

Boy Scouts of America - Troop 101
Champaign, Illinois
By-Laws

I. PARENT'S RESPONSIBILITIES

1. Joining Troop 101

Parents or Guardians of all applicants must meet with the Scoutmaster, an Assistant Scoutmaster or the Troop Committee Chairperson for a conversation before a boy will be registered with the Troop. The purpose for this meeting is to explain how Troop 101 functions, what the boy's and parent's responsibilities are, and allow the parents and boy to ask questions about the Troop. The Troop cannot function without the active involvement of every parent. Accordingly, the Troop will ask each parent to volunteer for a committee or adult leader position, participate in at least one outing or activity annually in a supervisory/chaperone capacity and sit on monthly Boards of Review for the scouts on a rotating basis.

2. Scout Commitment

On an annual basis, by being registered with Troop 101 every family, to the best of their ability, commits to the following:

- a. Each Scout will attend at least four monthly outings during the year.
- b. Each Scout will attend all Courts of Honor and all Troop required functions.
- c. Each Scout will participate in the Troop 101 Annual Chili Supper fund raiser This includes working the Chili Supper and selling a minimum of 10 Chili Supper tickets.

3. Annual/Semi-Annual Parent's Meeting

The Troop Committee Chairperson will convene one or two annual Parents Meetings in late August or early September and again in March or early April. The purpose of these meetings is to approve plans for the next year, including the next year's Activity Calendar, proposed budget and associated fund-raising activities, approve Key Committee Chairs, adult leaders and Troop By-Laws. This meeting is mandatory for the parents/guardians of all boys currently registered with the Troop. Anyone who is unable to attend the meeting must notify the Troop Committee Chairperson in advance.

4. Transportation to Outings

Parents are responsible for transporting their sons to campouts and other Troop activities. Carpools will be coordinated by the Adult-In-Charge of the Outing wherever possible; however the ultimate responsibility will lie with the parents. All carpool drivers must carry liability insurance of at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage). All riders must wear seat belts while traveling as required by Illinois law. Parents and adult leaders must provide updated information about their vehicle(s) and associated insurance to the Troop annually. All drivers who take Scouts in their vehicle must be 21 years of age or older, on all Troop outings, no exceptions.

5. Transportation Home

Parents are responsible for picking up their sons after a Troop activity, or making other arrangements with another Troop Parent. As a general rule, no leader should leave a Scout at his residence after a Troop activity unless a responsible adult is present. If a boy is to be picked up by someone other than a family member or the parent of another Scout in the Troop, the adult leader must be informed by the parent in writing prior to the Troop activity (e.g., a note on the permission slip for that activity). Adult leaders are to use common sense, and consider what is in the best interest of the Scout, should the occasion arise that a parent is not available when a Scout must be dropped off, or no parent is available to pick up a Scout.

6. Rule of Two

No adult should be alone with any scout(s) unless they are the parent/guardian of the scout in question. The safety of the scout is paramount to everything we do; as leaders, we must always have two-deep leadership (always have at least two adults present when with the scouts) for your and the scout's sake.

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II. TROOP COMMITTEE RESPONSIBILITIES

1. Troop Committee Organization and Responsibilities

The troop committee is the troop's board of directors and supports the troop program. Members of the Troop Committee must be registered as a Committee Member with the Troop. The troop committee does the following:

- a. 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 recruited.
- b. Provides adequate meeting facilities.
- c. Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- d. Supports leaders in carrying out the program.
- e. Is responsible for finances, adequate funds, and disbursements in line with the approved budget.
- f. Obtains, maintains, and properly cares for troop equipment.
- g. Ensures the troop has an outdoor program (minimum 10 days and nights per year).
- h. Serves on boards of review and courts of honor.
- i. Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- j. Provides for the special needs and assistance some boys may require.
- k. Helps with the Friends of Scouting campaign.
- l. Assists the Scoutmaster with handling behavioral problems.

