

BOY SCOUTS OF AMERICA

TROOP 9226

BY-LAWS



TABLE OF CONTENTS

Introduction	3
Purpose	4
Establishment	4
Revisions and Review	4
Guidelines for By-Laws	5
Article 1 - Membership	5
Article 2 - Advancement	7
Article 3 - Camping	8
Article 4 - Patrol Leaders' Council	10
Article 5 - Youth Leader Positions	11
Article 6 - Adult Leader Positions	12
Article 7 - Troop Financial Operations	14
Confirmation Letter of Commitment	16

TROOP 9226 BY-LAWS

INTRODUCTION

The By-Laws of Troop 9226, hereafter called the “Troop,” are the contract by which the youth and adult registered members operate. Without this contract, neither the youth nor the adults recognize any standards by which the Troop functions. These By-Laws are reviewed annually and provide the youth and adult leaders with guidance and direction in Troop operations.

YOUTH LEADERSHIP RESPONSIBILITIES:

This portion contains the responsibilities of each leadership position recognized by Scouts BSA. The duties and responsibilities are listed for each position. The duties and responsibilities of each leadership position are established by the registered adult Troop Leaders.

ADULT LEADERSHIP RESPONSIBILITIES:

The adult leader section contains a list of the adult leader positions and suggested areas of responsibilities. These areas of responsibility must remain flexible in order to cover every youth leadership position with adult supervision. Adult leader responsibilities may overlap depending on the number of registered adults.

FINANCIAL STRUCTURE:

Every organization must be governed by some form of monetary control. Existing as a non-profit organization, we must comply within the laws of the federal government, the State of Minnesota, and the Church Council of Memorial Lutheran Church of Afton, Minnesota.

The following pages of this document, along with the “Troop 9226 Guidelines for the Troop,” contain all necessary information for continuous effective participation by parent(s)/guardian(s), Scouts, Scout Leaders, and interested volunteers in Scouts BSA Troop 9226, chartered by Memorial Lutheran Church of Afton, Minnesota.

TROOP 9226 AFTON, MINNESOTA

PURPOSE

The By-Laws of Troop 9226 have been established for the governance of the members, leaders, and adult advisors. Created by a committee of adult advisors and youth leaders of Troop 9226 and considered for approval by the Troop Committee, Patrol Leaders' Council, and Chartering Organization, these By-Laws are accepted and agreed to by all parties concerned with the success of Troop 9226, Scouts BSA, chartered to Memorial Lutheran Church (MLC) in Afton, Minnesota.

ESTABLISHMENT

Scouts BSA Troop 9226 was established in 1968 under charter to Memorial Lutheran Church, Afton, Minnesota. This remains the chartered organization assuming responsibility for finances, physical properties, members, and leaders of the Troop and for ensuring that adult leaders provide the Scouting program according to the national guidelines.

Memorial Lutheran Church may, at any time, ask for the resignation or change in leadership of any or all registered adult members of the Troop so long as due process is observed. Memorial Lutheran Church may also request a change in these By-Laws at any time during the chartered year. Memorial Lutheran Church will work through the Chartered Organization Representative to request any changes in personnel or By-Laws. In all instances, due process shall be observed.

REVISIONS AND REVIEW

These By-Laws were established in 1990 and are updated annually by the Troop Committee and Scoutmaster. Revisions become effective immediately following their implementation but may only be adopted during the months of July and August. Revisions may be presented to the chairperson of the Troop Committee by the following leaders: the Senior Patrol Leader with the approval of the Patrol Leaders' Council, a Committee Member, a Scoutmaster, Assistant Scoutmaster, or by the Chartered Organization Representative of Memorial Lutheran Church.

Review of the By-Laws, as well as consideration of changes to them, occur prior to re-chartering each calendar year. Any changes will be adopted or rejected no later than the December meeting of the Troop Committee and must not be held over to any subsequent meetings. If revisions are not adopted by the August meeting of the Troop Committee, they must be held to the following year for consideration. Memorial Lutheran Church may at any given time during the calendar year, ask for a review of any portion of the By-Laws of Troop 9226. Any article or sub-article must be rewritten in its entirety to be submitted for revision. Additions to the By-Laws must have their own title to be considered for adoption.

