


Troop 35
Boy Scouts of America
U.S. Naval Base, Yokosuka, Japan
By-Laws (2022) 

ARTICLE I: NAME

The name of this organization is Boy Scouts of America, U.S. Naval Base, Yokosuka, Japan, Troop 35. This organization is established pursuant to the provisions of CFAYINST 5760.5F, and in accordance with applicable U.S. Laws and Regulations

ARTICLE II: PURPOSE

MISSION STATEMENT:

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law. The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.

ARTICLE III: NATIONAL AFFILIATIONS:

Boy Scout Troop 35 is officially chartered by the Fleet Reserve Association, Branch 103, Yokosuka, Japan (Chartered Organization). Boy Scout Troop 35 is a member of the Far East Council of the Boy Scouts of America, Asia East District.

ARTICLE IV: OFFICERS AND OFFICER RESPONSIBILITIES/ROLE:

Charter Organization Representative Responsibilities:

- Serve as a liaison between the Troop and the charter organization.
- Assists in recruiting adult leaders
- Maintain a close relationship with the Committee Chairman and Committee
- Approve all adult leader applications
- Encourage service to the organization

SCOUTMASTER'S RESPONSIBILITIES

Delivering the Promise

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 is appointed by the head of the chartered organization (Executive Officer) with the help of the Troop Chartered Organization Representative (COR). In the even the COR is unable to appoint, the Committee Chair and the Troop Committee will vote and appoint the Scoutmaster.

The Scoutmaster's duties include:

- Train and guide Scout leaders
- Promote the Scout Oath and Scout Law
- Follow the principles embodied in the Guide to Safe Scouting
- Work with other responsible adults to deliver The Promise of Scouting
- Use the Methods of Scouting to achieve the Aims of Scouting (Appendix A)
- Meet regularly with adult leaders to coordinate efforts in support of the program
- Meet regularly with the Patrol Leaders Council (PLC) for training and coordination in planning Troop activities
- Attend all Troop meetings or, when necessary, arrange for a qualified adult substitute
- Attend Troop Committee Meetings
- Share information about the program
- Encourage parent participation and cooperation

TROOP COMMITTEE RESPONSIBILITIES

The Troop Committee is the Troop's board of directors and supports the Troop program.

ROLE OF THE TROOP COMMITTEE:

- Ensure that quality adult leadership is recruited and trained. Identify a qualified substitute leader if the Scoutmaster is absent or unable to serve.
- Recruit and involve Troop committee members.
- Manage and advise the Troop regarding finances/funds in support of the program.
- Advise the Scoutmaster on policies relating to Scouting and the chartered organization (Guide to Safe Scouting).
- Ensure that the Troop program provides at least 10 days and nights of outdoor programming per year.
- Obtain and maintain adequate meeting facilities and Troop equipment.
- Serve on Boards of Review and on Courts of Honor.
- Solve behavior problems that have not been resolved within the Troop (governed by the Scout Oath and Scout Law... A Scout is Obedient).
- Support youth recruitment.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Helps with the Friends of Scouting campaign.

Elected Offices. Persons to fill these positions will be elected at the annual Parent's meeting or by vote of the Troop Committee. There shall be no limit to the number of terms for any of these positions. Any person elected to one of these positions is expected to serve until the following annual Parent's Meeting. Key Committee Positions include the following:

- a. Troop Committee Chairman
- b. Treasurer
- c. Secretary
- d. Advancement Chair
- e. Outdoor/Activities Coordinator
- f. Equipment Coordinator

Other Committee Positions and Subcommittees (non elected). In addition to the Key Committee Positions, the Troop Committee Chairman will seek persons to carry out numerous other tasks such as:

- a. Board of Review / Court of Honor Coordinator
- b. Fundraising Coordinator
- c. Membership / Recruiting Coordinator
- d. Life-to-Eagle Coordinator
- e. Merit Badge Coordinator
- f. Webmaster
- g. Volunteer Service Coordinator
- h. Training Coordinator
- i. Chaplain

Committee Chairman

Responsibilities:

- Organize the committee to see that all functions are delegated, coordinated and completed.
- Maintain a close relationship with the charter organization's representative and the Scoutmaster.
- Interpret national and local policies to the Troop.
- Prepare Troop committee meeting agendas.
- Call, preside over and promote attendance at monthly Troop committee meetings and any special meetings that may be called.
- Ensure Troop representation at monthly roundtables.
- Secure top-notch, trained, individuals for camp leadership.
- Arrange for charter review and re-charter annually.
- Plan the charter presentation.

