

**BOY SCOUTS OF AMERICA
TROOP 313
SPOKANE, WASHINGTON**

BY-LAWS, POLICIES, RULES AND REGULATIONS

**ARTICLE I
Name and Sponsor**

- A. Name of Organization (“Troop”):
 - 1. Boy Scout troop 313.
 - 2. A local unit of the Boy Scouts of America (“BSA”) Inland Northwest Council (“INWC”).
- B. Troop Charter Partner (“Charter Organization”):
 - 1. Hamblen Presbyterian Church, Spokane, Washington.

**ARTICLE II
Mission Statement**

- A. The purpose of Troop 313 shall be to provide learning experiences that prepare our youth to be responsible and accountable citizens by cultivating and nurturing the high ideals of Boy Scouting in all troop youth and adult members. This will be accomplished through moral strength and character development, good citizenship training, and the development of physical, mental and emotional fitness.
- B. The goal of Troop 313 shall be to help each boy to learn the value of his own worth.
- C. The values we strive to instill are based on those found in the Boy Scout Oath, Law and Outdoor Code.

SCOUT OATH

On my honor I will do my best
To do my duty to God and my country and
To obey the Scout Law:
To help other people at all times;
To keep myself physically strong,
Mentally awake, and morally straight

OUTDOOR CODE

As an American, I will do my best to-
Be clean in my outdoor manners.
Be careful with fire.
Be considerate in the outdoors
And
Be conservation – minded.

SCOUT LAW

A Scout is:
Trustworthy
Loyal
Helpful
Friendly
Courteous
Kind
Obedient
Cheerful
Thrifty
Brave
Clean
Reverent

**ARTICLE III
Membership**

- A. Youth Membership.
 - 1. Qualifications: Must satisfy the following criteria:
 - a. Any one of the following three BSA criteria:
 - 1. Attain the age of 11 years old or older, but less than 18 years old.
 - 2. Have completed the fifth (5) grade.
 - 3. Earned the Arrow of Light.
 - b. Submit a completed BSA youth application form with his parent/guardian (‘Parent’) signature to the Troop adult leadership.
 - c. Submit a Troop 313 Meeting and Outing Rules signed by the boy and his parents.
 - d. Submit a completed Health History form with his Parent signature to the Troop adult leadership.
 - e. Pay the Troop 313 initial joining fee.
 - f. Acceptance by the Scoutmaster.
 - g. Perform a minimum of 4 hours of community service each year.
 - h. Priority consideration will be given to new applicants who reside in the greater Spokane area and whose parents will participate in Troop functions.
- B. Adult Membership. (Adult scout members are known as Scouters.)
 - 1. Qualifications: Must meet the following criteria:
 - a. Attain the age of 18 years old or older.