GUIDELINES FOR BY-LAWS

The creation and adoption of these By-Laws is not meant to create confusion or disharmony in, among, or between any of the interested parties involved in the operation of the Troop. These By-Laws are here only to serve as a tool by which the Troop may operate more effectively as a youth-centered organization through which young men may grow and develop skills.

Detailed position descriptions and guidelines for Troop operations, positions, and activities shall be incorporated into the "Troop 9226 Guidelines for the Troop" document.

Junior leaders should consider contributing to the By-Laws for reasons of more participatory leadership. The junior leaders in the Troop should strive to make changes, as may be necessary, in the activity structure or to modify standards of conduct for Troop members, leaders, and adult volunteers.

Adult leaders need to be aware of the need for simplicity in the structure of the By-Laws of the Troop. Major concerns should be the safety and welfare of its members. Democratic resolutions will contribute greatly to the success of the implementation of these By-Laws.

The **REVISIONS AND REVIEW** section of these By-Laws will ensure that no hastily prepared additions or revisions find their way into this document. All proposed additions, deletions, and revisions shall receive the careful deliberation of the Troop Committee. This should indicate to any leader that early preparation of additions or revisions will more than likely meet with an earlier approval and adoption.

Signatures to the By-Laws will need to be updated annually. This section, the Guidelines for By-Laws, along with any changes to the By-Laws, will then be e-mailed, or mailed upon request, to the parent(s)/guardian(s) of each Scout who is a member of the Troop. Each member of the Troop committee should be capable of explaining any or all of the By-Laws to their respective associates under which they maintain authority.

Any portion of these By-Laws coming into conflict with either Scouts BSA or Memorial Lutheran Church will come under review immediately following the notification to any member of the Troop Committee of such conflict.

"Troop 9226 Guidelines for the Troop" may be revised as necessary and at any time with the approval of the Troop Committee.

ARTICLE 1 – MEMBERSHIP

Troop 9226 welcomes without exception, listens without judgment, and supports without prejudice all people.

Youth Membership

- a. Eligibility for membership – A young man and his parent(s) or guardian(s) must accept the following conditions: (1) The young man must have graduated from the fifth grade of public or private school, or have earned the Arrow of Light Award, or be eleven years of age but not yet eighteen. (2) The new Scout and parent(s) or guardian(s) must be willing to conform to the policies, By-Laws, and Guidelines of the Troop.

- b. Joining the Troop – Each boy who desires to join the Troop will be provided an application, which must be filled out by the boy and his parent(s)/guardian(s) and returned to the Troop Committee Chair. Medical information, telephone numbers, addresses, and e-mail must be supplied to the Troop for contact purposes.
- c. Dues, fees, fines, credits – There is no initiation fee for joining the Troop. There are annual dues and registration. The total amount of annual membership dues shall be an amount established annually prior to the re-chartering of Troop 9226.

A camping fee is assessed by accredited Boy Scout camps. Dues may be instituted by patrols if they so choose. Fines may be levied at the troop level only and can only be instituted with the consent of the Troop Committee. Credits are given for a Scout's sales of a Troop money-earning project. Campership money is available based on need.

- d. Uniform – All members of the Troop are required to possess and wear the recognized uniform of Scouts BSA. Three pieces of the uniform are required by the Troop, as follows:
 - the current official shirt (short or long sleeve) bearing the official label of the Scouts BSA,
 - the official troop neckerchief at public troop functions, Courts of Honor, Boards of Review.
 - an appropriate neckerchief slide at public troop functions, Courts of Honor, and Boards of Review.

The uniform is to be worn by all registered Scouts and Scouters at **ALL** Troop functions unless prior modification of the uniform is authorized by the Senior Patrol Leader with the advice and consent of the Scoutmaster.

