERICA
TROOP 94
TROOP COMMITTEE BYLAWS



SPRING LAKE, NORTH CAROLINA

SPONSORED BY: ANDERSON CREEK CLUB POA
Troop 94B and Troop 94G
Updated June 2025

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I. Troop Committee Organization and Responsibilities

The Troop Committee is the Troop's Board of Directors, and supports the Troop program through the following responsibilities:

- Ensures that quality adult leadership is recruited and trained.
 - In case the Scoutmaster is absent, a qualified Assistant Scoutmaster is assigned.
 - If the Scoutmaster is unable to serve, a replacement is required.
- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Scouting America and the Chartered Organization.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains and properly cares for Troop property.
- Ensures the Troop has an outdoor program consisting of a minimum of ten days and ten nights per year. This does not include Summer Camp.
- Conducts Boards of Review.
- Supports the Scoutmaster in working with individual scouts and problems that may affect the overall Troop program.

II. Composition of the Troop Committee

The Troop Committee will consist of a minimum of three adult members. No limit will be set on the maximum number of committee members. However, no member of the Troop Committee will simultaneously serve as either Scoutmaster or an Assistant Scoutmaster. All Committee Members will be at least 21 years old or older. At least 50% of Committee Members will have a Scout in the Troop.

The Executive Board of the Troop Committee will consist of the following positions:

- Chair
- Secretary
- Treasurer
- Outdoor Program Coordinator
- Advancement Coordinator
- Membership Coordinator
- Equipment Coordinator
- Training Coordinator
- Chaplain
- Fundraising Coordinator

Committee Members are in good standing if they attend 50% of Committee Meetings over a 6 month period.

Key duties of each of the Executive Board Members are outlined in the Scouting America Troop Committee Guidebook.

The Troop Committee may establish *ad hoc* subcommittees to support various troop functions.

III. Committee Meetings

The Committee shall meet regularly with the Scoutmaster to conduct Troop 94 business and to review the current state of the Troop.

The Committee Chair will schedule meetings, with no less than 7 days notice to the Scoutmaster and the Committee. The Committee Chair will be responsible for providing a written agenda for the Committee Meeting. Notice for Troop 94 Committee Meetings may be published via electronic mail, text message, telephone, or Scoutbook Calendar.

Committee Meetings shall be open to all parents of Scouts currently with Troop 94 and/or others at the invitation of the Committee Chair. Committee Meetings are also open to Administrative Board Members of Anderson Creek POA.

Any Troop 94 Committee Member, Scoutmaster, Assistant Scoutmaster, or parent of a Scout with Troop 94, may present an item to be included on the Committee Meeting agenda. Said item must be discussed at the next scheduled Committee Meeting. The item can be tabled for discussion at later Committee Meetings with a majority vote.

The Troop's Budget and monthly dues will be reviewed annually. Monthly dues will then be adjusted as needed to support the upcoming year.

IV. Quorum and Voting Rights

A majority of the current Executive Board members will be deemed to constitute a quorum for the purposes of conducting Troop 94 business. In order to conduct any Troop business requiring a vote, a quorum must exist, in person or virtually, at the time and place of the Committee Meeting. All Committee Members present and in good standing will be allowed one vote, NO proxies will be allowed. If any member of the Executive Board is absent due to military service, their position will be considered vacant for the purpose of quorum and voting. If any member of the Executive Board is absent due to short term military service of less than one month, they will have a voting right through email sent to the Committee Chair.

V. Expedited Approval

When in the opinion of the Troop Committee Chair, Committee approval of an issue is required on an expedited basis, the Committee Chair shall be authorized to contact and poll members of the Executive Board regarding the issue. The issue will be decided when a $\frac{3}{4}$ supermajority has been achieved. The Committee Chair will document the instance and provide the Secretary with a complete disclosure of the issue and the results of any vote for inclusion in the minutes of the next scheduled Troop Committee Meeting.