- b. Submit a completed BSA adult application form.
 - c. Pay the pro-rated annual registration fee required by BSA and INWC.
 - d. Application for membership must be approved by the Troop Committee Chairman and Sponsor Organization.
 - e. Read Troop By-Laws, Policies, Rules and Regulations and sign acknowledgement.
2. Parents of Scouts in Troop 313 are strongly encouraged to become registered members of BSA and Troop 313 as well as complete Fast Start Training, BSA Youth Protection Guideline (YPG) training, and other training courses as time permits.
 3. Parents of Scouts are expected to support their son in his Scout activities. This includes attending Courts of Honor, assist with transportation needs, and staffing Troop activities. Parents may attend all Troop activities, but may only vote at a Troop Committee Meeting if they are Registered Adults with the BSA and Troop 313.
- C. Membership Restriction.
1. The maximum youth membership in the Troop may be established at any time that the Troop Committee feels that the Troop's resources are strained to the point that the total youth program is unable to fulfill its' goals established in Article II.
 2. If at any time an application for youth membership is denied because of maximum troop size, the applicant's name will be placed on a waiting list in the order the application was received. In the event a space in the Troop becomes available, providing the first named individual on the list the opportunity to join the Troop will fill it. If he declines, the next person on the list will be given the opportunity to join.
 3. Exception will be made when a Parent volunteers to actively fill a needed adult troop leadership position, such as a vacant Scoutmaster, Troop Committee Chairperson, or other standing troop committee officer position, to maintain a quality troop.
- D. Youth Discipline.
1. Conduct:
 - a. Conduct that is offensive to Scouts or Scouters shall not be tolerated at Scout activities. Offensive conduct violates the Scout Law including being friendly, courteous, kind, cheerful and clean.
 - b. A Scout who strikes another Scout for any reason will be sent home from the activity as soon as reasonably possible. Where possible, the Scouts parent(s) will be asked to pick up the Scout and be advised of his conduct. This policy applies even where a Scout is acting in self-defense. The policy recognizes that where verbal abuse is present, there is no reason to strike another Scout. This is the use of unreasonable force. Where a Scout has struck another Scout, the Scout who is struck should immediately report to an adult Scouter. It is not reasonable to respond with force to an act of force
 - c. A Scout who swears, or uses foul, or abusive language will be counseled by a Scout or Scouter. If the Scout's behavior continues, he will be asked by an adult Scouter to leave the activity. The parent(s) of the Scout will be asked to come to the activity to pick up the Scout and be advised of his conduct
 - d. A Scout who, after being warned is disruptive at a meeting or activity and fails to stop the disruptive conduct will be subject to a Scout Court of the Troop. Punishment may not be physical, but may include expulsion from all or part of the meeting, restrict future participation, or community service time
 - e. The decision of the Scout Court shall be subject to review by the Scoutmaster or in his absence, the designated Scouter for the event.
 - f. Any Scout not completing his required four hours of community service each year will be denied participation in Troop and Patrol outings, rank advancement earned awards, and Troop Leadership positions until such time as the required hours, and any penalty hours, are completed.
 2. Scout Court:
 - a. A Scout Court may be called by the SPL or a Scouter at anytime to address the conduct of a Scout.
 - b. At a Troop meeting the Scout Court may be composed of all Scouts present at the meeting.
 - c. At any other activity of the Troop, the Scout Court shall be composed of at least three Scouts and shall be led by the SPL or acting SPL for the activity with the assistance of an adult scouter. The SPL shall attempt to include on the Scout Court only those Scouts of equal or higher rank: than the Scout alleged to have violated the policies of the Troop.
 - d. The Scout Court shall determine who the offending Scout is and what violation has occurred. A violation may include a violation of the policies of the Troop, the Scout Law, the Scout Oath, the Outdoor Code or any other policy of The Boy Scouts of America.
 - e. The Scout Court shall advise the Scout of *the* violation.
 - f. The Scout shall be given the opportunity to explain why he has or has not committed the violation including any reasons that may explain his behavior or conduct.
 - g. The Scout Court shall discuss the information it receives in the presence of the Scout including any punishment it contemplates. The decision to punish shall be made by a majority of the Scout Court and reported to the scoutmaster or Scouter of the activity. Following approval of the Scoutmaster or Scouter, the punishment shall be explained to the Scout. The Scout shall be asked to bring his parent(s) to a meeting to have the violation and punishment explained by the SPL with the Scoutmaster or Scouter present. A written report shall be submitted to the Troop Committee within seven (7) days of the parent conference.
 - h. The Scout Court may not sanction physical punishment. The only punishment that may be given is termination of attendance at the meeting, denial of attendance at a future meeting or activity, community service time, or a presentation to the Troop by the Scout concerning the violation.
- E. Disbarment as a Member of Troop 313.
1. Youth Disbarment: When a youth's misconduct is disruptive, or dangerous to the individual scout or others that is a not acceptable with a verbal reprimand and/or counseling by troop leadership, i.e. Scoutmaster or the Trek Leader, then the youth in question will be advised that:
 - a. The Scout's parent will be called and asked to remove him from the activity.

- b. The Scout in question will be reviewed by the Troop Committee at the earliest opportunity as to his fitness to continue to be a member of this Troop.
 - c. The Troop Committee Chairperson will notify all concerned of the date, time and the place for the Review. The Scout and his parent/guardian are invited, in fact encouraged, to be present at the Review to present any facts or mitigating circumstances so that the Troop Committee can make an appropriate decision.
 - d. A simple majority of the Troop Committee at the Review is sufficient to remove a youth from Troop 313. This does not disqualify him from being a Boy Scout, only as a member of this Troop. He may apply to any other local troop unit.
 - e. If the Troop Committee elects to remove the Scout, either temporarily or permanently from the Troop, a letter shall be sent within a week to notify the Scout and his parents. The Troop Committee Chairperson will notify the Inland Northwest Council that the Scout was removed from Troop 313 and the Troop roster for cause and the reason therefore.
2. Adult Disbarment: When an adult member of the Troop becomes a detriment or liability to the Troop, BSA or dangerous to the youth members of the Troop because of their actions then the Troop Committee Chairperson will notify that person in writing of a review for fitness to be a member of this Troop:
 - a. The Troop Committee Chairperson will notify all concerned of the date, the time and the place for the review. The person in question is invited to be present at the review to present any facts and mitigating, circumstances that might affect the outcome of the Review.
 - b. A simple majority of the Troop Committee at the Review is sufficient to remove a Scouter from Troop 313. This does not disqualify the adult from being a registered Scouter, only as a member of this Troop.
 - c. If the Troop Committee elects to remove the Scouter, either temporarily or permanently, from the Troop, a letter shall be sent within a week to the Scouter. The Troop Committee Chairperson will notify the Inland Northwest Council regarding the Scouter's removal from Troop 313 and the reason therefore.
 3. In the absence of the Troop Committee Chairperson, the assistant Chairperson or Chairperson's designee will assume the duties of the Troop Committee Chairperson.