- e. Handbook – Each Boy Scout is required to obtain his own personal copy of the current *Official Scouts BSA Handbook for Boys* upon his first registration into Scouts BSA. This will enable him to keep an up-to-date, accurate record of his advancement in the Troop. If his book should be lost or destroyed, a replacement of that issue should be purchased. If not available, the most recent issue should be purchased as a replacement book. Requirement updates by Scouts BSA supersede existing requirements in previously issued handbooks. The handbook is a necessary part of ALL meetings, activities, campouts, and events; and should be brought to these.
- f. Meetings – Troop meetings are held on Monday nights of the school year, except on those Mondays that are school holidays or when the Troop meeting schedule has been otherwise modified. During the summer months, the troop shall meet at least 2 Monday nights per month.
- g. To maintain Scout spirit and rank advancement, a sixty percent attendance level is recommended.

Adult Membership

- a. Eligibility for membership – Adults seeking membership as leaders in the Troop must apply through the Troop Committee; in addition, the Scoutmaster, Troop Committee Chair, and Charter Organization Representative positions need to be approved and voted on by Memorial Lutheran Church. Each applicant must be eighteen years of age and have established credibility in the community in which he/she resides. The Official Adult

Membership Application has to be filled out entirely, including the name and telephone number of three references. All adults must have completed the Youth Protection course, and the certificate is attached to the application. Also, the background check document must be filled out and signed.

- b. Dues, fees, and expenses – Annual membership dues are required for registration in the Boy Scouts of America.
- c. Uniform – It is recommended that each registered adult in the Troop purchase and wear the Official Adult Scout Uniform at all Troop functions.
- d. Training – Any registered adult needs to complete training as indicated below. This is necessary to work successfully with the Troop, Scouts BSA, the Scoutmaster, and Troop Committee to ensure the best program possible for the registered Scouts.
 - **All Adult leaders:**
 - Position-specific Training should be taken by a leader shortly upon taking a volunteer position at my.scouting.org.
 - Youth Protection Training is required prior to registering as a leader in the Northern Star Council. This training must be renewed every two years.
- e. Attendance – Attendance at Troop functions is recommended for every registered adult leader. A minimum of two registered adult leaders, or one registered leader and a participating Scout's parent, or another adult, are required for all trips and outings. All of whom must be YPT trained. Both adults must be 21 years of age or older. They represent the Troop and serve as adult advisors to the youth leaders. The Scoutmaster or an Assistant Scoutmaster must be present at each Troop meeting for Scoutmaster Conferences. The Troop Advancement Chair should be present or have a member of the Troop Committee present with the advancement records for the purpose of recording Scout accomplishments. Two additional Troop Committee members should be present for Boards of Review. The Scoutmaster is responsible for recording attendance in cooperation with the Troop Scribe.

ARTICLE 2 – ADVANCEMENT

- a. Earning – Advancement is earned by the Boy Scout, with guidance by the youth leaders, adult leaders, merit badge counselors, camp staff, training staff, professional trainers, and parents. Earned advancement in the *Official Scout BSA Handbook for Boys* can be signed off **only** by the following: the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guide, Patrol Leaders, current leaders listed below, merit badge counselors, or camp staff assigned to that role. Patrol Leader can sign off requirements (Scout through First Class) of Patrol members provided that the Patrol Leader has already earned the rank of the Scout they are signing off on is working on. Scout needs to be First Class for 90 days, working on rank advancement themselves and be active in the Troop. Star through Eagle requirements can only be signed off by adult leaders.
- b. Recording – It is the individual Boy Scout's responsibility to ensure the recording of his advancement in rank in the following locations: his own *Official Scouts BSA Handbook for boys*. The Troop Committee Advancement Chair will enter it into the Scout's personal record in the Scoutbook with the Scoutmaster for an advancement review and with the

Troop Advancement Chair to schedule a Board of Review. It is the responsibility of the aforementioned leaders to work in cooperation with each Boy Scout to secure his record in the necessary places.