VI. Term of Service and Committee Selections

To allow for continuity and orderly transitions, upon election, the Scoutmaster and Executive Board should commit to serve for a minimum term of one year beginning on the first day of December. No maximum number of terms is specified; persons serving in either capacity may continue to do so for any number of terms, with each one-year term subject to the approval and recommendation of the Troop Executive Board and ratification by the Committee as a whole.

Approval of the Troop Committee slate shall be obtained during the last monthly meeting prior to the yearly recharter of Troop 94, which currently occurs in December of each year. In order to ensure that all required adult leadership positions are accurately represented in the recharter package, the following timeline of events is suggested:

- **October** - During the October Troop Committee meeting, both the Troop Committee Chair and the Scoutmaster should communicate their willingness to continue in their respective duties for the next calendar year. If, for any reason, either indicates that he is unwilling or unable to continue in the position, the Troop Committee Chair should organize a Search Committee composed of members of the Troop Executive Board to recruit candidates for the position to be vacated.

At any time during the year, if a majority of the Troop's Executive Board expresses a lack of confidence in the current Scoutmaster, the Troop Committee Chair will notify the Charter Organization Representative (COR) of the Committee's concerns. They will resolve any issues to the mutual satisfaction of both the Troop Executive Board and the Scoutmaster, or initiate a search committee prior to the next scheduled Troop Committee meeting.

At any time during the year, in the event that a majority of the group consisting of the Troop's Executive Board and the Scoutmaster express a lack of confidence in the current Troop Committee Chair, the Scoutmaster will notify the COR of the committee's concerns. They will either resolve the issues to the mutual satisfaction of both the Troop Executive Board and the Troop Committee Chair or initiate a search prior to the next scheduled Troop Committee meeting.

- **November** - The Troop Committee Chair recommends to the Committee a candidate for Scoutmaster for the coming calendar year, and attains the approval of the committee and COR.

The Scoutmaster will recommend to the Committee a candidate for Troop Committee Chair for the coming calendar year, and obtain the endorsement of the Committee.

- **December** - The incoming Troop Committee Chair recommends to the Committee the candidates for all Troop Committee positions for the coming calendar year, and attains the approval of the Committee.

The incoming Scoutmaster recommends to the Committee the candidates for all Assistant Scoutmaster positions for the coming calendar year, and attains the approval of the Committee.

The Membership Coordinator will be instructed to complete the Troop's recharter documents to reflect the incoming Troop Committee and Scoutmaster.

VII. Chartered Organization Oversight in Leader Selections

Anderson Creek Club POA will appoint a Chartered Organization Representative (COR) according to the POA and Scouting America guidelines. The COR represents the POA in all affairs. Should the COR not be available, the Troop will interact with the Administrative Board Chairman.

The nominee for Committee Chair and the Troop Committee's selection for Scoutmaster will be approved by the COR. The Scouting America adult leader applications will be submitted after the COR's approval.

The COR will approve and sign all other leader applications for ACC POA. In the absence of the COR, the applications will be signed by the Chairman of the Administrative Board for the POA.

VIII. Financial Policies

Proper fiscal management is an important obligation of a troop. In order to establish a framework for expense guidelines and revenue fundraisers, The Troop Treasurer will prepare an annual budget, to include all of Troop 94's projected operating costs and estimated income from all sources for presentation at the regularly scheduled August Troop Committee meeting. This plan will be developed with the assistance of the Scoutmaster after the Patrol Leaders' Council has conducted their Annual Planning Conference (APC). The fiscal year outlined in the budget will parallel the troop's event year which runs from 1 September through 31 August of the following year. The budget plan requires the approval of the Troop Committee. Once approved, this plan will serve as the troop guideline for monitoring and controlling operational costs throughout the entire program year. The treasurer will present a current financial statement at each monthly committee meeting.