Treasurer

Responsibilities:

- Keep troop financial records.
- Handle all Troop funds, pay bills on the recommendation of the Scoutmaster and authorization of the Troop committee.
- Train and supervise the Troop Scribe in recordkeeping.
- Keep adequate records.
- Supervise money-earning projects.
- Supervise the camp savings plan (camperships).
- Lead in the preparation of the annual Troop budget.
- To submit yearly audit and all required documents per COMFLEACTINST 5760.5F to Office of the Staff Judge Advocate, Fleet Activities Yokosuka by 15 February each year.
- Report to the Troop committee at each committee meeting.

Secretary

Responsibilities:

- Keep minutes of meetings and send out minutes/committee meeting notices.
- At each Troop committee meeting, report the minutes from the previous meeting.
- Prepare a family newsletter of Troop events and activities.
- Solicits articles from Scoutmaster, patrols and other members of the Troop for the Troop



Newsletter.

- Conduct the [Troop resource survey](#).
- Plan for family night programs and family activities.
- Works with the Troop scribe to maintain all Scout advancement records in Scoutbook.
- Mentors the Troop Scribe in keeping accurate record of attendance and time worked by scouts for service projects.
- Reports to the Troop committee at each committee meeting.

Advancement Chair

Responsibilities:

- Encourage Scouts to advance in rank.
- Work with the Troop scribe to maintain all Scout [advancement records](#).
- Develop and maintain a [merit badge counselor](#) list.
- Make a prompt report on the correct form to the council service center when a Troop board of review is held.
- Secures badges, certificates and other awards
- Work with the Troop [Librarian](#) to build and maintain a Troop library of [merit badge pamphlets](#).
- Report to the Troop Committee at each committee meeting.

Outdoor/Activities Coordinator

Responsibilities:

- Promote, through family meetings, attendance at Troop campouts, camporees, and summer camp to reach the goal of one outing per month.
- Secures permission to use camping sites.
- Identifies and reserves, schedules or procures additional resources for activities such as certified instructors and guides.
- Prepares all permission slips for activities including other forms which may be required such as waivers or additional medical forms.
- Coordinates drivers to and from all Troop activities to ensure adequate transportation of Scouts and equipment to and from activities.
- Promote the [National Camping Award](#).
- Reports to the Troop Committee at each committee meeting.

Equipment Coordinator

Responsibilities:

- Works with the Quartermaster to secure any needed/required equipment for activities.
- Supervises and helps the Troop procure needed equipment.
- Work with the Quartermaster(s) on inventory and proper storage and maintenance of all Troop equipment.
- Makes periodic safety inspections of all Troop equipment.
- Coordinates replacement of defective, broken or unusable equipment.
- Reports to the Troop Committee at each committee meeting.

Board of Review/ Court of Honor Coordinator

(reports to Advancement Coordinator)

Responsibilities:



- Organizes/convenes Boards of Review for rank advancements.
- Report to the Advancement Chairman the names of candidates who have successfully completed any given rank.
- Throughout the year, reserve location for the upcoming Courts of Honor typically in March, June, September, and December.
- Assist the patrol members who are designated to be in charge of each Court of Honor with their plans for the event.
- Assist with the planning of any Eagle Courts of Honor if requested by the family of the Eagle candidate.

Fundraising

(reports to Treasurer)

Responsibilities:

- Research and develop fundraising projects for the Troop and present ideas to the Troop committee for approval.
- Enlist a coordinator to supervise each project.
- Obtain proper authorizations or permits as necessary.
- Coordinate with the Treasurer for the collection of all fundraising proceeds and for making any required payments to vendors.
- Maintain fundraising records for the purpose of calculating the division of troop and boy earnings.
- Runs the Friends of Scouting Campaign.

Recruiting / Membership Chair

Responsibilities:

- Coordinates to ensure successful/smooth transition of Webelos into Troop.
- Maintains, has available and provides Troop 35 Family Handbook, health forms, adult resource surveys, and applications for new Scouts and adults.
- Provides link for new Scouts and adults to register online and/or collects and submits paper application to Council.
- Conduct the Troop Resource Survey
- Mentors Troop Scribe in the collection of all forms, membership fees and Troop dues.
- Mentors Troop Scribe in keeping accurate/regular attendance at Troop meetings and activities.
- Contacts members who are absent without cause/notification for extended period to survey interest.
- Coordinate annual collection Troop medical forms during tTroop re-charter process.
- Maintain up to date medical form notebooks and makes at least one available to the Scoutmaster or designated health/safety officer for all Troop activities.

Life to Eagle Advisor

(reports to Advancement Coordinator)

Responsibilities:

- Meets regularly with Life Scouts to ensure timely completions of remaining requirements for Eagle.
- Assists Life Scouts in identifying Eagle Projects through the charter organization representative and other community resources.



- Assists Life Scouts in the proper completion of the Eagle Project workbook.
- Utilizes materials/training available through BSA to effectively mentor Life Scouts.