ARTICLE IV

Troop Finances

- A. Troop Finances:
 1. Troop 313 is a self-supporting, non-profit youth organization that must meet its expenses by collecting activity fees (if any), conducting Troop fund-raisers and any donations either by individuals or other organizations.
 2. Friends of Scouting: All Parents are encouraged to participate in the Inland Northwest Council's Friends of Scouting fund drive conducted each year. This drive may not aid Troop 313 directly but does so indirectly by providing scout troops in the Council resources, camps and programs.
- B. Fees and Dues: The Troop Committee shall establish all Troop fees and their use.
 1. In lieu of dues, a period of FOUR HOURS of approved community service is required each year. It must be completed before January 1 of the following year or within 90 days of joining Troop 313. This is based on financial need as determined by the Troop Committee.
 2. Each Scout will pay a yearly registration fee during his unbroken membership in the Troop. This fee is used to defray the expense of BSA registration, Troop insignias, and Troop 313 neckerchief (when earned). The BSA registration/re-registration fee, which is due at the time the Troop recharter, for each Scout is paid by the Troop. Each BSA registered adult ("Scouter") who is a member of Troop 313 is requested to reimburse the Troop for any BSA registration/re-registration fees.
 4. Activity fees, varies with the activity, must be paid by the individual(s) participating in the activity no later than the Troop Meeting prior to the activity, unless such activity fees are to be paid at an earlier designated time (e.g. summer camp).
 5. Paid activity fees will not be refunded by the Troop if the participant is unable to attend except to the extent any fee, or a portion may be recovered by the Troop (i.e. summer camp fees refunded if the cut-off dates were met).
 6. Action for non-payment of fees or non-completion of service time:
 - a. If the activity fee is not paid at the meeting prior to the outing, the Scout will not be allowed to participate in that activity.
- C. Fund-Raiser Project(s): A way for Scouts in the Troop to raise funds to support their activities (e.g. additional funds to pay for scout camp, Jamborees, backpacking, camping, and equipment).
 1. General fund-raiser is to generate funds for the Troop general account to meet Troop operating expenses and/or for the participating Scouts to earn funds for their activities.
 2. Individual Scouts may receive a pro-rata share of fund-raiser proceeds each time they participate in a fundraising project as determined by the Troop Committee.
 3. The Troop Treasurer shall establish and maintain individual account records to credit and track any moneys for the individual Scout's use subject to Troop Committee approval.
 4. The Troop Treasurer shall keep a detailed account of all income and expenses, with all pertinent documentation, for all fund-raisers.
 5. If a Scout leaves the Troop, his individual account, if unused by the Scout for approved purposes within 1 year will revert to the Troop general fund.
- D. Troop Checking Account: Used to pay Troop incurred expenses.
 1. The Troop Treasurer shall keep custody of the Troop checking account and checkbook
 2. The authorizing signatures on the Troop checking account will be:
 - a. Troop Committee Chairperson
 - b. Troop Treasurer.

- c. Troop Scoutmaster.
 - d. Troop Advancement Chairperson.
- E. Troop Account at Boy Scout Headquarters, Inland Northwest Council:
- 1. Access to the account shall be limited to:
 - a. Troop Membership Chairperson.
 - b. Troop Advancement Chairperson.
 - c. Troop Outings/High Adventure Chairperson.
 - d. Troop Scoutmaster.
 - e. Other designated Required Scouter, as approved by the Troop Committee and added to the authorized list at Council Headquarters.
 - 2. The Troop Treasurer shall also have access to the account and shall maintain sufficient funds in the account as designated by the Troop Committee.
- F. Troop Treasurer: The Troop Treasurer is the chief custodian of the Troop's finances. The Treasurer shall:
- 1. Be a BSA registered adult member of Troop 313 as approved by the Troop Committee
 - 2. Establish and maintain detail record of all Troop income and expenditures.
 - 3. Provide a detailed monthly summary report to the Troop Committee monthly meeting.
 - 4. Establish and maintain a file of all expenses. The receipts will be annotated as what was purchased, when it was purchased by whom and when it was reimbursed.
- G. Audit of Troop Finances.
- 1. The Troop accounts finances should be audited annually or when a new treasurer is installed.
 - 2. The auditor is appointed by the Troop Committee. The independent auditor shall not be anyone related to the Treasurer or anyone who has assisted the Treasurer with the financial bookkeeping during the current audit period. The individual may be any adult who is willing to act as the auditor and should have some knowledge of record keeping experience/training in bookkeeping is desirable but not required).

ARTICLE V
Troop Organization

- A. Troop Organization. The Charter Organization is the head of Troop 313. It appoints the Charter Representative, who conveys the general policies and guidelines for establishing and maintaining the Troop. This representative is the liaison between the sponsoring organization and the Troop Committee. The Troop Committee is responsible for the organizing establishment and maintenance of the detailed policies and procedures for operating the Troop. The Troop Committee will search for candidates for Scoutmaster. Select the best available candidate and then appoint the Scoutmaster. The Scoutmaster is the single person responsible for the day-to-day operation of the youth organization. The Scoutmaster works with the youth members through the Senior Patrol Leader ("SPL"). The SPL has a youth staff composed of the Assistant SPL(s), Scribe, Quartermaster, Historian, Librarian, Guide(s), Patrol Leaders and Assistant Patrol Leaders. The Patrol Leaders are responsible for ensuring that all information is communicated to and from the Senior Patrol Leader and is passed on to all of the Scouts in his patrol. (Refer to "Exhibit B Troop Youth Leadership)
- B. Charter Organization.
- 1. Charter Organization's responsibilities:
 - a. Signing the chartering paper for Troop 313.
 - b. Provide a Charter Representative to the Troop.
 - c. Provide a weekly meeting place
 - d. Provide general guidelines/directions to the Troop Committee
 - e. Certify all Troop adult membership applications.
 - 2. May provide some adult leadership and/or some financial support in running the Troop
- C. Troop Committee.
- 1. Function of Troop Committee:
 - a. The function of the Troop Committee is to provide detailed rules and policies in running Troop 313. The committee provides general guidelines for the Scoutmaster and the youths to follow in the scouting program. The committee will be arbitrator when there are disputes that can't be resolved at a lower level. The Troop Committee's decision on all disputes is final.
 - b. Responsibilities of the Troop Committee
 - 1. Selecting the Scoutmaster.
 - 2. Selecting, with the approval of the Scoutmaster, assistant leaders
 - 3. Encouraging the Troop to participate in outdoor experiences
 - 4. Providing advancement and recognition opportunities
 - 5. Approve all activities that involve representing Troop 313 or the expenditure of funds (Brown Sea, O.A., ect.)
 - 2. Officers of Troop Committee, Precedent of Leadership, Standing Officers of the Troop Committee:
 - a. Charter Representative.
 - b. Troop Committee Chairperson.

