

BSA Scouts



Troop 340

Bylaws

San Jose, CA

2022

Troop 340 Bylaws

The following bylaws were adopted in 1984 to provide basic guidelines for the operation of the troop. They have been amended multiple times.

1. The troop will be operated in accordance with the constitution and bylaws of the BSA and under the general guidance of the Guadalupe Home and School Club. The troop will operate as a Scout-led troop as described in the Troop 340 Parent Handbook (available on <https://troop340.org/>).
2. The troop committee will be composed of registered adults aged 21 years or older.
3. All troop committee meetings are open to any adult involved with troop activities. Only the following registered committee members may vote at the committee meetings:
 - Chairperson
 - Scoutmasters for each troop
 - Treasurer
 - Scribe
 - Charter Representative
 - Advancement Chairperson
 - Eagle Scout Advisor
 - Medical Forms Representative
 - Court of Honor Chair(s)
 - Webmaster
 - Recharter Coordinator
 - Quartermaster
4. A quorum for regularly scheduled committee meetings will be three voting members. A quorum for ad-hoc committee meetings shall be 30% of the voting members.
5. Committee members will vote on the election of a Scoutmaster, troop budget, and any changes in bylaws or policy. Committee members may call for a special vote as needed. Committee action shall be by majority vote.
6. Troop meetings will be held weekly on a day and time decided by the troop committee. The Troop meeting schedule coincides with the charter year and does not hold meetings during summer break.

7. Troop committee business meetings will be held on the third Wednesday of each month in a place determined by the Committee Chairperson.
8. The troop Committee Chairperson has discretion to call a special meeting of the committee with reasonable notice.
9. The cost of annual dues for Scouts will be evaluated and voted on by the troop committee on an annual basis. Annual dues will be collected in September by the Treasurer. Prior year balances and dues not paid by Oct 1st will be considered delinquent. The treasurer will report delinquent accounts to the [Key 3](#) (CC, SM and Charter Rep) to determine next steps. If by December 1st there is no payment plan or true-up, the scout will be unable to attend Troop outings. If a Scout withdraws from the troop at any time during the year, paid dues are not refundable.
10. It shall be the policy of the troop that no Scout shall be denied the opportunity of Scouting because of the inability to pay. Parents seeking accommodation should reach out to the Treasurer for consideration. The treasurer will involve the Key 3 in making a decision.
11. Charitable donations (including corporate matching) cannot be applied to a specific Scout's financial responsibility. They must be applied to costs that benefit the entire troop.
12. For the current dues or fees, refer to the scout handbook or ask your patrol leader.
13. The troop will operate on a budget basis. The Treasurer will prepare budgets for committee approval. Troop funds will be deposited into the Troop bank account. All checks drawn against the troop funds will be signed by the treasurer or a designated committee member. Any purchases over \$500 must be approved by the committee prior to purchase.
14. The Troop budget will finance the following items for the Scouts:
 - Annual Registration Fee
 - Awards
 - Badges
 - Neckerchief
 - Neckerchief Slide
 - Epaulet covers
 - Badge Numbers
 - Scout Book
 - Courts of Honor
 - Room Rental
 - Equipment

Equipment provided by the troop to individual scouts such as neckerchief slides or books are provided one per scout at the time of joining. The troop will need to charge for replacements of these items should they be lost.

15. The scoutmaster and ASM's will follow the expectations of their positions as described in the Troop 340 Scoutmaster Expectations (available on <https://troop340.org/>)
16. The Patrol Leader Council shall assign Scouts to patrols. This council shall consist of the following voting members at a minimum: the current Senior Patrol Leader and all current Patrol Leaders. Other youth leaders may be included as voting or non-voting members in the Patrol Leaders Council at the discretion of the Senior Patrol Leader with the review and approval of the Scoutmaster.
17. Any disciplinary issues shall be resolved in accordance with the Policy Statement as described in the Troop 340 Parent Handbook.
18. At least one parent of each Scout will be required to serve/volunteer in some capacity. Registration for these positions will occur during troop registration and/or committee meetings.
19. The term of all Troop Committee positions is one year, and coincides with the charter year for the troop. If more than one committee member expresses an interest in serving in a particular position, the committee will make the selection by popular vote.
20. The Treasurer will maintain current financial records for the troop and submit monthly financial reports to the committee.
21. The Scribe will record minutes of each committee meeting. The Troop Committee will have access to these minutes in Google Docs. Closed door session meeting minutes will be available to voting committee members only.
22. The Troop Committee is responsible for recruiting the Scoutmaster and ASMs. Both positions require training as sanctioned by BSA, and said training must be completed within one year of appointment.
23. Adult leaders must complete all of the required SVMBC adult leader registration components within one month of being registered.
24. Per YPT requirements, each Scout activity must have at least one leader who is of the same gender as the Scouts.

25. For joint Troop activities (i.e., Troop 340 and 2340), it is acceptable for Scouts to participate in joint day-time activities as long as they have separate campsites for nighttime and that each unit has sufficient leadership to meet YPT requirements (without relying on leaders from the other unit).
26. Per YPT requirements, all activities, including patrol meetings, shall be attended by at least two registered adults (known as two-deep). Any electronic communication, including social media communication channels shall also be two-deep. For slack, all patrol and camping trip channels will be public. Any private slack channel which includes scouts must be approved by the scoutmaster and committee chair with both of them present in the channel. Private scout channels will be limited to purposes such as mentoring patrol leaders or for PLC planning.
27. These bylaws may be amended by a majority vote by the Troop Committee after introduction at a Troop Committee meeting. Notification of amendments shall be provided to all parents within seven days of the change.