Merit Badge Coordinator

Responsibilities:

- Coordinate the annual renewal of Merit Badge Counselors with the District before December 31 of each year.
- Seek out adults affiliated with the Troop who specialize in areas that would allow them to become Merit Badge Counselors. Emphasize seeking adults to serve as counselors for each Eagle required merit badge.
- Work with Merit Badge Counselors to conduct training (YPT is required, Merit Badge Counselor Training is highly encouraged).
- Maintains a roster of Troop merit badge counselors and/or other list provided by district / council of merit badge counselors for referral to Scouts.

Webmaster

Responsibilities:

- Work with the Scout Webmaster to maintain the Troop's web site.
- Work with the families to understand and utilize scoutbook.scouting.org.
- Post current newsletters, calendars and appropriate photos and provide links to Scout related sites.
- Assure that no information is published that could present any type of security risk to members including full names and addresses, etc.
- Forward on correspondence as appropriate to anyone who sends inquiries to the webmaster either by way of email or guest book entries.

Volunteer Service Coordinator

Responsibilities:

- Searches for and promulgates community service opportunities for both individual Scouts and the Troop.
- Coordinates and schedules any requested Troop service time.
- Be familiar with the service time needs of all Scouts and encourage participation in community service.

Training Coordinator

Responsibilities:

- Ensure troop leaders and committee members have opportunities for training.
- Maintain information about up-to-date training materials and training resources.
- Ensure all registered adults complete Youth Protection Training every 2 years.
- Assist Scoutmaster in organizing and encourage participation in periodic Introduction to Leadership Skills Training (ISLT) at the Troop level and National Youth Leadership Training (NYLT) at the District level.
- Maintains records of all training completed by scouts and adults (as appropriate) and forwards completion dates to Advancement Coordinator for entry into Scoutbook.
- Troop Junior Leader Training.

Chaplain



Responsibilities:

- Provide a spiritual tone for Troop meetings and activities.
- Give guidance to the [chaplain aide](#).
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in time of sickness or need.
- Encourage Boy Scouts to earn their appropriate [religious emblems](#).
- Report to the Troop ommittee at each meeting

ARTICLE V: MEMBERSHIP

Membership shall not be denied on the basis of color, religion, age, race, creed, sex, or national origin. This does not prohibit the establishment of cultural, religious or ethnic private organizations providing membership is not restricted or discriminatory.

Parent's responsibilities

As a first step in joining Troop 35, a parent or guardian and the Scout will meet with the Scoutmaster, an Assistant Scoutmaster, or the Troop Committee Chairman. The purpose for this meeting is to explain how Troop 35 functions, what the boy's and parents' responsibilities are, and to allow the parents and boy to ask questions about the Troop.

Joining Troop 35

The Troop cannot function without the active involvement of parents. The Troop asks at least one parent to volunteer as a member of the committee or as an Assistant Scoutmaster.

Additionally, all parents are encouraged to participate in outings and activities in a supervisory capacity, and sit on periodic Boards of Review for the Scouts.

The Scout must fill out the Boy Scouts of America official application (paper copy or online), which will be submitted to the Far East Council in order for the scout to be entered on to the official Troop roster, along with associated registration fees. Finally, prior to submission of the BSA application the perspective Boy Scout and their parent(s) will be provided a copy of the Troop 35 Family Handbook, Troop Bylaws, and Code of Conduct.

Scout Commitment

By being registered with Troop 35, every family commits to the following. Unless specifically excused by the Scoutmaster, each Scout will make every effort to:

- Attend at least four outings during the year
- Attend all Courts of Honor, Scout Sunday, and all Troop required functions
- Participate in Troop service projects and money earning activities
- Fulfill the duties of his elected or appointed Troop leadership position(s)
- Verify their records in Scoutbook and work with Advancement Chair to correct errors and omissions.

Troop meetings are an important part of the Scouting program. Scouts are encouraged and expected to attend and participate regularly.

Annual Parents Meeting

The Troop Committee Chairman intends to convene an Annual Parents Meeting in late third quarter or early fourth quarter of each year. The purpose of this meeting is to review plans for the next year, including the Activity Calendar, the annual budget and associated money earning activities, approve key Committee Officers and adult leaders, and approve any revisions to the Troop By-Laws. Attendance at this meeting is required for the parents of all Scouts currently registered with the Troop.

Transportation to Outings

Parents are ultimately 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 as required by Boy Scouts of America. All riders must wear seat belts while traveling as required by Law. All drivers who take Scouts in their vehicles must be 21 years of age or older.