- c. Assistant Troop Committee Chairperson
 - d. Troop Scoutmaster.
 - e. Outings/High Adventure Chairperson.
 - f. Advancement Chairperson
 - g. Membership Chairperson.
 - h. Troop Treasurer
 - i. Troop Secretary
 - j. Troop Transportation Chairperson.
 - k. Troop Fund-raising Chairperson.
 - l. Troop Round Table Resource Chairperson.
3. The Troop Committee may create and fill as many additional leadership positions as necessary to help operate the Troop efficiently (Refer to “Exhibit A - Troop Adult Leadership Responsibilities).
 4. Meetings: The Troop Committee will meet at least once a month.
 - a. The regular monthly Troop Committee meeting will normally be 7:00 p. m. on the first Sunday of each month. The Troop Secretary will notify all concerned of any changes of time or date and the place.
 - b. Special meeting(s) may be called by the Troop Committee Chairperson. The Chairperson will notify all concerned of the date, time and place for special committee meeting.
 5. Quorum: In order to conduct an official troop committee meeting there must a quorum. A quorum is established when the Troop Committee Chairperson or in his absence, the Assistant Troop Committee Chairperson and at least half the Officers of the Troop Committee are present.
 6. Voting Rights
 - a. Voting members are those adults who are currently registered members of Troop 313 except the sponsor’s representative.
 - b. Non-voting members are any adult or parent of a Scout in this Troop not registered with this Troop. They can attend committee meetings and participate in the discussion and make suggestions or recommendations.
- D. Troop 313 Scout Organization: Boy Scouts is an organization led by young men with adult guidance. (Refer to “Exhibit B - Troop Youth Leadership Responsibilities”.)
1. Meetings.
 - a. Troop meetings will be held weekly at the Hamblen Presbyterian Church. S. 4102 Crestline, Spokane. Washington.
 1. Troop meeting time is 7:00 to 8:30 p.m.
 2. Scouts are to vacate the premises of Hamblen Presbyterian Church immediately after the meetings unless they have business with the troop leaders.
 - b. Troop Patrol Leaders Council (“PLC”) meetings will be held approximately once a month in addition to Troop meeting.
 1. PLC meeting time is established by the PLC and generally precedes a scheduled Troop meeting
 - c. Patrol meetings are as determined by the individual patrols, SPL, the Scoutmaster, the Assistant Scoutmaster, patrol adviser, or the Troop Committee.
 - d. All meetings are established by the Scoutmaster and the Troop Committee.
 2. Insurance.
 - a. Troop 313 activities will be covered by a group accident insurance policy.
 - b. The Troop Committee Chairperson shall ascertain that such a policy is renewed annually.
 3. Supervision.
 - a. All scheduled Troop activities will be under the supervision of a minimum of two adults consisting of a registered Scouter, Scoutmaster, Assistant Scoutmaster, Parent or Troop Committee member. Parents are expected to participate and assist in Troop activities.
 4. Troop Leadership (Refer to Section V.D.1.b. for “Troop Patrol Leader Council”.)
 - a. Troop meetings and outings are led by the Senior Patrol Leader (SPL), Assistant Senior Patrol Leader(s) (“ASPL”), Patrol Leader(s) (“PL”) and Junior Assistant Scoutmaster(s) (“JASM”) under the guidance of the Scoutmaster.
 - b. Patrol Leader, and Assistant Patrol Leaders are responsible for the behavior and well being of the Scouts in their patrols.
 5. Troop Officer Elections and Appointments.
 - a. Troop and Patrol elections are held semi-annually, or at any time at the discretion of the Scoutmaster and the Troop Committee. Elections and appointments are subject to the approval of the Scoutmaster. Terms to correspond to school terms.
 1. The SPL is elected by all the Scout members of Troop 313 by secret ballot with a chance of re-election for a second term.
 2. The SPL selects his ASPL(s), (number as determined by the Scoutmaster and the Troop Committee, Scribe, Quartermaster, Historian, Librarian and Chaplain’s Aid).
 3. The Scoutmaster selects Troop Guide and Junior Assistant Scoutmaster(s).
 4. Each patrol elect, a PL from its’ member Scouts.
 5. The PL selects an Assistant Patrol Leader (“APL”).
 - b. The minimum requirements for each respective office are:
 1. SPL:
 - a. Must have attained rank of Star Scout.
 - b. Must be at least 13 years old.
 - c. Must have previously held the office of ASPL or Scribe.
 2. ASPL or Scribe:
 - a. Must have attained rank of Star Scout.
 - b. Must be at least 12 years old.