DUES will be paid per month for 12 months of the year. This fee goes into the general Troop fund. Dues may be paid by drawing on the individual's Scout Fund, or by cash, check or credit card (credit card payments will incur a fee). Scouts are encouraged to personally earn the money for their dues. Scouts may at any time pay dues in advance for the remainder of the year. Payment of annual Scouting American renewal fees and Council fees will be paid by the Scout.

NEW SCOUTS who are not registered with a unit prior to joining Troop 94 will be required to Self-Pay the Scouting America registration fee and Council Fees upon joining. All new Scouts will pay the first month's troop dues when joining. Troop dues will be due by the 15th of each month.

SCOUT FUND. Scouts may earn money through Troop-approved fundraising events like Popcorn, Scout Cards, etc. This money will be credited to the individual's Scout Fund by the Troop Treasurer. Scouts can make contributions to their Scout Fund at any time. The funds may be used for troop dues, Scouting American renewal fees and Council fees will be paid by the Scout, summer camp fees, Scout uniforms, or other Scout-related expenses. The Scout will need to provide a receipt for such expenses. If a scout falls in arrears to the troop for any reason, the Troop committee has authorization to use the available funds to pay the balance of debt owed. If an individual leaves Scouting, their individual Scout Fund balance reverts to the Troop 94 General Fund. If a Scout transfers to another Scouting America unit, they can request the Treasurer send their Scout Fund balance to the new unit for deposit into their Scout Fund at the new unit. If the new unit does not maintain a Scout Fund, then the scout may request their account be donated to their new unit. If no request is made within 2 months, the monies revert to the Troop 94 General Fund. If the scout has a sibling remaining in the troop, the parents will have the option of transferring the funds to the sibling's account.

INCLUSION POLICY. The Troop desires that all youth be able to participate in the Scouting program. No individual will be kept from joining Troop 94 or participating in its activities because of financial difficulties. Special financial situations should be discussed with the Scoutmaster, Troop Committee Chair, or Troop Treasurer. These situations will be kept confidential. A portion of the Troop Budget may be reserved to assist Scouts in financial need; this reserve will be reviewed to ensure sufficient funds at the August budget approval meeting.

REIMBURSEMENTS. The Committee Treasurer of the Executive Board shall be authorized to reimburse registered adult leaders and Scouts of Troop 94 for expenses legitimately associated with authorized Troop 94 activities. A clean receipt (receipt containing only items intended for reimbursement) must be submitted within 60 days of purchase date.

All expenses above \$100.00 shall be presented to the Troop Committee for approval at a regularly scheduled Committee Meeting unless the Troop Committee has previously approved such expenses during a regularly scheduled Committee Meeting.

In the event of any emergency expenses, the Troop Committee Chair is authorized to approve up to \$500.00. An "Emergency" is defined as, "a serious, unexpected, and often dangerous situation requiring immediate action." Poor planning does not constitute an emergency. Any approved emergency expenditures will be reported at the next scheduled Committee Meeting.

IX. Adult Participants

Youth Protection Training is required for all Scouting America registered volunteers and is a joining requirement. Youth Protection Training must be taken at least every two years. If a volunteer's Youth Protection Training expires before the end of the renewal term, the volunteer will not be renewed.

Adult Participants will maintain a "Trained" status for their position. Adults that are "Not Trained" will fill a 'Scouter Reserve' position until the necessary training is completed or updated.

Scoutmaster or designated representative will have a copy of the Health Form and Insurance information on each Adult Leader attending an outing. The Health Form must be updated yearly.

All adults transporting Scouts **MUST** complete Youth Protection Training (YPT) and provide Troop 94 with a copy of their current YPT certificate. All vehicles transporting Scouts must adhere to the Scouting America guidelines as stated in the Scouting America Guide to Safe Scouting. www.scouting.org/health-and-safety/gss

All persons participating in Scouting programs are mandated reporters of child abuse. This reporting duty cannot be delegated to any other person.