Transportation Home

Parents are responsible for picking up their sons after a Troop activity, or for making other arrangements with another Troop parent. As a general rule, no adult leader will leave a Scout at home after a Troop activity unless a responsible adult is present. If a Scout is to be dropped off somewhere other than his residence address or 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 / permission slip for that activity). Adult leaders will use common sense, follow BSA's Youth Protection Training guidelines, 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.

ARTICLE VI: MEETINGS

Troop Committee Meetings

The Key Committee Officers will meet regularly to discuss Troop business. All other Committee members are welcome and encouraged to participate in these meetings. Committee meetings will be scheduled by the Troop Committee Chairman, who will provide a written agenda and arrange for a meeting place. The meetings shall be open to all parents and registered members of Troop 35. All Troop parents and other adults registered in Troop 35 have the authority to vote, when a quorum exists. A quorum will exist when any four of the six Key Troop Committee Officers are present at a Troop Committee Meeting. Meetings are permissible without a quorum; however, no matters requiring a vote may be decided without a quorum. The agenda and minutes will be made available to all registered members of the Troop.

Expedited Approval

Should a need arise to obtain Troop Committee expedited approval of an expenditure, the Troop Committee Chairman shall be authorized to contact other Key Troop Committee Officers by telephone or electronic mail to discuss the matter and conduct a vote. In any such instance where a telephone or electronic mail vote has been conducted, the results of that vote shall be ratified at the next regular Troop Committee Meeting.

Amending the Troop 35 By-Laws

Interim amendments to the By-Laws may be made by a majority vote of the Key Troop Committee Officers after introducing the amendment at a Troop Committee Meeting, or by publishing it in the Troop Newsletter, or by sending it in an electronic mail to all parents and registered members of the Troop. An interim amendment introduced in this manner will be voted on at the next Troop Committee Meeting. Any interim amendment that passes shall remain in effect only until the next Annual Parents Meeting, at which time it will be offered as a permanent change to the By-Laws.

Troop Committee Approvals

As a minimum, the Troop Committee must approve the following:

- The Troop's Annual Program and Budget
- Troop money earning activities
- Troop adult leader appointments
- Scouts to attend training events paid for by the Troop
- Adults to attend training events paid for by the Troop

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 rank requirements for Tenderfoot, Second Class, First Class, Star, Life, Eagle, and Eagle Palms. It is the Scouts' responsibility to contact the Advancement Coordinator to arrange for a Board of Review. Boards of Review will also be held for Scouts who are not advancing to determine how the program is meeting that Scouts' needs.

Troop 35 supports the BSA goal of having every new Scout advance to First Class within one year. However, we believe that in order to get the most out of the program, the Scout should not advance too quickly. We therefore recommend a minimum one-month tenure between Scout and Tenderfoot, three months between Tenderfoot and Second Class, and three months tenure between Second Class and First Class. In all cases, minimum time in rank requirements set forth by the Boy Scouts of America in the current Official Boy Scout Handbook will be followed.

Boards of Review shall also be held for Scouts who are not advancing, to determine how the program is working for the Scout. Board of Reviews shall contain at least 3 adult leaders, but not more than 6. Parents/Guardians of a Scout may not participate on a Board of Review for their Scout.

The Advancement Coordinator will normally chair all Boards of Review. A certain amount of formality and meaningful questioning should be used during the review. The members should review the Scout's Handbook before the Scout is presented. Generally, questions asked require a narrative answer. *The Troop Committee Guidebook*, No. 34505, has examples of appropriate questions. A Scout may be asked where he learned his skills and who taught him, and what he gained from fulfilling selected requirements. The answers will reveal what he did for his rank. It can be determined, then, if this was what he was supposed to do. Discussion of how he has lived the Scout Oath and Scout Law in his home, unit, school, and community should be included. We must remember, however, that though we have high expectations for our members, as for ourselves, we do not insist on perfection. A positive attitude is most important, and that a young

man accepts Scouting’s ideals and sets and meets good standards in his life. After the Board has asked their questions, the Scout should be excused to permit deliberation.

Advancement can be denied by the board, under the following conditions:

- a. If the work has not been learned or completed.
- b. It is determined that the Scout has the wrong attitude or does not accept the ideals of Scouting.
- c. The Scout has not fulfilled the rank advancement requirements as set forth in the current edition of the Official Boy Scout Handbook advancement requirements.

The Scout is then recalled by the Chair and the decision of the Board is given to him. (If the decision is going to be negative, discuss it with the Scoutmaster before speaking to the Scout).

Participation Requirements for Advancement to Star Rank and Above

Active participation is encouraged for all Scouts, regardless of rank; however, in order for a Scout to advance in rank beyond First Class, BSA requires “active participation in the Troop and Patrol” and a period of service in a leadership position. In Troop 35 this is referred to as the “50% Rule”.