3. Quartermaster, Historian, Librarian, Chaplain's Aid, Troop Guide, or Patrol Leader:
 - a. Must have attained rank of First Class.
 - b. For a first-year scout Patrol, the PL must meet the requirements for Scout only.
4. Junior Assistant Scoutmaster:
 - a. Must be either:
 1. 16 years old, but less than 18 years old or,
 2. The rank of Eagle Scout.
 - b. Must be nominated by the Scoutmaster and confirmed by the Troop Committee.
 - d. A Scout elected or appointed to an office (except JASM) but lacking the required rank may be "acting" for up to 3 months in which time he MUST earn the required rank, or be replaced by another Scout at the discretion of the Scoutmaster.
 - e. The Troop needs Scouts who are willing to learn his duties for the position he wants to hold. He is to perform those duties assigned to that position for the whole term of office. He needs to read and understand the pertinent parts of these Policies, Rules and Regulations, the Scout Handbook, and the Patrol Leaders Handbook. He will step down if he decides he no longer wants or desires to fulfill the duties of his office, but he will lose the credit for leadership position for this evaluation period.
5. Troop Patrol Leaders Council ("PLC").
 - a. The PLC shall perform these functions:
 1. Plan all Troop meetings, outings, and activities.
 2. Assign responsibilities for carrying out Troop action plan to Troop leaders and patrols.
 3. Maintain emergency plans for any Troop activity.
 4. Maintain a training program for patrol leaders.
 5. Review and assist advancement of all Scouts.
 - b. The PLC shall be comprised of the following members:
 1. Scoutmaster, Assistant Scoutmaster(s), and Trek Leaders.
 2. JASM(s).
 3. SPL (Chairperson).
 4. ASPL(s).
 5. Troop Scribe, Troop Historian, Troop Librarian, Troop Chaplain's Aid, and Troop Quartermaster.
 6. Troop Guide(s).
 7. PL(s) and APL(s).
 - c. Voting.
 1. Each Scout member of the PLC has 1 vote with the exception that each patrol has one collective vote which is cast by the PL, in his absence the APL will cast the vote.
 2. In the event of a tie, the SPL with the Scoutmasters input, will decide, based on input from each of the participants at the PLC and available resources to accomplish that activity.
 3. The Scoutmaster does not have a vote, but does have veto power.
6. Leadership Disqualification.
 - a. Any Scout may be removed from his position if:
 1. He does not fulfill the responsibilities of his position.
 2. Counseled by the Scoutmaster/adult leader more than 2 times for failing to perform the same duties as specified by the Policies, Rules and Regulations.
 3. If it is the SPL, he must be counseled by the Scoutmaster or other designated adult leader more than 2 times where he failed to correct his error.
 - b. The Scoutmaster will replace the scout leader(s) with someone who will and can perform the duties of the office/position. The disqualified scout leader will not get credit for his leadership position for this time period. He may run again at the next election for the same position or other position if he has a desire to fulfill the responsibilities of that position.
 - c. Performance will be reviewed by the Scoutmaster to determine whether a Scout has satisfied his leadership requirement and scout spirit to be credited with service in a leadership position.

ARTICLE VI

Troop Annual Program and Activities

- A. Troop Annual Program and Activities. The goals of Troop 313 are to help Scouts become good citizens in the community, to have a well-balanced outdoor program, and to have each scout grow in his own manner, which is best for himself and the world he must live in. Program and activities are scheduled on a Troop Meeting basis and on a Troop High Adventure basis.
 - a. The Troop Patrol Leaders Council ("PLC"), under the guidance and with the concurrence of the Scoutmaster and Assistant Scoutmasters develops weekly Troop Meeting activities and programs for presentation to and for approval by the Troop Committee
 - b. The Troop Committee under the guidance of the Outings/High Adventure Committee will develop an annual outdoor program backpacking, primitive camping, day hiking, day car camping, water treks ect.
 1. The Outings Committee may schedule activities for Troop Meetings with the concurrence of the PLC.
 2. High Adventure activities will be rated as to level of difficulty since some activities will not be suitable for those Scouts who are not physically or mentally ready for such experiences. The Outings Committee will attempt to schedule a lternative concurrent activities where possible for different levels of experience. The Troop annual program and activities shall be

presented by the SPL the Troop Committee at the August Troop Committee meeting for their approval.