- c. Merit Badge – With the approval of the Scoutmaster (a fully trained Assistant Scoutmaster or a fully trained designated Adult Unit Leader – see list in Troop 9226 Guidelines for the Troop). Scouts may work on merit badges individually or with a group of Scouts having a common interest. It is up to the Scout to make all contacts and arrangements to complete the requirements of the merit badge. (See more details in the Advancement section of “Troop 9226 Guidelines for the Troop”.)
- d. Recognition – It will be the responsibility of the SPL unless a scout requests to fulfill a merit badge duty to conduct a Court of Honor. The Troop Advancement Chair, or their designee, shall record and purchase all of the individual Scout recognition patches, pins, plaques, etc.
- e. Leadership – In the ranks of Scout, Tenderfoot, Second Class, and First Class, very few, if any, responsibilities of leadership are placed on the Scout. When the Scout chooses to advance beyond the First Class rank, he begins to assume a leadership role in the management of the Troop. ***Before assuming the position of Assistant Senior Patrol Leader or Senior Patrol Leader, it is recommended that a youth have taken or be enrolled in a National Youth Leadership Training (Grey Wolf) session.***

Leadership requirements for each of the ranks of Star, Life, and Eagle are complex and comprehensive. The Scout Handbook contains a more detailed explanation of leadership requirements for these ranks.

- f. Scoutmaster responsibilities – The Scoutmaster’s primary function as an adult advisor is to ensure the successful growth of each Scout’s abilities. The Scoutmaster must monitor not only the combined effort of all of the youth leaders of the Troop but also the individual effort of each Scout in the Troop as he progresses through the seven ranks of advancement. Scoutmaster Conferences are held by the Scoutmaster or designee with each Scout prior to their Board of Review for rank advancement. If the Scout meets the requirements for the rank, the Scoutmaster will indicate the completion of a successful conference in the Scout’s handbook, and he will notify the Advancement Chair.
- g. Parent responsibilities – A considerable amount of the advancement responsibilities are assumed by both the youth leaders and adult leaders of the Troop. However, the primary reason most young men join and stay in the Scouting program is the amount of interest and participation the parent(s)/guardian(s) share with their sons in their Scouting careers.

ARTICLE 3 - CAMPING

- a. Philosophy – Tradition holds in the Troop that since our establishment, we have based activities and learning experiences around the outdoor experience. The founders of this Troop felt that being close to our environment, and learning to live in harmony with all of nature, is fundamental and educationally stimulating in relating the principles of Scouts BSA to the Boy Scouts of the Afton-Lakeland area. It is in this spirit that it is expected that the Patrol Leaders’ Council plan at least a monthly camping event when conducting the Annual Planning for the Troop.

- b. Family responsibility – As each new young man is received into the Troop, it is the responsibility of the Scout and his parent(s)/guardian(s) to equip him with the necessary supplies to camp, hike, eat, and sleep in the out-of-doors safely and comfortably through the four seasons of the year. Scout and family are responsible for the costs of food, transportation, camping fees, patches, allowance, etc. The Scout is expected to take advantage of Troop money-earning opportunities to become self-sufficient. The Scout shares expense equally at times with the Troop and at other times with his patrol. In some situations, advance payments are non-refundable. In cases of hardship, refer to the “Troop Financial Operations” section in these By-Laws.
- c. Transportation – Transporting Scouts to and from meetings is the responsibility of the parent(s)/guardian(s). Troop 9226 and the Chartered Organization (Memorial Lutheran Church) assume no liability for the Scout while in transit to and from the regular meetings. Transporting Scouts for any other Scout function, approved by the Troop Committee, will fall under the following insurance policies: Scout's BSA blanket liability policy and the personal medical and liability policy held by the owner of the vehicle in which the Scout is being transported. All vehicles transporting Scouts must meet the insurance and safety requirements of the Scouts BSA, and drivers **must** be at least 18 years of age. The Guide to Safe Scouting states youth drivers are prohibited for other scouts. The transportation expenses for high-adventure trips will be assessed to the participants and calculated into the overall expense of each trip.
- d. Troop equipment – The Troop will provide the appropriate shelters for the overnight camping experience, either through Troop, District, Council, National, or International resources.