To fulfill the attendance and leadership requirements for Star, Life, Eagle, or Eagle Palms:

1. A Scout must participate in, as a bare minimum, 50% of the Troop and Patrol meetings during the time being “counted” for advancement (Courts of Honor, regardless of when scheduled, “count as Troop meetings” in this context.)
2. He must also participate in Troop or Patrol campouts and other Troop or Patrol events according to the following table:

RANK	LEADERSHIP TERM	ABSOLUTE MIMIMUM REQUIRED EVENTS
Star	4 Months	2 (At least one campout)
Life or Eagle	6 Months	3 (At least two campouts)
Eagle Palm	3 Months	2 (At least one campout)

An event, for the above advancement purposes, is a Troop activity other than a troop meeting. A Patrol activity that is approved in advance by the Scoutmaster can be considered an event for the participation requirement. Other Scouting activities, outside the Troop, while encouraged, do not count for Troop and Patrol participation.

Participation in an “event” means the Scout is present for the whole event, from beginning to end of the event. This includes the preparation/staging of gear and supplies at the start of the trip, as well as the cleanup and stowing of the gear at the end of the trip. The Scout must also actively participate in the event. Scouts may be excused for a limited period of time during the event, for sporting events or other commitments, but only with the prior approval of the Scoutmaster.

All Scouts who want to advance are responsible for ensuring they meet the attendance requirements. The SPL is responsible for ensuring that attendance is recorded at regular troop meetings. The Boy Leader-in-charge is responsible for taking attendance at other Troop and Council events.

Annual Planning

The Troop supports the BSA goal of encouraging “boy-led” Troops. Once each year the Scoutmaster will arrange meetings with the youth leaders of the Troop, with the goal of establishing a program for the next year. The program will be designed to meet the requirements for a Quality Unit (see Appendix B). The Scoutmaster is encouraged to discuss financial issues related to the Scouts’ chosen activities.

Disciplinary Policy and Actions

Every Scout is required to live by the Scout Oath and Scout Law at all times. Troop 35 has a zero-tolerance policy regarding the following:

- The use of foul or vulgar language, sexual innuendo, calling people names, ethnic jokes, or disparaging remarks.
- The use of matches or flammable chemicals for other than their intended purpose.
- Bullying, hazing, or any action that could result in injury or property damage.
- Any use of illegal drugs, alcohol, or tobacco products.

It is the discretion of the Scoutmaster and the Assistant Scoutmaster(s) to determine if a violation of the Troop disciplinary policy has occurred. Violation may result in one or more of the following, depending on severity or recurrence:

1. A verbal reprimand.
2. A conference with the Scoutmaster or Assistant Scoutmaster(s) to work out the problem and set a course of behavior in accordance with the Scout Oath and the Scout Law.
3. Notification made to the Troop Committee Chairman to arrange a conference between the parents, the Scout(s) and the Scoutmaster or Assistant Scoutmaster(s) to discuss the problem.
4. The Scout is sent home from the activity (including summer camp). In the event that this occurs, the parents or guardians of the boy will be required to make arrangements to take custody of the Scout. The Troop shall not be liable for any costs involved, if any, as these costs will be solely the Parents’ or Guardians’ responsibility.
5. A Board of Review will be convened with the purpose of discussing the problem and setting a course of behavior in accordance with the Scout Oath and the Scout Law.
6. The Scout is suspended from the Troop. Should this action be taken, the Scoutmaster and the Troop Committee Chair will work with the parents or Guardian with the goal of integrating the Scout back into the Scouting program.

Disciplinary actions will be dealt with in confidence. The Scout’s parents will be fully informed of the issue(s). Together, the Troop Committee Chair, parents, and the Scoutmaster will work toward a solution with the Troop’s and Scout’s best interest in mind.

With regard to the above guidelines, the Troop Committee Chair is empowered to act on behalf of the Troop Committee so that disciplinary actions can be dealt with in a timely manner. In the event that a Scout involved in a disciplinary action is the son of the Scoutmaster, the outing leader, or the Troop Committee Chair, that adult leader shall defer to another adult leader or Troop Committee member during problem resolution.

ARTICLE VII: DUES AND FINANCIAL SUPPORT

SCOUT EXPENSES

Fee to Join and be a Member of Troop 35

The parents of each new Scout registering with Troop 35 during the beginning of a calendar year will be assessed an annual fee to be established by the Troop Committee. A reduced fee, with the amount to be established annually by the Troop Committee, will be assessed for new Scouts registering with Troop 35 after the beginning of the calendar year. The individual Scout fee will be set annually by the Troop Committee, during the annual budgeting meeting. The assessed fee will be credited to the Troop General Funds, which is intended to cover the cost of registering the Scout and the adult scouts, plus provide for funding of operational costs of the Troop and any capital equipment acquisitions that might be required, e.g. tents, patrol boxes, etc.