- B. Annual Programs: Activities will provide for:
1. Weekly Troop Meetings and monthly PLC meetings.
 2. At least one High Adventure outdoor activity each month
 3. At least one week of long term camp or Scout activities
 4. Advancement counseling once each month at a Troop meeting.
 5. A Troop Board of Review at least quarterly
 6. A Court of Honor at least three times per year
 7. Special service projects.
 8. Council and District events (e.g. Scout-o-rama, Camporees, parades)
- C. Participation. Boys registered as members of Troop 313 are expected to be active participants. If the scout fails to fulfill the following minimum standards the scout will be subject to the provision of Article VI, section G-4.
1. Show consistent advancement
 2. Participate in at least 75% of scheduled Troop Meetings and Troop and Patrol activities, including excused absences.
 - a. To obtain an excused absence, a Scout MUST notify his Patrol Leader where he will be absent from a Troop Meeting because of illness, family vacation. etc. Attendance at four(4) or more scheduled outings annually (Sept. to Aug.). Special service projects and other voluntary activities are not included in attendance determination.
 3. Participate in at least 50% of scheduled weekend activities. This includes campouts, day hikes, bike rides and other activities sponsored by the troop and programmed by the PLC.
 4. Complete at least FOUR hours of community services each year. Community service must be approved by the Scout Master.
 5. Leaves of Absence.
 - a. Leaves of absence may be granted for the following:
 1. Sickness (Scout or family member).
 2. Family problems.
 3. School (e.g. grades, homework, course load, special assignment)
 4. Family travels.
 5. As approved by the Scoutmaster.
 - b. Leaves of absence will only be granted for 3 MONTHS within a 12-month period
 - c. The requesting Scout must submit to the Scoutmaster a written request for a Leave of Absence giving the dates of absence and reason
 - d. Hiking. Rank and Merit Badge requirements/prerequisites for any Troop outing activity must be fulfilled if the Scout plans to participate in such activity (e.g. Spring or Summer extended backpacks).
 - e. Leave of Absence time will not count for length of time requirement for rank advancement and other awards.
 - f. Absences longer than 3 months, unless approved by the Scoutmaster and the Troop Committee, require rejoining the Troop.
 - g. Scouts missing more than 4 straight Troop Meetings without an excused absence will be contacted by an appropriate Troop member (e.g. Membership Chairperson Refer to Section VI G.)
 6. Permission Slips: Permission slips will be available prior to the Troop activity requiring the permission of the Parent for Scout participation Sufficient time be available for the executed Permission Slip to be returned to the Scoutmaster or Trek Leader. There is a DEADLINE on this form: if the Permission Slip is not returned by that date, the Scout will not be able to participate in that outing
- D. Rank Advancement.
1. Advancement goals are as follows:
 - a. All new Scouts should attain the rank of First Class Scout by the end of his first year in the Troop.
 - b. Scouts who are First Class, Star, or Life are expected to earn at least three(3) Merit Badges per year; at least 1 being an Eagle required Merit Badge
 2. Advancement Procedures.
 - a. For all ranks up to and including First Class, most requirements may be signed off by the youth leadership corps or senior scouts who have completed that rank.
 - b. The Scoutmaster or any Assistant Scoutmaster or other Scouter as designated by the scoutmaster, may sign off any requirements for all ranks advancement
 - c. After completing the requirements for rank a Scout will have a Scoutmaster's Conference followed by a Board of Review as soon as possible.
 3. The Scout will inform the Assistant Scoutmaster.
 4. The Assistant Scoutmaster will schedule the Scoutmaster's Conference in consultation with the Scoutmaster to determine whether the Scout is to be reviewed by the Scoutmaster or one of the Assistant Scoutmasters and provides a Scoutmaster Conference worksheet.
 5. The Class "A" Scout uniform is worn by the Scout at Scoutmaster's Conference unless notified to the contrary.
 6. The Scout will present his Scoutmaster Conference Worksheet and be prepared to discuss how he has shown Scout Spirit since his last Scoutmaster's Conference.
 7. Board of Review
 - a. The Advancement Chairperson will schedule a Board of Review upon the successful completion of a Scoutmaster's Conference by a Scout.
 - b. All boards of review will be chaired by either the Advancement Chairperson or the Troop Committee Chairperson, or a designee of the Advancement Chairperson; such designee will be a registered adult leader of the Troop.
 - c. Each Board of Review is comprised of at least 3 adult members including the chairperson

- d. The Class "A" Scout uniform is worn by the Scout at his Board of Review unless notified to the contrary by the Advancement Chairperson.
 - e. No Parent shall sit on a board of review for their son.
 - f. The Board of Review Chairperson will notify the Advancement Chairperson and Scoutmaster as to the final outcome of the review, whether the boy passed or was denied advancement and the reason for denial.
8. The Scout is awarded his badge of rank as soon as possible after successful completion of his Board of Review and receives his rank advancement card at the next Court of Honor.

E. Merit Badge Procedures.

1. A Scout selects a merit badge he desires and obtains the booklet for the merit badge. The Troop Librarian maintains a library, which includes many merit badge booklets for use by Scouts.
2. A list of Merit badge Counselors as approved by the Inland Northwest Council's available from the Troop Librarian Advancement Chairperson or the Scoutmaster for a Scout to select a Merit Badge Counselor.
3. A Scout requests an "Application for Merit Badge" from the Advancement Chairperson or Scoutmaster.
4. A Scout who satisfactorily completes a merit badge's requirements and has the Application signed by the Merit Badge Counselor submits the completed application form to the Advancement Chairperson. The Advancement Chairperson records and retains the Troop's and Council's copy Application returning the Scout's copy. The Scout should retain his copy for proof of completion (Note: required for the Eagle Scout Application). The Merit Badge is awarded to the scout at the next Court of Honor.