The Troop will provide the equipment necessary to clean, prepare, and serve meals during each sponsored outing in which meals are part of the planned activity.

The Troop will provide the best available emergency shelter in case of severe weather conditions threatening the safety and welfare of the Scouts.

The Troop will provide the necessary training by which each Scout can safely use and transport any of its equipment.

- e. Leadership responsibility – The youth leaders of the Troop will provide the leadership for all of the Troop's outings, with the exception of training courses for youth leaders. At the leadership training outings, the leadership responsibilities will be shared by the Scoutmaster, the training staff, and the youth leaders of the Troop.

The Patrol Leaders' Council is responsible for scheduling outings. The assigned Patrol/Scout will be responsible for the planning, through the conclusion of the event, including the return of equipment and recording the event into the necessary records of the Troop.

All leadership responsibilities are clearly defined in the **Youth Leader Positions** and **Adult Leader Positions** sections of the **By-Laws and Guidelines for the Troop**.

ARTICLE 4 – PATROL LEADERS’ COUNCIL (PLC)

- a. Membership – The Patrol Leaders’ Council shall consist of the following youth: Senior Patrol Leader (presiding officer), Assistant Senior Patrol Leader, Patrol Leaders, Scribe, Quartermaster, and Troop Guide(s). Adult Leaders include Scoutmaster or Assistant Scoutmaster and one other registered adult leader. Guests are by invitation only or upon request by a parent/guardian to the Troop Committee Chair. Voting members of the Patrol Leaders’ Council include the Assistant Senior Patrol Leader, Patrol Leaders, and Troop Guide(s). The Senior Patrol Leader serves only as a tiebreaker. (Reminder that not all Scouts should attend PLC, only those in positions listed above – this is part of their leadership in going to the meeting and communicating back to patrol members, etc.)
- b. Organization – The responsibility of the Senior Patrol Leader to the Patrol Leaders’ Council meetings will be to produce a written agenda for each meeting and to provide a copy to each member and the Scoutmaster. The Senior Patrol Leader must present his agenda prior to the meeting for review by the Scoutmaster.
- c. Meetings – One meeting of the Patrol Leaders’ Council each month of the year will be scheduled by the Senior Patrol Leader as agreed to by the Scoutmaster.
- d. Responsibilities – The Patrol Leaders’ Council is responsible for the entire operation of the Troop, which includes:
 1. Elections –To follow Scouts BSA guidelines as per the Scoutmaster’s handbook.
 2. Training – It is strongly recommended that the Scout holding any elected position is to attend National Youth Leadership Training (Grey Wolf).
 3. Planning – Annual Planning Calendars run from September to September. The Patrol Leaders’ Council will complete the Annual Planning Calendar at a summer meeting but not later than the August meeting. The Annual Planning Calendar will be reviewed with the Troop Committee by the Scoutmaster prior to adoption. Following the adoption of the Annual Planning Calendar, the SPL will distribute a copy to the Troop members and to the Charter Organization Representative.
 4. Weekly Meetings – These are assigned to Patrols by the Senior Patrol Leader with approval by the Patrol Leaders’ Council. Troop meeting plans are developed by the assigned patrols for each Troop meeting and reviewed with the Scoutmaster and SPL in advance. The Troop Meeting Plans should be developed at least **one month in advance** to provide adequate time for preparation, securing necessary resources, and appropriate review for content and theme. The Troop meeting plan may designate responsibilities to individuals.
 5. Troop Outings – Planned by the Patrol Leaders’ Council at the Annual Planning meeting for the calendar year (September to September). The assigned Patrols are responsible for their assigned outings.