All adults staying overnight in connection with a Scouting activity must be currently registered as an adult volunteer or an adult program participant. Adult volunteers must register in the position(s) they are serving in.

X. Leadership Corps Qualifications and Elections

To participate in Troop Elections, a Scout must be properly registered with the Scouting America as a member of Troop 94 and in good standing. All other guidelines for election, removal and replacement of elected/appointed leaders will be determined by the PLC.

XI. Scout Leadership Position Requirements

An elected or appointed Scout Leader will be considered to have served actively in a leadership position if they have attended 50% of the Troop functions during their time in office. The Scoutmaster will determine what activities are official Troop functions.

XII. Advancement Requirements

No requirements will be added or removed from those listed in official Scouting America publications. Only the Scoutmaster or their designated youth or adult representative may sign off a Scout's Handbook, with the exception of the Board of Review block. Parents or guardians are involved at home encouraging, mentoring, and supporting, but do not sign for rank advancement requirements unless they are registered leaders and have been authorized by the unit leader to approve advancement. Even then, it is preferable for an authorized person other than the Scout's own parent to certify their accomplishments.

In regards to rank advancement, a Scout is considered "active" if they attend at least 50% of Troop meetings and functions.

Boards of Review (BoR) are scheduled once a month during regularly scheduled troop meetings. BoR will be scheduled when all of the rank requirements are completed in full. The Scoutmaster Conference and the Board of Review will not occur on the same day.

Committee Members will not sit on their own Scout's Board of Review. **Boards of Review will not be a retest of Scout skills.**

Scouts will request a BoR from the Advancement Chair or the Committee Chair at least one week prior to the scheduled BoR. Exceptions may be made for Scouts with a tight timeline for Eagle. This includes Scouts who are 15 years of age or older and not yet a First Class Scout and Scouts who are 16 years of age or older and not yet a Life Scout. BoRs will not be scheduled with less than 48 hours' notice, so ample time is given for board members to review the Scout's accomplishments.

Scouts must receive permission from the Scoutmaster or their designated adult representative before officially starting work on any Merit Badge. However, Eagle required merit badges, such as Cooking and Camping, may begin as soon as a Scout participates in a qualifying activity (e.g., their first camping trip). Exceptions to this include merit badges started at summer camp or winter camp, where Scouts begin badges as part of camp programs. In such cases, Scouts should still coordinate with the Scoutmaster to ensure proper tracking and completion.

Scouts will select a Merit Badge Counselor from the approved Merit Badge Counselor List and must work with that counselor to complete the badge requirements. Merit badge counselors guide Scouts and verify requirements for merit badges. If a different Merit Badge Counselor is needed/wanted, the Scout will notify the Scoutmaster. Once all requirements have been fulfilled, the Scoutmaster, Committee Chair, or Advancement Coordinator will review and Leader Approve the badge before awarding the badge at the next scheduled Court of Honor. Eagle Awards will be awarded at the Eagle Scout Court of Honor.

All Eagle Scout Project Proposals will be presented to a board of 3-5 Committee Members. Committee Members may sit on their own Scout's proposal but not as a member of the board. The Committee Chair and Advancement Chair are authorized to sign the Unit Committee Approval. The Scoutmaster or an designated Assistant Scoutmaster is authorized to sign the Unit Leader Approval. Council or District Approval must be given before an Eagle Project is added to the troop calendar.

The Unit Leader will approve project dates to ensure that the designated Unit Leader is monitoring each project day. The Unit Leader will not monitor their own Scout's project. The Unit Leader will not have other roles while Scouts are working on the project (e.g. subject matter expert, first aid specialist, transporting materials and supplies, etc.). Two Scouting America registered adult leaders over the age of 21 must knowingly accept leadership responsibilities and be present throughout the entirety of the project day(s) while youth are present. (For 94G, add that one adult leader must be female).