F. Troop Daily Operations.

1. Uniforms,

- a. the Class "A" uniform shall consist of the official BSA tan shirt, scout belt, boy scout neckerchief, boy scout neckerchief slide and clean undamaged blue jeans, scout pants or scout shorts with scout socks. Neckwear other than the Scout Neckerchief or a hat other than the official Scout Hat or those sold by the BSA are not part of the Class "A" uniform. (Note: If short pants are selected the appropriate official BSA socks shall also be part of the Class "A" uniform) The troop 313 neckerchief, Eagle rank neckerchief, or other BSA special recognition/award neckerchief, constitutes the Class "A" uniform along with an appropriate neckerchief slide The Class "A" uniform is appropriate for any BSA or Troop 313 related functions.
- b. The Full dress Class "A" uniform is the same as Section VI. F. 1 a above plus the Scout shall wear merit badge and, if qualified, religious emblems and other appropriate medals. The Full dress Class "A" is generally worn at courts of honor, scoutmaster conferences, board of review, and special ceremonies.
- c. The Class "B" uniform will be utilizing the official Boy Scout shirt only. Headwear in good taste is acceptable.
- d. Class "A" uniforms will be worn to all Troop/Patrol meetings unless specified otherwise.
- e. Class "A" uniforms will be worn to all district, council, national, international events, including traveling to and from these activities
- f. The Class "C" uniform consists of the troop 313 green tee shirt and clean undamaged pants with scout belt or shorts with scout belt.
- g. The Class "C" uniform must be worn when traveling to and from all Troop outings.
- h. The Scoutmaster, SPL. or Trek Leader will inform the Scout which uniform acceptable for which events.
- i. In special circumstances, the Scoutmaster or Trek Leader may waive these requirements provided there is not an objection from the Troop Committee.
- j. The Scoutmaster and Assistant Scoutmasters are expected to wear the scout uniform as listed above. Other adult troop committee members are strongly encouraged to wear the scout uniform.
- k. Informal uniform inspections shall be performed regularly at the discretion of SPL and/or Scoutmaster.
- l. Formal uniform inspection will be held no less than Semi-annually with one such inspection prior to recharter each year.
- m. Any scout showing up to an activity without an acceptable uniform that is reasonably clean and undamaged may be sent home at the discretion of the SPL, Scoutmaster or Assistant Scoutmaster

G. Attendance.

1. All Scouts and Scouters are encouraged to attend all Troop meetings and activities Adult family members are encouraged to participate with Scouts on any outing.
2. Attendance will be recorded at all Troop Meetings and outings by the Troop Scribe Troop Historian with assistance from adult leaders. If the Scribe or Historian unable to attend the activity, they will ensure that someone in the leadership co. who is going will perform that function.
3. It is the individual Scout's responsibility to ensure his attendance is recorded in Troop log.
4. Non-attendance. If a Scout is absent unexcused for 4 consecutive meetings then
 - a. His PL shall contact him to find out why he is not attending the meetings.
 - b. His PL will inform the SPL when a Scout has missed his fourth consecutive meeting.
 - c. The SPL shall make contact himself to find out what is wrong. If it within his power to make changes to encourage the Scout to start attending, he should so. The SPL will submit a report to the Scoutmaster and Membership Chairperson on the Scout.
 - d. If the Scout still does not attend the next meeting (fifth-consecutive) then SPL will inform the Scoutmaster and Membership Chairperson.
 - e. If attendance does not improve the scout will be called before a board of review.
 - f. The Scoutmaster and the Membership Chairperson will determine what course of action is best for the Troop as well as the Scout. Such action may include dismissal from the Troop. The action taken will be based on a case-by-case basis.

