

**TROOP 31**  
Edwardsville, Illinois  
**Boy Scouts of America**

**By Laws & Guidelines**  
Third Edition

Approved  
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David M Marchand

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Committee Chairman

Dear Troop 31 Scouts, Parents & Leaders,

Welcome to Troop 31. The troop committee, adult leadership, and patrol leaders council (PLC), are committed to work as a team to deliver the best scouting has to offer to our boys. A rewarding, and enjoyable, troop program requires a cooperative effort from every member to insure success. It also requires consistent guidance on how the organization is to be run and what is expected of each scout. "The By Laws and Guidelines" that follow represent clarification, and amplification, of published B.S.A. policies, based upon our evolving experiences and unique requirements, and are intended to structure the Troop 31 program to be as safe, effective, and impartial as possible. We look forward to working with each troop member and welcome your comments & suggestions on how we can continue to improve.

### **MEETINGS & PARTICIPATION**

- **Regular meetings are held each Tuesday, 6:45 PM - 8:00 PM @:**  
St. Andrews Episcopal Church  
406 Hillsboro Avenue  
Edwardsville, IL 62025  
(618) 656-1929

(Watch for occasional exceptions/changes to the Regular meeting time or place on the master calendar, the troop website, and/or announcements at troop meetings).

- **BE ON TIME!** Be prepared to start @ 6:45 Sharp
  - Assigned "Service Patrol" should arrive @ 6:30 to assist with meeting set up
- **PLAN TO PARTICIPATE THROUGH THE ENTIRE MEETING!**
  - Early meeting departures will be allowed only with parental consent/knowledge
  - The scoutmaster (or assistant in charge) will be notified if a scout must depart early
- **BE IN UNIFORM!** (Standard meeting uniform is scout field shirt with proper insignia)
  - Exceptions will be announced as required
  - See uniform policy below
- **BE PREPARED!**
  - Bring your scout handbook, notebook, pen/pencil, & **scout spirit**
  - Perform assigned service or program patrol duties
  - Participate in the PLC planned activities & skills instruction
  - Pay attention to announcements & carry home any information flyers provided
- **Participation:** The patrols & troop cannot function effectively without active members. (Participation is defined as taking part in & contributing to PLC planned & conducted troop activities.)
  - Scouts are encouraged to attend all regular meetings and troop activities!  
(While occasional absences are understandable, chronic lack of participation will affect a scout's ability to learn required skills, demonstrate scout spirit, and contribute to his patrol & the troop program).
  - Attendance will be taken at every event (It is each scouts responsibility to "sign in" at activities)
  - If you miss a meeting/event contact your Patrol Leader to catch up on what's up.

- Parents will be contacted if a scout becomes inactive (participation falls to 50% or below over a three month period or misses four regular meeting in a row) or, if a scout is routinely tardy/leaving events early.
  - Special circumstances may preclude inactive status, (extended illness, travel)
- In addition to regular meetings, a scout must participate in a minimum of ten (10) troop/scout events per year out of the following list to be considered active:

Troop Campouts/Field Trips	<i>Council/District Events*</i>
Scout Sunday	Fund Raising Activities
Troop Service Projects	Parades
<i>Jamborees*</i>	<i>High Adventure Camps*</i>
Scouting for Food	Troop Dinners/Cookouts
Summer Camp	<i>OA Reunions/Conclaves*</i>
Patrol/Troop Outings	Troop Membership/Recruiting

*(\*Events in Italics count only when conducted in conjunction with, or are in conflict with, a PLC planned, committee approved, troop event).*

- Inactive scouts cannot be reviewed for advancement (to include troop committee approval of Eagle Scout Projects)
- Inactive scouts who reinitiate regular participation in troop events must be considered “re-activated” under the above guidelines for a minimum of three months prior to any troop advancement reviews

### **Dues & Event Fees**

- Dues are \$50 per year, per scout, payable in September in preparation for re-charter.
  - Initial dues payment includes one red troop activity T-shirt
- Additional activity shirts are \$10 apiece. Activity shirt orders will normally be turned in two months prior to summer camp.
- Additional fees for troop activities are announced on a “pay as you go” basis and paid to the event coordinator as required/requested
- Cost of food on outings is usually separate from event fees and determined by the patrol menu for that event and collected by the designated patrol grub-master
- Scouts are responsible for the cost of their personal uniform articles and insignia, with the exception of merit badges and rank.