ARTICLE 5 – YOUTH LEADER POSITIONS

For detailed descriptions of each position's responsibilities, see the Youth Leader (Responsibilities) Positions in the Troop 9226 Guidelines for the Troop.

- a. Senior Patrol Leader – The Senior Patrol Leader is in charge of Troop meetings from beginning to end. He chairs the Patrol Leaders' Council as they plan Troop activities and programs. He is responsible for ensuring that the Troop runs in an orderly and timely manner.
- b. Assistant Senior Patrol Leader – The Assistant Senior Patrol Leader serves as the assistant to the Senior Patrol Leader and takes his place when the Senior Patrol Leader is absent. The other troop positions, except Patrol Leaders, report up to the Assistant Senior Patrol Leader.
- c. Patrol Leader – The Patrol Leader takes responsibility for his Patrol's activities, outings, and events and represents the Patrol as a member of the Patrol Leaders' Council.
- d. Assistant Patrol Leader – The Assistant Patrol Leader serves with the Patrol Leader. He steps in to serve whenever the Patrol Leader must be absent. He may carry out special assignments given to him by the Patrol Leader.
- e. Troop Guide – The Troop Guide is both a leader and a mentor to the members of a new Scout Patrol. He helps the Patrol Leader of a new Scout Patrol as a mentor and advisor.
- f. Den Chief – The Den Chief works with a Den of Cub Scouts and with their adult Den Leader. He assists with Den meetings, encourages Cub Scout advancement, and serves as a role model for younger scouts.
- g. Webelos Den Chief – A Webelos Den Chief meets with a Webelos Den and helps their adult leader guide Webelos Scouts in their program. He serves as a role model for younger scouts and encourages the Webelos Scouts to progress into the Scout Troop.
- h. Quartermaster – The Quartermaster is the supply and equipment boss of the Troop. He keeps a current inventory of Troop equipment and sees that it is maintained in good condition.
- i. Scribe – The Scribe is the Troop's secretary. He maintains Troop records and attends the Patrol Leaders' Council and other planning meetings to record the discussions. Take a physical record of attendance.
- j. Historian – The Troop Historian collects and preserves Troop memorabilia. He also maintains a Troop historical record, including information on Troop alumni.
- k. Librarian – The Troop Librarian oversees the care and use of Troop books, pamphlets, magazines, and audio-visuals.
- l. Instructor – A Troop Instructor is a Scout of the Troop who is interested and proficient in training other Scouts in a specific skill area.

- m. Chaplain Aide – The Chaplain Aide assists the Troop Chaplain (or Chartered Organization Rep) in planning and conducting religious services such as Scout Sunday for the Troop. He sees that religious holidays are considered during Troop program planning and promotes the religious emblem program.
- n. Order of the Arrow Representative – The Order of the Arrow Representative serves as a communications link between the Troop and the local Order of the Arrow Lodge or Chapter and may attend the monthly district roundtables for a lodge meeting. Must be a member of Order of the Arrow.
- o. Junior Assistant Scoutmaster – A Junior Assistant Scoutmaster is a Scout of at least 16 years of age who has shown outstanding leadership skills. He follows the guidance of the Scoutmaster in providing support and supervision to other youth leaders in the Troop.
- p. WebMaster - The Troop WebMaster is responsible for maintaining the Troop's website. He should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected.
- q. Leave No Trace Trainer - The Leave No Trace Trainer specializes in teaching Leave No Trace principles and ensuring that the Troop follows these principles on outings. He can also help Scouts earn the Leave No Trace award. He should have a thorough understanding of and commitment to Leave No Trace. Ideally, he should have completed Leave No Trace training and earned the Camping and Environmental Science merit badges.