5. Any Scout who misses more than 50% of the meetings between outings (i.e. outings of 2 days or more), will not be allowed to attend that next upcoming outing.
 6. Any Scout who misses the Troop Meeting immediately preceding an outing without it being an excused absence will not be allowed to attend that outing.
- H. Personal Equipment. Unless otherwise specified, the Scout is to provide his own resources.
1. Each scout is to bring his BSA Handbook, a pencil/pen, and paper to all Troop Meetings and outings, unless specified otherwise.
 2. For outdoor activities, each scout should have or rent a sleeping bag, backpack and other equipment as recommended by the Scoutmaster, Trek Leader or Troop Committee.
 3. Equipment NOT ALLOWED on activities are sheath knives and audio equipment or anything objectionable at the Scoutmaster's discretion.
- I. Transportation.
1. Parents and other adults will provide individual transportation to and from regularly scheduled Troop meetings.
 2. Transportation to and from outdoor activities will be provided by the Parents
 - a. With few exceptions, transportation will be on a non-reimbursable basis.
 - b. Transportation duties will be assigned by the Troop Transportation Chairperson. All Parents will be assigned on a rotational basis.
 - c. All drivers will comply with the age requirements of the BSA Tour Permit application.
 - d. All private vehicles used to transport Scouts and Scouters must be equipped with seat belts for each passenger and have a minimum insurance coverage required by the laws of Washington and the Inland Northwest Council.
 - e. Each Parent is requested to provide to the Transportation Chairperson the following information:
 1. Make and model of vehicle, number of passengers
 2. Vehicle license number.
 3. Driver's license number.
 4. Insurance coverage information for vehicle.
- J. Scout Responsibilities: include but are not limited to:
1. Showing the desire that they want to be a Boy Scout
 2. To be well behaved at all scout activities, to listen and obey their youth and adult leaders, as well as other authority figures (such as park rangers, BSA officials other responsible adults, etc.).
 3. Attending weekly Troop/Patrol meetings.
 4. Going to as many Troop outings as possible
 5. Treating their meeting places and equipment with respect and reporting any accidental damage (and paying for it).
 6. Leaving campsites spotless even when that means cleaning up other peoples messes.
 7. Learning as much as they can both individually or in small groups, as a patrol, and as a troop.
 8. Trying their best to be a model scout and living up to the principles of the Scout Oath Scout Law, Scout Motto, Scout Slogan and the Outdoor Code.
- K. Disciplinary Actions.
1. Poor behavior: Failure to act in an appropriate manner during any Troop activity may result in being asked to leave the activity. If the Scout continues to misbehave after being counseled by an adult leader this may result in the suspension of the Scout from future Troop activities.
Suspension will be followed with a review of the Scout's record by the Scoutmaster and the Troop Committee and a course of action taken as determined by the Troop Committee.

ARTICLE VII

Requirements for Major Backpacking Outings

- A. Troop 313 conducts one or more major backpacking trips during the year (e.g. Spring trip, High Adventure trip). The Troop may pay for the expenses of these trips. The adult leadership expects the Scouts that participate to "EARN" their chance of going on the trips by successfully completing rank advancements and merit badges. This is also designed to help the Scouts develop the skills necessary to be successful backpackers hikers.
- B. The following are the yearly requirements (awarded September 1 to August 31) for each Scout:
 1. First Year Scouts (started after September 1 and have been in Troop less than 6 months)
 - a. Must have completed 5 nights of overnight camping in conjunction with Troop backpacking trips during the year.
 - b. Must have earned the First Aid and Hiking merit badges or must have completed the First Aid, Compass, Camping, Hiking, and Outing requirements for Tenderfoot, Second Class, and First Class ranks.
 - c. The Swimming merit badge must be earned prior to any water activity.
 2. All Scouts that have been in the Troop more than 6 months and have not reached the rank of Eagle:
 - a. Must have earned the First Aid and Hiking merit badges.
 - b. Will have earned the Backpacking merit badge by the completion of their first major Troop backpacking trip, unless specified otherwise due to circumstances approved by the Scoutmaster and Troop Committee.
 - c. If all 3 merit badges (First Aid, Hiking, and Backpacking) have been earned the year before, the Scout must earn one of the following merit badges:
 1. Any Eagle required merit badge.
 2. Orienteering.
 3. Pioneering.

4. Canoeing.
 5. Cycling.
3. All Scouts must satisfy each of the following:
 - a. Go on 2 scheduled backpack trips of 20 miles or more.
 - b. Additionally First Year Scouts must go on at least three 10-mile hikes in addition to the two 20-mile backpacks.
 - c. Attend an average of 3 Troop meetings a month.
 - d. Any rank advancement and merit badge requirements MUST be completed two weeks before the scheduled trip.
 - e. Any service time requirements must be current or must be completed two weeks before the scheduled trip.
 4. Eagle Scouts are exempted from requirements in Section VII.B.3. EXCEPT for the completion of 2 scheduled backpack trips of 20 miles or more with one of these occurring within the last year (i.e. the year in which the major trip occurs). The Scoutmaster, in conjunction with the Trek Leader and the Troop Committee makes the final decision on who is qualified to participate in a major backpacking trip.

ARTICLE VIII
Amendments

- A. The By-Laws, Policies, Rules and Regulations for Troop 313 are the laws governing the organization and operation of Troop 313. These By-Laws, Policies, Rules and Regulations are in addition to and in support of the Charter Organization and BSA/INWC by-laws, policies, rules and regulations.
- B. The By-Laws, Policies, Rules and Regulations for Troop 313 shall be reviewed by a subcommittee of the Troop Committee established for that purpose Any proposed revision shall be submitted to the Troop Committee and voted upon at the next Troop Committee meeting. The revised By-Laws. Policies. Rules and Regulations should be approved prior to Troop recharter/reregistration.
- C. The By-Laws. Policies. Rules and Regulations for Troop 313 may be amended at any time by the Troop Committee.
 1. Any Troop member may propose an amendment.
 2. A copy of the proposed amendment(s) is to be submitted to the Troop Committee Chairperson at any time.
 3. The Troop Committee Chairperson will submit the proposed amendment(s) to the Troop Committee at the next committee meeting.
 4. The proposed amendment(s) may be adopted by a simple majority vote of the committee members present, so long as they have a quorum.

APPROVED BY THE TROOP COMMITTEE:

DATE _____

BY: _____
Troop 313 Chairperson

BY: _____
Troop 313 Scoutmaster