Boys' Life

Each Scout is encouraged to subscribe to the Boys' Life magazine. The cost for this optional subscription will be deducted from the Scout's Scout Account.

Uniform

It is the parent's responsibility to provide the Scout uniform. Uniform items include: Official BSA Shirt, Troop Neckerchief, and Olive-green trousers with belt. Merit Badge Sash with appropriate merit badges attached will be worn at official ceremonies as well as for Board of Review for rank advancement purposes.

Summer Camp

The Troop encourages all Scouts to attend summer camp. Summer camp costs will vary from year to year and can run from approximately \$300 and higher depending upon the camp selected by the Scouts and approved by the Troop Committee. It should be noted that as the Scouts grow older their summer camp options expand to include High Adventure camps (which can increase the costs significantly, mostly due to travel costs). Each Scout is encouraged to earn summer camp cost money himself through participation in Troop money earning projects or through his own enterprise.

Financial Assistance

Troop 35 has a guiding principle that no Scout should be denied the BSA experience due to a lack of funds. If a Scout requires financial assistance, the Scout or the parent should talk to the Troop Committee Chair who will work with them to resolve the issue. This is a confidential matter, and will be treated as such by sharing it on a confidential basis only with those Committee members who need the information to be able to assist the Scout.

Outing Costs

Each Scout will pay for his own food and activity fee (if applicable) for each campout or activity, which will be calculated prior to each outing, and an appropriate, evenly distributed fee, will be charged to all scouts going on the activity. Generally, this amount will be \$20 per average campout or \$5 per meal. *Exception to Policy: If a Scout has severe food allergies, they can opt out of outing fees for meals and provide their own meals.* Each Patrol will assign a grubmaster for the campout. The grubmaster will be responsible for coordinating the menu, buying the food, and bringing the food to the assembly point prior to the outing. Food and activity fees (if applicable) shall be collected by the coordinator for that event and turned into Treasurer prior to



the activity. The parent of the grubmaster will be written a check from the Troop account in the amount of the receipt that is provided. Any leftover funds from the original fee will be deposited into the Troop account for additional expenses.

Equipment Costs

The Troop will provide the Scouts with tents, tarps, lanterns, Patrol cooking gear, tables required for Troop outings. The Troop Quartermaster may establish a sign-out policy for Troop equipment, assigning Scouts with personal responsibility for equipment items used on Troop outings. The Troop Quartermaster will be responsible for checking back in all returned Troop equipment. In the event that Troop equipment assigned to a Scout is not returned to the Troop within one month of the return date for an outing, or the equipment is returned but damaged, the Treasurer will charge the Scout for the repair or replacement cost for the damaged or not returned equipment assigned to that Scout.

Additional expenses

Each Scout is expected to provide a mess kit, sleeping bag, ground pad, flashlight, canteen, and necessary personal articles for each outing. Each Scout is encouraged to acquire a backpack upon reaching the rank of First Class. Prior to that time each Scout can pack his gear in a duffel bag.

Adult Meals

For each Troop campout, participating adults will share responsibility and costs for meals for all attending adults.

ARTICLE VIII: FINANCIAL POLICY

TROOP EXPENSES

Troop 35 will maintain a Savings and/or Checking account that will require the joint consent of 2 members of the Committee to distribute. The Treasurer will be the primary member responsible for tracking the Troop account, and should, when practicable be one of the two committee members authorizing distribution of accounts from the fund. When fund distribution has been previously authorized by the Troop Committee, the Treasurer has the authority to distribute disbursements with appropriate receipts for expenses by authorized members of the Troop (e.g. Committee members, Scoutmaster, Assistant Scoutmaster) by means of writing a check in the amount of the expenses previously authorized from the Troop Checking Account.

The Far East Council as well as the East Asia District office have procedures where electronic authorization of disbursement from the Troop account, for authorized Council or District activities (ex. Scout Camp, Klondike Derby, Camporees) can be authorized electronically. The Troop participates in this activity, and the Treasurer, as well as the Committee Chair, are authorized to allow electronic distribution to the Council or District in order to pay activity registration fees (so long as funds are available in the Troop Account).

The Troop will be responsible for paying the following expenses from the Troop General Funds. Some examples of costs that may be incurred are:

Annual Expenses

- Troop registration
- Troop Insurance
- Troop equipment acquisition (requires Troop Committee approval)
- Badges of rank, advancement pins, merit badges, etc (Scout-earned items)
- Summer camp fees for adult leaders (requires Troop Committee approval)
- Leadership training costs for selected Scouts (requires Troop Committee approval)
- Selected adult leader training as approved by the Troop Committee

The Troop will also incur miscellaneous expenses to conduct the business of the Troop. The costs include, but are not limited to, bank charges, check printing, office supplies, copying, stamps, propane and other campout or outing costs, and Court of Honor expenses.