## UNIFORMS

- Wearing of the scout uniform creates a positive image and helps to develop a sense of belonging and unit identity.
- Scout field uniform shirt (Class A) with proper insignia as set forth in the scout handbook
  - Standard uniform for all troop meetings/to & from events unless notified otherwise
  - Will be buttoned and shirt tails tucked in at all times
  - No knife clips, key chains, whistles, sheath knives, flashlights hanging from belt; Reference: B.S.A. safety policy. ("Leatherman" type utility tools in a belt scabbard are authorized for outdoor event/camping use only)
  - Merit badge sash and/or neckerchief with slide, worn as directed for special public events, courts of honor, ceremonies, parades.
    - The Troop 31 neckerchief is red with white scout emblem on back
    - Neckerchief will be worn under the shirt collar with top button open
- Troop 31 activity T-shirt (Class B)
  - Worn beneath scout field shirt if desired
  - As directed/authorized during troop outings, campouts, & hot weather meetings
  - Shirt tails will be tucked in at all times
- Only authorized scout uniform hats, or approved troop caps, worn with either uniform
- Uniform Inspections will be conducted quarterly (every three months) at the regular troop meeting preceding scheduled courts of honor
  - Honor Patrol Competitive Event, Reference B.S.A. uniform inspection checklist

## Advancement

- Advancement constitutes the "recognition" element of the scouts learning process
  - It should be the goal of every scout to advance to First Class rank in approximately one year after becoming a scout to become a fully contributing member of the troop program
- Adult leaders/counselors will observe the "two man" rule at all times during the training, testing, review process.
- Individual scout merit badge counseling sessions will not normally be held during regular troop meetings. Scouts are expected to participate in the PLC planned program and schedule merit badge sessions outside the normal troop meeting time.
- **Scouts are responsible for:**
  - Pursuing opportunities to meet advancement requirements either through PLC planned troop meeting events/instruction, during troop campouts/events, or specially arranged meetings with troop leaders or merit badge counselors
  - Keeping their scout handbook records current and ready for review
  - Retaining all rank advancement, merit badge, and skills certification cards
  - Being in proper uniform with completed handbook/records in hand, and prepared for scheduled reviews

- **Scoutmaster conferences** will be scheduled in advance only when all advancement requirements have been met, normally accomplished prior to the regular troop meeting (5:30pm-6:30PM) the second Tuesday of each month.
  - Scoutmaster Conferences may also be scheduled during troop outings/events as time permits
  - Scouts will be provided a conference completion letter following the session stating when their board of review will be held.
- Troop **Boards of Review** will normally be scheduled on the last Tuesday of each month, accomplished during the regular meeting “game night” activities
  - A minimum of three, maximum of five, committee members/interested parents will conduct the reviews. (Scoutmaster and assistants will not sit on boards)
  - Scouts will be presented to the board by a member of the PLC, and they should have their Board of Review record letter available for the board chairman
  - Scouts attaining Life rank will also review the requirements for Eagle projects and be assigned a “Life Scout Mentor” following successful completion of the board (Atch. 2)
    - It is the scouts responsibility to contact their mentor as soon as possible

### Safety

- Weather Policies
  - Weather forecasts will be monitored carefully before, and during scouting events
  - Troop 31 will not depart on an event under the threat of severe thunderstorms, freezing rain, heavy snow, excessive heat or cold, or other weather extremes.
    - Plan accordingly for scouts to be cared for should we have to delay or cancel a planned event
    - Parents should monitor the weather and be prepared for early return should unexpected severe conditions develop. Please be reachable!
- Prescription Drugs
  - All medicines will be controlled and administered by an adult leader as directed on the scouts event permission slip and verified through direct contact with a parent
- Camp Safety
  - Scouts will not carry or possess sheath knives, automatic/spring loaded knives, or any knife with a blade in excess of three inches in length (excluding patrol box cutlery used in the kitchen areas)
  - Tote-n-chip rules will be observed at all times when handling cutting tools
  - Horseplay, of any description, will not be tolerated in and around the kitchen/cooking areas, near campfires, or in the Tote-n-chip area/when cutting tools of any kind are present
  - Scouts will not carry or use butane lighters
  - Matches will be used to light lanterns, planned cook fires and campfires only. “Playing” with matches, or open flames in a dangerous manner, will not be tolerated.
  - Absolutely no open flames in sleeping tents/shelters

## Discipline

- Troop 1031 is a community; a partnership between scouts, parents and leaders! It is only through cooperation and mutual support that all parties can fully benefit from the scouting program. While we expect “boys to be boys”, It is also expected that scouts will respond appropriately to correction, behave properly, work diligently, and be respectful, in other words, live the oath and law. The welfare of the group must be a priority and discipline must be maintained. Should a scout’s behavior become a problem (disrespect for others or their property, vulgarity, chronic disobedience, violent/threatening behavior towards others, untrustworthy, use of alcohol/tobacco/illegal drugs) appropriate actions will be taken to control the situation and to contact the parents, or local law enforcement agencies, as appropriate. If the troop is away from Edwardsville when a disciplinary problem arises, the parents or guardian will be contacted and required to travel to the activity location and assume responsibility for their son.
- Day to day, repeated instances of misbehavior will be dealt with as follows:
  - First Offense: Scout will be warned and his parents/guardian notified of the problem by phone & letter
  - Second Offense: The scouts parents will be contacted immediately and the scout sent home from the event. Subsequent participation in troop events will require a parent to be present until the problem is resolved and direct supervision is no longer required.
  - Third Offense: The scout will be placed in inactive status and not allowed to participate in troop activities. He, and his parents/guardian, will meet with a troop committee appointed disciplinary board to determine the future of the scout in Troop 31 and scouting