ARTICLE 6 – ADULT LEADER POSITIONS

- a. Troop Committee Chairperson – calls, presides over, and promotes attendance at Troop Committee meetings. The Committee Chairperson is responsible for organizing the Troop Committee to ensure that all functions are delegated, coordinated, and completed. This position is appointed by the Chartered Organization Representative and is one of the three adult leader positions serving at the pleasure of the Chartered Organization. This position needs to be approved and voted on by the Charter Organization.
- b. Chartered Organization Representative – a member of the Chartered Organization. This position maintains a liaison between the Troop and the Chartered Organization. This position is selected by the governing body of the Chartered Organization and serves as an adult leader at the pleasure of the Chartered Organization. This position needs to be approved and voted on by the Charter Organization.
- c. Scoutmaster – the adult leader responsible for the image and program of the Troop. The Scoutmaster trains the boys to be leaders, makes available to them the resources and guidance they need to lead well, and then steps into the background and lets the youth leaders do their jobs. This position is selected by the Chartered Organization Representative and the Troop Committee Chair and serves as an adult leader at the pleasure of the Chartered Organization. This position needs to be approved and voted on by the Charter Organization.
- d. Assistant Scoutmaster – assist the Scoutmaster in Troop operation. Each Assistant Scoutmaster may be assigned specific duties to support the Scoutmaster. They report to the Scoutmaster. Strongly recommend ASM be 21 years of age or older. Committee approval is needed for those under 21.

- e. Troop Treasurer – handles all Troop funds. The Treasurer pays bills as appropriate and as authorized and maintains the Troop checking and savings accounts. The Troop Treasurer maintains adequate financial records for the Troop.
- f. Troop Fundraising Coordinator – supervises and reports on money-earning projects. These duties include researching profitable projects, ordering products, distributing products, and collecting money from individual Scouts.
- g. Troop Secretary – records the minutes of and reports on Troop Committee meetings. The Secretary may perform additional duties as assigned by the Committee Chairperson.
- h. Troop Communications Coordinator – gathers information pertinent to Troop operations and Troop activities and disseminates it to the members of the Troop and parent(s)/guardian(s) via Scoutbook or other electronic distribution.
- i. Troop Outdoor Activities Coordinator - advises on the appropriateness of various outdoor opportunities (Local/District/Council/National) and events for the Troop. They secure reservations at camps, parks, or other venues. They make sure the Guide to Safe Scouting state, and local government regulations are followed.
- j. Troop Training Coordinator - responsible for informing the Scouts and Troop Leaders of upcoming training opportunities and keeps records of all Scouts and adult training.
- k. Troop Webelos Transition Coordinator - responsible for communication to the Pack and coordination of any Troop and Pack joint activities (i.e., Fall Camporee, Klondike, highway cleanup, Blue & Gold, etc.) with the Den Chief. They, along with the Troop Guide, ensure a smooth transition of 5th-grade Webelos to the Troop. They also work with the Den Chief to ensure appropriate support to the Den Leader(s). Facilitate parents meeting with AOL parents to discuss parent involvement and expectations in the transition to Scouts BSA.
- l. Troop Advancement Coordinator – encourages Scouts to advance in rank; maintains all Scout advancement records. Makes a prompt report on the correct form (electronic or paper) to the council service center when a troop board of review is held and/or when merit badges are earned. Secures badges and certificates.
- m. Troop Equipment Coordinator – responsible for procurement and maintenance of Troop equipment with the Quartermaster. Makes mandatory safety checks every 6 months on all of the Troop's camping gear, cooking appliances, and troop trailer and encourages the Troop in the safe use of all outdoor equipment.
- n. The Equipment Coordinator can authorize the Quartermaster to spend up to \$50 of Troop funds on Troop gear without prior Troop Committee approval. Detailed receipts must be submitted for reimbursement.
- o. Troop Medical Forms Coordinator – responsible for obtaining all health forms for both Scouts and adults. Make sure copies for all campers are given to Adult Leader on all campouts and events.
- p. Troop Committee Member – All registered Adult Leaders and trained are members of the Troop Committee. The Scoutmaster and Assistant Scoutmasters are non-voting members of the Committee. All other registered Adults have a single vote. The Committee Chair and the Charter Organization Representative MUST approve all Adult applications. Committee members attend Troop Committee meetings and support Troop fundraisers, service

projects, and other activities. They may be asked to participate on Boards of Reviews as requested by the Troop's Advancement Coordinator.