Troop Budget Approval

At a Troop Committee meeting with at least a quorum, a majority vote of Key Troop Committee Officers will be necessary to approve expenditure of Troop funds identified within the Troop Budget.

The Troop recognizes that there will be times when non-capital expenditures will be required for immediate needs which will be paid for by the Scoutmaster, Assistant Scoutmaster(s), or the Adult-In-Charge on a campout or outing. Examples include propane bottle refills, firewood, and ice. These costs will be reimbursed as long as two Adults concur that the expenditure is necessary. The Troop Treasurer will be notified as soon as practical of the nature of the expense and the amount paid.

TROOP FINANCING AND MONEY EARNING

Goals of the Troop Financing Program

The Troop Financing Program 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 money earning 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 money earning projects by having the funds collected reduce their contribution to the program.

Through this program, proceeds from money earning projects will be divided between the Scout Accounts and the Troop General Funds. A percentage (to be determined by the Troop Committee prior to each money earning project) of the pro rata share of the proceeds from group projects in which the Scout participates, or the actual proceeds attributable to the Scout from any individual projects, will be credited to his Scout Account. The remainder will be credited to the Troop's General Funds.

Fiscal Year

The Troop 35 Fiscal Year corresponds to the calendar year.

Annual Budget

A proposed budget for the coming year will be prepared by the Treasurer during the Troop's Annual Planning meetings. The budget will provide an itemized breakdown of all expected expenses needed to support the program for the next year. The Annual Budget will be prepared

and approved by the Troop Committee, and will then be reviewed with the parents and guardians at the Parents Meeting in the fall.

Annual Program Fee

An Annual Program Fee will be established by the Troop Committee. Among the factors which will be considered when establishing the Annual Program Fee will be the Annual Budget, Scout Dues, if any, and projected money earning project proceeds.

Money Earning Projects

The Troop encourages the organization of money earning projects to allow the Scouts to pay their own way (Scout Law #9) for the Annual Program Fee and the cost of activities, including summer camp. The success, or failure, of this endeavor rests with the parents by encouraging the Scouts to participate. The parents should encourage the Scouts to participate in every money earning event. In this way, the costs of the program are borne by those that gain from it – the Scouts.

Money earning activities will be supervised by the Fundraising Coordinator, but all parents are encouraged to participate. These activities will likely include car washes, pancake breakfasts, Christmas Wreath sales and other activities suggested by the PLC, the parents, or the Troop Committee, and approved by the Key Troop Committee Officers.

ADULT LEADER TRAINING

Trained adults are essential to providing a quality Scouting program. BSA Youth Protection Training is required for all adult leaders who will be in contact with the Scouts.

Assistance Scoutmasters are strongly encouraged to attend basic training consisting of New Leader Essentials, Scoutmaster Specific training, and Introduction to Outdoor Leader Skills. These basic training courses are required for the Scoutmaster. The Scoutmaster, Assistant Scoutmasters and Committee are also strongly encouraged to take additional position specific training available on the Scouting.org website that will assist in delivering the program.

PRESCRIPTION AND NON-PRESCRIPTIONS DRUGS

Prescription drugs and non-prescription medications required by Scouts during Troop activities are to be turned over to the Adult Leader in Charge prior to the start of the outing. The Adult Leader in Charge, or another adult leader participating in the outing, will be responsible for dispensing these medications to the Scouts for whom they are intended at the frequency specified by the Scout's parent or guardian.

ALCOHOL, TOBACCO, AND ILLEGAL DRUG POLICY

Troop 35 is a drug, tobacco, and alcohol-free organization. Alcohol, tobacco products, and illegal drugs are not permitted at any Troop meeting or activity.

ARTICLE IX: PERSONAL LIABILITY

The Boy Scouts of America covers Insurance annually for all BSA sponsored events. The Boy Scout Troop 35 will be responsible for all debts of or claims against the organization.

ARTICLE X: DISPOSITION

- The dissolution of this organization will occur by 1) the order of Commander, Fleet Activities, Yokosuka, or 2) by written agreement of two-thirds of the membership.
- In the event that assets are insufficient to discharge all liabilities, the entire membership will equally share in covering the liabilities.
- In the event of dissolution of the club for any reason, all assets of the club after payment of outstanding debts shall be donated to Navy and Marine Corps Relief Society.
- Unused checks on all bank accounts shall be destroyed. Any bank cards shall also be destroyed.
- The President and Treasurer will ensure that a dissolution audit is conducted and forwarded to FLEACT, Yokosuka Office of the Staff Judge Advocate within ten days of dissolution.