2. Key Committee Chairs

The following make up the primary Committee and persons must be elected to these positions. A person may hold one and only one Key Committee Chair position:

- a. Troop Committee Chairperson
- b. Assistant Troop Committee Chairperson
- c. Treasurer
- d. Sergeant-At-Arms
- e. Secretary
- f. Programs Chair
- g. Advancements Chair
- h. Special Events Chair
- i. Adult Quartermaster
- j. Member-At-Large (First Year Parents)
- k. Member-At-Large (Second Year Parents)
- l. Member-At-Large (Third Year Parents)
- m. Member-At-Large (Varsity Parents)
- n. Member-At-Large (Open)

See Appendix A for Descriptions of Key Committee Chair positions.

3. Troop Committee Elections

Election of Key Committee Chairs requires a majority vote of the Troop Committee or Parent Meeting. If more than two persons are seeking a position and no single person gains a majority vote, then the two persons with the highest number of votes will be the only two persons included in another vote.

In the event of a tie vote and the tie is not resolved after three votes, the decision will be made by coin toss. One person will be chosen to call the toss and the Troop Committee Chair will toss the coin and let it fall without touching coin; whichever face is up, no matter where the coin lands, will decide winner.

There shall be no limit to the number of terms for any of these positions, but the person must be re-elected for each term. Any person elected to one of these positions is expected to serve until the following annual Parent's Meeting.

The Scoutmaster and Assistant Scoutmasters are encouraged to attend the Troop Committee Meetings, but they are ineligible to vote in elections.

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II. TROOP COMMITTEE RESPONSIBILITIES

4. Sub-Committee Chairs

In addition to the Key Committee Chair Positions, the Troop Committee will seek persons to carry out numerous other tasks including, but not limited to:

- a. Fund Raising Chair – Reports to Treasurer
- b. Individual Scout Accounts Chair – Reports to Treasurer
- c. Summer Camp Coordinator – Reports to Programs Chair
- d. Merit Badge Seminar – Reports to Advancement Chair
- e. Assistant Adult Quartermasters – Report to Adult Quartermaster
- f. Assistant Sergeant-At-Arms – Reports to Sergeant-At-Arms
- g. Auditor – Reports to Troop Committee Chair
- h. Re-Charter Chair – Reports to Troop Committee Chair

Any Committee Member, including Key Committee Chairs, can be appointed to zero or more Sub-Committee Chair positions; but Key Committee Chairs can NOT hold a Sub-Committee Chair position that reports to their Key Committee Chair position.

See Appendix B for Descriptions of Sub-Committee Chair positions.

5. Removal of Troop Committee Members

Any member of the Troop Committee will be immediately removed from their position when any of the following conditions occur:

- a. Improper conduct with a scout
- b. Inappropriate use of Troop Equipment
- c. Inappropriate use of Troop Funds

Sub-Committee Chairs may be removed from their position or replaced by another person by the Key Committee Chair to whom they report.

Any Committee Chair may be removed from their position through any of the following conditions:

- a. A majority vote of the Key Committee Chairs
- b. A majority vote of the parents of the Troop

In addition to the above, the Troop Committee Chair can be removed at the request of the Chartering Organization.

6. Committee Meetings

The Key Committee Chairs shall meet regularly to discuss Troop Business. Meetings shall be scheduled by the Troop Committee Chairperson who will provide a written agenda. A quorum will exist when any seven of the thirteen Key Committee Chairs are present at a committee meeting; the Troop Committee Chair and is excluded from these counts. Meetings are permissible without a quorum; however, no matters requiring a vote may be decided.

If the Troop Committee Chair is unable to attend the meeting, then the Assistant Troop Committee Chair will be the acting Troop Committee Chair. If the Troop Committee Chair and Assistant Troop Committee Chair are not present, then the committee will choose a Key Committee Chair to be acting Troop Committee Chair. The Sergeant-At-Arms may not serve as acting Troop Committee Chair.

At times, there will need to be Troop Committee Meetings where only the Key Committee Chairs are in attendance to discuss sensitive issues that require discretion. These meetings can be separate from the regular Troop Committee Meeting or at the end of the meeting after everyone else has left. The Key Committee Chairs can also request other members, such as: Troop, Council, Chartering Organization members, etc., to attend if they need to be involved in the topic being discussed.

7. Proxies

If a Key Committee Chair is going to be absent from a committee meeting, they may select one of their Sub-Committee Chairs to serve as a proxy to vote in their absence. The Troop Committee Chair and Assistant Troop Committee Chair are not eligible to have Proxies.