ARTICLE 7 – TROOP FINANCIAL OPERATIONS

- a. General Account - The General Account is used to pay for the daily expenses incurred by the Troop in its ongoing activities. These include postage, general supplies, and awards, etc. All money is in one checking account in the General Account. There are "sub-accounts" such as High Adventure or Equipment Funds.
- b. Boy's Scout Account - The net proceeds earned by the individual Scout from Troop fundraising activities, and designated for him, goes into this account in his name. Each Scout may be reimbursed from his account to pay for Scouting event fees, dues, registration, official uniform parts, Scout handbooks, food purchased for Troop events/ campouts, not personal food, Scouting necessities, and Boy's Life subscription costs incurred by the Scout earning said funds. Receipt required for reimbursement. Account funds can be transferred to another Scout or a parent with approval of the Troop Committee for Scout-related events or be used for the purchase of Troop or Patrol supplies or equipment. If the Scout resigns from Scouting, the remaining funds will be added to the "Campership Fund". If a Scout reaches the age of 18 years of age and remains registered and active with the Troop, his Scout Account funds may continue to be used to cover his participation expenses, specifically, a NESA membership, registration costs, uniforms, and campouts. If found any of the languages above violates the rules or guidelines of BSA, it shall be declared null and void.
- c. Campership Fund - This fund was created to assist families applying for assistance to enable their son's participation in Troop events. Applications are reviewed on an individual basis. No stipulations have been established for meeting requirements. This fund will accrue to a maximum of \$500. Contributions accumulating over the maximum will be directed to the General Account. If sufficient credit is not available, credit may be drawn from the General Account (if adequate funds are available) to fulfill the need. Written requests will be handled individually on a confidential basis to the Troop Committee Chair. Campership applications should be made to Council prior to being submitted to Troop.
- d. Northern Star Council On Account (optional) - Troop 9226 maintains a balance at Base Camp- 6202 Bloomington Road, Fort Snelling, MN 55111, 612-261-2490 for the procurement of awards, merit badge books, and camp fees. All receipts shall be turned over to the Treasurer for proper accounting. The Troop advancement person, Scoutmaster, Troop Committee Chairperson, Troop Treasurer, or those acting on their behalf are authorized to charge supplies on this account. Each person charging on this account must itemize purchases on the receipt. The receipt is to be turned in to the Troop Treasurer for proper disbursement of funds.
- e. Equipment Account - This account is set up to purchase equipment and repair old equipment. Fees shall be determined by the Troop Committee. (A list of fees may be found in Appendix B of the "Troop 9226 Guidelines for the Troop"). Equipment found to be deliberately abused or misused by an individual or group of Scouts will be replaced or repaired at the expense of the party or parties found responsible.

- f. High Adventure Equipment Fund – A fund established specifically for the support of High Adventure activities. This includes, but is not limited to, the purchase and maintenance of high-adventure equipment.

CONFIRMATION LETTER OF COMMITMENT

We, the undersigned, on December 12, 2022, do hereby agree that we have reviewed the By-Laws with the changes, additions, or deletions that have been submitted to us for review. The Chartered Organization Representative of Memorial Lutheran Church of Afton, Minnesota, the Troop Committee of Troop 9226, has approved the implemented changes.

DocuSigned by:
Christen Kriesel
8725CB25094344A...

Chartered Organization Representative
December 15, 2022

DocuSigned by:
[Signature]
D442D898E60A4B0...

Scoutmaster
January 9, 2023

DocuSigned by:
Linda McConnell
B4B987AF4AE5447...

Troop Committee Chair
December 13, 2022

DocuSigned by:
Josh Jensen
A81A30AC416C458...
Senior Patrol Leader
December 13, 2022