INQUIRIES AND COMPLAINTS

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

RATIFICATION

The By-Laws as set forth above were reviewed by the Troop Committee and approved by a majority vote on February, 2022.

Bill Johnson
Troop 35 Committee Chairman

Ian Cotter
Troop 35 Scoutmaster

Kathryn Saybolt / Jasmin Rochholz
Treasurer

References:

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

Appendix A Boy Scout Methods and the Aims of Scouting

BOY SCOUT METHODS

- **Ideals**
 - Scout Oath
 - Scout Law
 - Scout Motto
 - Scout Slogan
- **Patrols**
 - Peer Groups
 - Elected Representation
 - Activities
- **Outdoors**
 - All Outdoor Programs
- **Advancement**
 - Self-reliance
 - Ability to Help Others
 - Challenge
- **Adult Association**
 - Image
 - Role Model
 - Example
- **Personal Growth**
 - Good Turn
 - Service Projects
 - Religious Emblems
- **Leadership Development**
 - Leadership Skills and Practice
 - Citizenship
- **Uniform**
 - Commitment to Aims
 - Identity

THE AIMS OF SCOUTING

- **Growth in Moral Strength and Character**
 - The Scout's personal qualities, his values, his outlook
- **Participating Citizenship**
 - The Scout's relationship to others
- **Development of Physical, Mental, and Emotional Fitness**
 - Includes the body, mind, and emotions
- **Developing the art of Leadership**
 - The skills and approach to becoming a servant leader

Troop 35 Code of Conduct

The Boy Scouts of America is a values-based youth organization that helps young people learn the positive attributes of character, citizenship, and personal fitness. The goals of the Boy Scout program are to teach boys valuable life skills, develop independence, develop critical thinking capabilities, and build leadership. The BSA has the expectation that all participants in the Scouting program will interact with others in accordance with the principles embodied in the Scout Oath and Law, and strive to follow these ideals as a guide for their behavior in their everyday life.

Misbehavior by a single youth, or group of youths, in a Scout Troop reflects poorly on them, all of the members of the Troop, the BSA, and their families. Misbehavior creates an unreasonable burden on Troop 35 and its leaders, and is not in the spirit of Boy Scouts. Therefore, it represents a situation where education and corrective actions must be pursued, particularly if the safety of an individual is endangered by these inappropriate actions.

Member Responsibilities:

Scouts are representatives of their families, community, country and Scouting. As such, certain standards of behavior are expected of the Scouts in keeping with the principles of Scouting and Troop 35. Scouts of Troop 35 pledge that they:

- Will not endanger others through unsafe behavior.
- Will not engage in hazing, bullying, or verbal insults.
- Will not possess tobacco, alcohol, drugs, fireworks, weapons, and lighters.
- Will not engage in stealing.
- Will not swear or use other foul or degrading language.
- Will not engage in fighting or other forms of physical violence.
- Will not purposely harm any living creatures and the environment.
- Will not use or borrow other people's property without their permission.
- Will respect the property of others, whether public or private, and will not break, vandalize or degrade it in any manner.
- Will demonstrate respect for Troop equipment and will be personally responsible for its cleanliness, condition and return in good order.
- Will wear the Scout uniform at all times when designated by the Troop Leaders.

If behavior unbecoming of a Boy Scout occurs, a Scout Leader will talk with the Scout involved, to correct the problem. If this behavior persists, or if the situation warrants, a conference will be scheduled between the Scout Leader(s) and/or Committee Member(s), the Scout and his parents, before the Scout is allowed to participate in another Troop 35 event. Blatant disregard for the principles of the Boy Scouts or Troop 35 can result in suspension or removal of the Scout from Troop 35. Any action that endangers the safety of another person may be grounds for immediate removal of the individual from Troop 35. In addition, failure to follow the Troop 35 Code of Conduct will seriously question the Scout's ability to demonstrate Scout Spirit, which is a requirement for all rank advancements. Repetitive or serious incidents may result in a Scout not advancing in rank even though all other requirements for rank advancement are met.

The expectation of Troop 35 is that any Scout Leader, Committee Member, or parent who observes unacceptable behavior on the part of a Scout will immediately intervene and talk to the Scout. It is through this diligent supervision and mentoring that our Scouts can be molded into upstanding adults.

If a Scout observes or becomes aware of unacceptable behavior it is his responsibility to notify a Scout Leader or the nearest available adult. Likewise, if a Scout is subjected to physical violence, bullying, taunting, insults, etc. he needs to report it to a Scout Leader or other adult, as soon as possible.

Scout Name/Signature

Parent Name/Signature

Date