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II. TROOP COMMITTEE RESPONSIBILITIES

7. Proxies (Continued)

A Key Committee Chair can not serve as a Proxy for another Key Committee Chair and no member can serve as more than one proxy at the same meeting.

If a Key Committee Chair does not have any Sub-Committee Chairs that report to them, then they may select any member of the Troop Committee to serve as their proxy.

The Key Committee Chair must inform the Troop Committee Chair, Assistant Troop Committee Chair, and Sub-Committee Chair / Committee Member in one of the following manners:

- a. Send an Email stating the Sub-Committee Chair will serve as their Proxy at the next meeting (The Sub-Committee Chair / Committee Member should bring a copy of email to the meeting)
- b. Provide the Sub-Committee Chair / Committee Member with a written note, signed and dated, stating the Sub-Committee Chair / Committee Member will serve as their Proxy.

8. Voting

All Registered Committee Members are eligible to vote on any matter with some exceptions for the Troop Committee Chair or Acting Troop Committee Chair and special meetings where the Key Committee Chairs are the only people in attendance.

A Registered Committee Member is limited to one and only one vote on any issue. (Pursuant that one of the aforementioned exceptions do not apply)

The Troop Committee Chair or Acting Troop Committee Chair may only vote in the event of a tie.

The Troop Committee Chair or Acting Troop Committee Chair may also vote in any election, or for removal of a Key Committee Member.

The Scoutmaster and Assistant Scoutmasters are encouraged to attend the Troop Committee Meetings, but they are ineligible to vote on any matter.

Counts of each vote will be tallied and added as part of the meeting minutes. Voting will be conducted in the following manner:

- ❖ Simple verbal "Aye" or "Nay" votes
- ❖ Written "Aye" or "Nay" votes
- ❖ Show of hands

Any voting member may request votes be tallied by each voting person's name. If majority of voting members vote in favor of tally by name, then the minutes will include each voting member's name and vote. If the majority of voting members vote not in favor of tally by name, then the minutes will indicate that the tally by name was rejected.

9. Expedited Approval

Should a need arise to obtain committee approval of an expenditure on an expedited basis; the Troop Committee Chair shall be authorized to contact the other Key Committee Chairs by telephone or electronic mail to discuss the matter and conduct a vote. In any such instance where a telephone or e-mail vote has been conducted, the results of that vote shall be ratified at the next regular Committee meeting.

10. Amending the By-laws

Interim amendments to the By-laws may be made by majority vote of the Key Committee Chairs after introducing the amendment at one Committee meeting and/or publishing the proposed amendment in the Troop Newsletter or by Electronic Mail. The amendment will be voted upon at the next committee meeting. Any interim amendment passed in this manner shall remain in effect only until the next Annual/Semi-Annual Parents Meeting, at which time it will be offered as a permanent change.

11. Committee Approvals

At a minimum, the committee must approve the following:

- a. Scouts to attend training events paid for by the Troop
- b. Adults to attend training events paid for by the Troop

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II. TROOP COMMITTEE RESPONSIBILITIES

12. Boards of Review

It is the responsibility of the Troop Committee and the Advancement Coordinator to arrange timely Boards of Review for Scouts who have completed all of the requirements and Scoutmaster's Conference for Tenderfoot, Second Class, First Class, Star, Life, Eagle and Eagle Palms. It is the Scout's responsibility to contact the Advancement Coordinator to arrange for a Board of Review.

III. SCOUTMASTER'S RESPONSIBILITIES

1. Scoutmaster Responsibilities

The Scoutmaster is the adult leader responsible for the public image and program of the troop. The Scoutmaster and Assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the troop. The Scoutmaster's duties include:

1. Train and guide boy leaders.
2. Work with other responsible adults to bring Scouting to boys.
3. Use the methods of Scouting to achieve the aims of Scouting. Meet regularly with adult leaders to coordinate efforts in support of the program.
4. Meet regularly with the patrol leaders council for training and coordination in planning troop activities.
5. Attend all troop meetings or when necessary, arrange for a qualified adult substitute
6. Attend Troop Committee meetings
7. Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
8. Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.