XIII. Outdoor Program

The Troop Committee supports the Camping and Outdoor Program generated by the Troop. The Scoutmaster, Assistant Scoutmasters, and Troop Committee implement the Camping Program. The Scoutmaster and Assistant Scoutmasters supervise the Scout Leaders as they lead the Troop. The Scoutmaster appoints a registered Adult Leader to oversee the Camping Program in their absence.

Outing Rules:

- The Scoutmaster will set appropriate uniform and dress.
- Electronic devices will be allowed at the Scoutmaster discretion.
- Scouts will move in buddy teams of at least 3 Scouts.
- Menus must be pre-approved by the Scoutmaster or his designee.
- Any device with an open flame and/or catalytic heater will not be permitted in the tents.
- Scoutmaster or designated representative will have a copy of the Health Form and Insurance information on each Scout and adult attending the outing.
- Scouts or adults will not participate unless they have an appropriate physical, if required.
- Scouts must have a current Annual Activity Consent signed before participating in any scouting activities.
- Hiking boots are recommended. Closed toed and closed heeled shoes are required.
- At times, safety equipment such as life jackets, helmets, sound protection, and eye protection, must be worn. The safety equipment must be worn according to the guidelines established by Scouting America. This applies to the Scouts, Scouters, and participating family members and volunteers.

XIV. Alcohol, Tobacco, and Firearms

Scouts of Troop 94 **will not** use tobacco of any form during Troop activities, even with parental permission. **Adults** who use tobacco will refrain from using tobacco while in the presence of the Scouts. Alcohol will not be brought to or consumed during any Troop activity by **any person**.

Open or concealed carry or use of firearms are prohibited at all Scouting activities, with the following exceptions:

1. Law enforcement officers who are required to carry firearms within their jurisdiction
2. Use as part of an official Range and Target activity

XV. Uniforms

The Troop uniforms will consist of the following:

Field Uniform

1. Scout shirt with insignia, green shoulder loops, troop numbers, rank patch, and position patch
2. Troop 94 Neckerchief w/Slide
3. Olive Green Scout pants or shorts with belt loops. These do not need to be Official Scouting America items, however they must be a similar styler, color, and length.
4. Socks
5. Close-toed and closed-heeled shoes
6. Belt

Activity Uniform

1. T-shirt - Troop 94 t-shirt or t-shirt that represents Scouting is preferred, but not required. Avoid clothing with words, images, or symbols that could be seen as offensive, including anything political, violent, sexual, or promoting disrespect toward any group.
2. Pants or shorts suitable for the activity. These may not be low-slung, excessively baggy, or torn
3. Socks
4. Close-toed and closed-heeled shoes
5. Belt

Open-toed shoes (i.e., sandals, flipflops, or the like) are only acceptable in the shower or at the waterfront (not on the way to or returning from these areas).

Swimwear should be secure, clean, and designed specifically for swimming/boating. For extra sun protection, a rash guard or T-shirt may be worn as long as it's safe for the activity.

For safety reasons, a specific dress code may be required for some activities, including but not limited to welding, metalwork, horsemanship, and ATV.

Proper safety equipment may be required for some activities, including but not limited to climbing, cycling, and boating activities.

Scouts may wear headgear or clothing for religious, cultural, or medical reasons, if it's safe to do so and doesn't block vision.

94G

Activity Uniform

1. T-shirt or Tank top
Troop 94 t-shirt or t-shirt that represents Scouting is preferred, but not required. Avoid clothing with words, images, or symbols that could be seen as offensive, including anything political, violent, sexual, or promoting disrespect toward any group.
Tank Top straps must be at least 3 inches wide
2. Pants or shorts suitable for the activity. These may not be low slung, excessively baggy, or torn
3. Socks
4. Close-toed and closed-heeled shoes
5. Belt

Swimwear must be one-piece or a tankini that fully covers the midriff. Swimsuits should be secure, clean, and designed specifically for swimming/boating. For extra sun protection, a rash guard or T-shirt may be worn as long as it's safe for the activity.