2. 1st Assistant Scoutmasters Responsibilities

The Scoutmaster will recommend, to the Troop Committee, the names of qualified adults that he wishes to have serve as 1st Assistant Scoutmasters. These individuals have the following responsibilities:

- a. Serve as Acting Scoutmaster in the event the Troop Scoutmaster is unable to attend any meeting or event.
- b. Assist the Scoutmaster in performing Scoutmaster Conferences for Scouts seeking to gain rank advancement.
- c. Serve as Adult Mentor for an Established Patrol, 1st Year Program, or other special group of scouts within the Troop.

3. Approval of Scoutmasters / 1st Assistant Scoutmasters

The Troop Committee must approve all adults that are recommended as the Scoutmaster or 1st Assistant Scoutmaster. These individuals must be registered with the Troop and have indicated that they wish to serve as an Assistant Scoutmaster. Members of the Troop Committee are not eligible to serve as Scoutmaster or 1st Assistant Scoutmasters.

4. Removal of Scoutmaster / Assistant Scoutmasters

Any Scoutmaster / Assistant Scoutmaster will be immediately removed from their position when any of the following conditions occur:

- a. Improper conduct with a scout
- b. Inappropriate use of Troop Equipment
- c. Inappropriate use of Troop Funds

1st Assistant Scoutmasters may be removed from their position or replaced by another person by the Scoutmaster. Replacements must be recommended to the Troop Committee for approval.

Any Scoutmaster / Assistant Scoutmaster may be removed from their position through any of the following conditions:

- a. A majority vote of the Key Committee Chairs

In addition to the above, the Scoutmaster can be removed at the request of Chartering Organization.

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III. SCOUTMASTER'S RESPONSIBILITIES

5. Annual Planning

The Troop supports the BSA goal of encouraging a "boy-run" troop. In the Fall of each year, the Scoutmaster shall arrange meetings with the youth leaders of the troop with the goal of establishing a Program for the next year. This program will include monthly campouts, monthly themes for the meetings and upcoming Summer Camp options. The Scoutmaster is encouraged to discuss the financial issues related to the Scouts' chosen activities.

6. Disciplinary Actions.

Every Scout is required to live by the Scout Oath and Law at all times when wearing the Scout uniform, or present at any Troop 101 outing or event. In particular, Troop 101 has a "zero tolerance" policy regarding the following:

- a. The use of foul or vulgar language, sexual innuendo, calling people names, ethnic jokes or disparaging remarks.
- b. The use of matches or flammable chemicals for other than their intended purpose
- c. Bullying, hazing, or any action that could result in injury to the scout or anyone else.
- d. Tobacco, Alcohol, Drugs, other Illegal Substances
- e. Theft, Destruction of Property, other Illegal Activities

It is the discretion of the Scoutmaster and the Assistant Scoutmasters to determine if a violation of the zero tolerance policy has occurred. Violation will result in the following, in order of severity or recurrence:

- a. A verbal reprimand.
- b. Conference with a Scoutmaster, to work out the problem, and set a course of better behavior.
- c. Notification of the Committee and a conference between the parents, scout and Scoutmaster to discuss the problem.
- d. The Scout is sent home from the activity (including Summer Camp). In the event this occurs, the parents/guardians of the boy will be required to make arrangements to take custody of the boy. The Troop shall not be liable for any costs involved; these will be solely the parents/guardians' responsibility.
- e. A Disciplinary Review Board, with the purpose of discussing the problem and setting a course of better behavior.
- f. The Scout is suspended from the Troop. Should this action be taken, the Scoutmaster and the Committee Chair will work with the parents with the goal to integrate the youth back into the Scouting program.

Disciplinary actions will be dealt with in strict confidence. The Scout's parents will be fully informed of the issue. Together, the Key Committee Chairs, parents, and Scoutmaster will work toward a solution with the Troop's best interest in mind.

With regard to the above guidelines, the Committee Chair may need to convene a closed meeting of the Key Committee Chairs to deal with the issue. The Scoutmaster, or 1st Assistant Scoutmaster, parents of the scout, and/or any other pertinent individual may be requested to attend this closed meeting. If necessary, the Committee Chair is empowered to act on behalf of the Committee, so that disciplinary actions can be dealt with on a timely basis. The results of the Committee Chair's actions are to be provided to the Key Committee Chairs at the next available opportunity.

If the parent of a Scout involved in a disciplinary action is the Scoutmaster, outing leader involved, or the Committee Chair, then they shall defer to another leader or Committee member during problem resolution.

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IV. SCOUT EXPENSES / REQUIREMENTS

1. Fee to Join Troop 101

The parents of each new Scout registering with Troop 101 shall pay the standard fee required for the year in which the Scout is registering. (With the exception of any registered Boy Scout or Webelos Scout transferring into Troop 101, whose fee will be standard transfer fee)

2. Uniform

It is the parent's responsibility to provide a complete uniform for the Scout, including shirt, pants or shorts, socks, hat (optional), insignia and green web belt. The Troop maintains a uniform exchange. Parents and scouts are encouraged to donate used uniform items to the Troop uniform exchange. If the Council Service Strip, troop number and World Brotherhood of Scouting patches are left on the shirt, the Troop may supply those patches for the new shirts. When a Scout bridges into Troop 101 from Webelos Scouts, the Troop may provide him with any combination of his red loops, Troop numbers, neckerchief, slide, and/or Troop t-shirt.

3. Summer Camp

Each Scout should be encouraged to earn this money himself through participation in Troop fundraisers or his own enterprise. (See Section of Troop Fundraising)

4. Camping Event Costs

Each Scout shall pay for his own food and activity fee (if applicable) for each campout or activity. Each Patrol will conduct a meal plan for the campout. One or two members of the patrol will be responsible for managing the menu and shopping. Camping permission slips and activity fees (if applicable) shall be collected by the Programs Chair for that event and turned into the appropriate Adult-In-Charge two weeks prior to the activity.

5. Additional Expenses

Each Scout is expected to provide their own sleeping bag, ground pad, flashlight, tarp and any other necessary personal articles for each outing.

6. Offset of Expenses

It is at the discretion of the Troop Committee to offset any costs for any campout or event.

7. Scout / Parent Responsibilities

In order to be eligible to attend Troop meetings, events, and to gain advancements in rank, the Scout must be registered with the Troop. The Scout and the parents must also sign and date the indemnity clause on the back of the registration form.

The Scout is expected to conduct himself according to the Scout Law and Oath at all times.

The Scout / Parent must understand that, as with life itself, there are some inherent risks associated with Scouting and they must take responsibility for their actions to ensure a safe atmosphere for everyone as well as themselves.

The Troop will try to the best of its ability to minimize risks and provide / acquire medical assistance when necessary. It is up to everyone to make each event a fun, safe, and rewarding experience for all.

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V. TROOP EXPENSES

1. Major Expenses.

The Troop shall be responsible for paying the following expenses from the general fund:

- a. Troop Registration (annually)
- b. Troop equipment (as needed - Committee Approval required)
- c. Advancement pins, merit badges, rank patches, etc.
- d. Summer Camp fee for adult leaders.
- e. Leadership Training Costs for selected Scouts from the Troop. (Committee Approval required)
- f. Leadership Training Costs for selected Troop Adult Leaders. (Committee Approval required)

2. Routine Expenses.

In addition, the Troop has ongoing expenses, which are normally paid from the general fund:

- a. Bank charges and check printing
- b. Office Supplies
- c. Propane, and other immediate outing necessities
- d. Court of Honor expenses
- e. Copying, postage and refreshment expenses associated with the annual parent's meeting.
- f. Supplies for campouts
- g. Trailer Registrations
- h. Website Subscription Fees

3. Expenditure Approval.

A majority vote of the committee members will be necessary to approve any expenditure of Troop funds beyond the expenses described above or identified in the Troop Budget. Approval must occur prior to the expense, or the individual runs the risk of non-approval and non-reimbursement.

VI. TROOP FINANCING AND FUND RAISING

1. Goals of the Troop Financing Program.

The Troop Financing Plan has been designed to provide funds to operate the Troop on an annual basis. The program is intended to encourage the parents to have their sons participate in fundraising events with the goal of having them pay for 100% of the costs of operating the Troop. The program is intended to reward those scouts that participate in Fundraisers by having the funds collected support their participation in campouts and other Troop events.