XVI. Behavior Problems and Discipline

Good behavior and discipline are necessary for the accomplishments of Troop 94's goals. Adult and Youth Leaders will handle discipline. A Scout exhibiting behavior that is unacceptable or disruptive will be counseled by the Scoutmaster or designated representative. An incident report may be filed in accordance with current Scouting America guidelines and policies. The Leader may contact the parents and have them remove the Scout from the event. A Scout, who continually disrupts meetings or whose actions endanger them or others during Scout activities, will be suspended. If a Scout is suspended, the Leader will record details of the suspension in writing and present them to the parents and the Committee as soon as practical. The suspension shall remain in effect until the Scoutmaster or Committee approves reinstatement of the Scout. The Scout and his parents will be informed in writing of the specific behavior problems and the Committee's disciplinary actions. The Chartered Organization Representative will be responsible for notifying the Chartered Organization of any disciplinary actions taken by the Committee. The Committee may select, but is not limited to, one or more of the following remedies:

- Suspension from Troop activities
- Limited participation in Troop activities
- Probation
- Parents' participation with the Scout in all activities
- Monetary restitution for any damages or loss caused by the Scout
- Permanent removal from the Troop

Scouting America Youth Protection guidelines will be followed for incidents involving abuse, including youth-on-youth, adult-on-youth, and youth-on-adult abuse. Youth and adults will not participate in or condone:

- Bullying
- Hazing
- Inappropriate Physical Contact, including but not limited to hitting, punching, slapping, pinching, scratching, kicking, and spitting
- Sexual Talk
- Initiations and games
- Inappropriate online interactions
- Using smartphones, cameras, mirrors, drones, etc. in places or situations where privacy is expected.
- Exposure to inappropriate material
- Sexual contact and assault
- Discussions Inconsistent with Scouting Ideals and Values
- Sexual Matters of any type - including relationships, discussions between youth, and on-line content (pornography). Engaging in these types of activities could result in immediate removal from the event. Scouting America policy will be followed in reporting sexual abuse which may result in reporting to local law enforcement and/or revocation of membership.
- Scouts must successfully satisfy and maintain Totin' Chip requirements before using knives, axes, or saws without supervision. The Cub Scout Whittlin' Chip will be recognized for carrying pocket knives only, until a Totin' Chip is earned.

Scouts must earn the Firem'n Chit in order to carry matches and build campfires.

A Scout found in violation of their responsibilities of the **Firem'n Chit and Totin' Chip** will have a corner cut off of the appropriate card for each violation. A card with no corners will be confiscated and destroyed, thus losing the privileges. In order to regain the privilege, new training must be completed. The appropriate card must be in possession in order to exercise the privileges of the card.

XVII. Troop Membership

Troop 94 will establish no additional requirements for membership other than those established by the Scouting America. A Scout is considered in good standing when dues are no more than 30 days overdue (monthly dues are due by the 15th of the month), financial responsibilities are met and they are not suspended or on probation. A Scout must be in good standing in order to attend Troop activities.

XVIII. Revisions to Bylaws

These Bylaws may be revised by the following procedure:

- Any adult registered with Troop 94 may propose a revision during any regularly scheduled Troop Committee Meeting.
- After discussion of the proposed revision, the proposal will automatically be tabled pending the next Troop Committee Meeting. No vote may be taken during the meeting at which the Bylaw Revision is proposed.
- During the meeting immediately following the proposed Bylaw Revision, the measure will be introduced to the Troop Committee as old business and discussion reinitiated.
- If the question is called and seconded by Troop Committee members, a vote will be taken on the proposed revision, as originally submitted and/or amended by the Committee during discussions within Troop Committee Meeting(s).
- Approval of Bylaw Revisions will require $\frac{3}{4}$ supermajority of the voting members present.

Scouting America policy supersedes any Troop Bylaws.