2. Fiscal Year.

The Troop 101 Fiscal Year corresponds to the Calendar Year.

3. Annual Budget.

A proposed budget for the coming year will be prepared by the Treasurer during the Troop's Annual Planning meetings in August. The budget should provide an itemized month-by-month breakdown of all expected expenses needed to support the program for the next year. The Annual Budget will be reviewed and approved by the Committee, then presented to the Parents/Guardians at the Parents Meeting in the Fall.

4. Scout Accounts.

The Individual Scout Accounts Manager will create a Scout Account for each Scout. **The "Scout share" of any funds earned from a fundraising event, will be contributed to the scout's individual account.** The Individual Scout Accounts Manager will make this information available at the Parents Meeting and when requested to any parent/guardian. The Scouts Account can be used to pay for all or a portion of Summer Camp, camping fees or scouting related expenses, such as annual re-charter fees and other camping / Boy Scout related items. Complete information on the Individual Scout Accounts will be posted on the Troop website.

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VI. TROOP FINANCING AND FUND RAISING (CONTINUED)

5. Fundraisers.

The Troop encourages the organization of Fundraising events to allow the Scouts to pay for scouting events. The success (and failure) of this endeavor rests with the Parents by encouraging the Scouts to participate. The parents should encourage the Scouts to participate in every fundraiser. In this way, the costs of the program can be borne by those that gain from it - the Scouts.

Fund raising activities shall be supervised by the Fund Raising Coordinator, but all Parents are encouraged to participate. These activities include, participation in at least one Council-sponsored fundraiser (i.e.: Trails End Popcorn, Candy Bar Sales) and other activities suggested by the PLC, the parents or the Troop Committee and agreed to by the Troop Committee Members.

Almost all proceeds from fundraising events throughout the year will go to the individual Scout Accounts with the exception of the Chili Supper where the proceeds of this event will be used to cover Troop expenses. Should there be a surplus of funds in the Troop general account the Committee may vote to set aside a percentage of the funds raised for the Chili Supper as funds for the individual Scout Accounts.

VII. INQUIRIES AND COMPLAINTS

All complaints and/or inquiries shall be directed to the Committee Chairperson.

VIII. RATIFICATION

The By-laws as set forth above were reviewed by the Troop Committee and approved by a majority vote during the Annual Parents Meeting XXXXXXXX ##, 2007.

References:

The Boy Scout Handbook
The Troop Committee Guidebook
The Junior Leader Handbook
Guide to Safe Scouting
The Scoutmaster Handbook
Boy Scout Field book

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APPENDIX A – Key Committee Chair Descriptions

Committee Chairperson

1. Organize the committee to see that all functions are delegated, coordinated, and completed.
2. Maintain a close relationship with the chartered organizations representative and the Scoutmaster.
3. Interpret national and local policies to the troop.
4. Prepare troop committee meeting agendas.
5. Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
6. Ensure troop representation at monthly roundtables.
7. Secure top-notch, trained individuals for camp leadership.
8. Arrange for charter review and re-charter annually.
9. Plan the charter presentation.

Assistant Committee Chairperson

1. Assists Committee Chairperson in completing their tasks.
2. Serves as Committee Chairperson in their absence.

Secretary

1. Keep minutes of meetings and send out committee meeting notices.
2. Handle publicity.
3. Prepare a family newsletter of troop events and activities.
4. Plan for family night programs and family activities.
5. At each meeting, report the minutes of the previous meeting.

Parliamentarian

1. Ensures a Quorum of Key Committee Chairs is present at all meetings
2. Ensures only Registered Committee Members are included in any votes
3. Ensures only Registered Committee Members are on any ballot for Key Committee Chairs
4. Provides interpretation of meaning of By-Laws.
5. Ensures Committee functions within the limits of the By-Laws
6. Heads Special Committee for Revisions of By-Laws
7. Assists Troop Committee Chair in maintaining order in meetings
8. Serves as Chief Enforcement Officer of Troop

Treasurer

1. Handle all troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the troop committee
2. Maintain checking and savings accounts
3. Train and supervise the troop scribe in record keeping.
4. Supervise money-earning projects, including obtaining proper authorizations.
5. Supervise the camp savings program.
6. Lead in the preparation of the annual troop budget.
7. Lead the Friends of Scouting campaign.
8. Report to the troop at each committee meeting

Programs

1. Help in securing permission to use camping sites.
2. Serve as transportation coordinator.
3. Ensure a monthly outdoor program.
4. Promote the National Camping Award.
5. Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of one outing per month.
6. Secure tour permits for all troop activities.
7. Report to the troop committee at each meeting.

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APPENDIX A – Key Committee Chair Descriptions

Advancement

1. Encourage Scouts to advance in rank
2. Work with the troop scribe to maintain all Scout advancement records.
3. Arrange quarterly troop boards of review and courts of honor.
4. Develop and maintain a merit badge counselor list
5. Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates
6. Work with the troop librarian to build and maintain a troop library of merit badge pamphlets.
7. Report to the troop committee at each meeting. Also recommended to appoint someone to monitor adult advancement as well; training, Wood Badge, etc.

Special Events

1. Organizes any Special Events for Troop as approved by Troop Committee.
2. Works with Scoutmaster to organize Troop Court of Honor.
3. Heads Welcoming Committee for new Scouts.

Adult Quartermaster

1. Supervise and help the troop procure camping equipment.
2. Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment.
3. Make periodic safety checks on all troop camping gear, and encourage troops in safe use of all outdoor equipment.
4. Report to the troop committee at each meeting

Members At Large

1. Represent Parents from same age group as their scout.
2. Serve on Special Committees as approved and directed by Troop Committee.

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APPENDIX B – Sub-Committee Chair Descriptions

Fundraising Chair – Reports to Treasurer

1. Coordinates all fundraising activity within the troop.
2. Obtains volunteers for various fundraising projects.
3. Reports to Treasurer all activity involving fundraising.
4. Works with Treasurer to ensure all costs / profits are accounted.
5. Works with Individual Scout Accounts Manager to ensure Scout's are appropriately reimbursed.

Individual Scout Accounts Manager – Reports to Treasurer

1. Manages Individual Scout Accounts for Troop.
2. Manages Troop Scholarship Fund.
3. Reports to Treasurer all activity involving Individual Scout Accounts.
4. Works with Treasure to ensure Scout's are appropriately reimbursed.

Auditor – Reports to Committee Chairperson

1. Audits Troop Accounts, as maintained by Treasurer, minimum 2 times per year.
2. Audits Individual Scout Accounts, as maintained by Individual Scout Accounts Manager, minimum 2 times per year.
3. Audits Fundraisers, as maintained by Fundraising Committee, minimum 2 times per year.
4. Audits Programs, as maintained by Programs Committee, minimum 2 times per year.
5. Provides reports to Troop Committee on a monthly basis.
6. Assists Treasurer, Individual Scout Account Manager, and Fundraising Committee with procedures and improvements to ensure the Troop finances are maintained appropriately.

Summer Camp Coordinator – Reports to Programs

1. Organizes registration, merit badge sign-ups, plans, and coordination in respect to Annual Summer Camp.
2. Maintains all payables / receipts for Summer Camp.
3. Coordinates transportation needs for Summer Camp.
4. Works with Council to ensure Troop has all forms, camp site(s), etc. completed.
5. Ensures Camp Medical Forms are received by all Scouts and Adults (as applicable)

Merit Badge Seminar Coordinator – Reports to Advancements

1. Organizes registration, merit badge sign-ups, plans, and coordination in respect to any Merit Badge Seminars.
2. Maintains all payables / receipts for Merit Badge Seminars.
3. Works with sponsoring organization to ensure Troop has all forms completed.

Assistant Adult Quartermasters – Reports to Adult Quartermaster

1. Assists Troop Adult Quartermaster in completing their duties.
2. Serves as Adult Quartermaster in their absence.

Assistant Parliamentarian – Reports to Parliamentarian

1. Assists Parliamentarian in completing their duties.
2. Serves as Parliamentarian in their absence.

Re-Charter Chair – Reports to Committee Chairperson

1. Organizes annual Troop Re-Charter.
2. Ensures all Scouts and Adult Leaders are registered with the Troop.
3. Works with Chartering Organization to ensure all paperwork is completed.
4. Works with Council to ensure all chartering requirements are met.