

TROOP 364 and TROOP 5364

COMMITTEE STANDING RULES

March 2023

Preamble: The purpose of this document is to streamline and standardize Troop Committee operations. Operations within these standing rules do not require additional committee action. Variations and unique circumstances can be taken to the Troop Committee for action at any time. The standing rules may be revised at any time by the Troop Committee through a majority vote. The standing rules are not intended to replace the Troops' operating rules. If there is a conflict between the standing rules and the operating rules, the operating rules govern. The standing rules will be reviewed annually with the troop activity calendar, the troop operating rules, the troop advancement guidelines, and the troop objectives.

1. Committee Vision. As outlined by BSA ([here](#)) the purpose of the Troop Committee is to coordinate support for the Troop(s) to allow the Scout Masters and Assistant Scout Masters to focus on working directly with the scouts. It is our responsibility to coordinate with external organizations and parents to make sure the Troop(s) have the resources and support they need to meet the BSA Vision, Mission, Aims, and Methods ([here](#)).
2. Organization. Based on BSA Guidelines, the minimum Troop Committee membership is three voting members with one member serving as a Chair (does not include Scout Masters and Assistant Scout Masters). However, it is unlikely the Troop(s) can succeed without additional Troop Committee members to provide critical support for the troop. Below are recommended priorities for filling Troop Committee positions. A basic description of duties for each position can be found in the BSA Troop Committee Guidebook. Keep in mind, even if a position is not filled, the Troop Committee is still responsible for those duties. **Troop 364 and Troop 5364 will each be responsible for recruiting parents to serve on the Troop Committee from within their parent population.**
 - a. Committee Chair (Required*)
 - b. Chartered Organization Representative (required)
 - c. Treasurer (required)
 - d. Advancement Coordinator (required)
 - e. Summer Camp Coordinator (highly desired)
 - f. Secretary (highly desired)
 - g. New Member Coordinator (highly desired)
 - h. Merit Badge Coordinator (highly desired)
 - i. Equipment Coordinator/Quartermaster (highly desired)
 - J. Web Administrator (highly desired. The administrator of the troop's web page is to follow the guidelines listed on the Tidewater Council's web page.)
 - k. Training Coordinator (highly desired)
 - L. Outdoor Activity Coordinator (highly desired)
 - m. Chaplain (highly desired)

* This is a hard requirement based on [BSA Guidelines](#).

3. Decision Making Authorities. The Troop Committee will support both Troop 364 (boys) and Troop 5364 (girls) as "[linked Troops](#)". While the changes to BSA Guidelines that allow girls to join BSA are still relatively new, the BSA Vision, Mission, Aims, and Methods are not new and will apply to

both Troops equally. It will be the responsibility of the Troop Committee to ensure both Troops operate within BSA Guidelines, and where specific guidelines have not been published, to set guidelines that are in keeping with the spirit of BSA Vision, Mission, Aims, and Methods. As BSA Guidelines change, the Troop Committee will update these Standing Rules and ensure the Troops update their Operating Rules to remain compliant. The Troop Committee will retain decision making authority and delegate authority to the Troop(s) as follows:

- a. Committee Retained Authorities:
 - i. Recruiting and assigning Scout Masters and Assistant Scout Masters.
 - ii. Approving expenditure of troop funds. (Incidental expenses by the Scout Masters and Committee Chair described in Section#).
 - iii. Approving Troop fundraising activities.
 - iv. Establishing of communications tools used by the Troop(s) for communicating with parents or outside organizations.
 - v. Submitting building requests to the Chartered Organization.
 - vi. Approving of Troop Operating Rules (review for BSA Compliance).
 - vii. Approving of Troop Activity Calendar (review for BSA Compliance, financial feasibility, and resource deconfliction).
 - viii. Scheduling and conducting Boards of Review.
 - b. Authorities Delegated to the Troop(s):
 - i. Developing Troop Operating Rules (each Troop will develop their own).
 - ii. Developing Troop Activity Calendar.
 - iii. Recruiting new Scouts.
 - iv. Securing support from parents to support the Troop.
 - c. Integration of both Troops at monthly outings and summer camp will be at the discretion of the Scout Masters and SPLs/PLs through the Troop Activity Calendar development and in accordance with BSA Guidelines. The Troop Committee will not set a minimum or maximum level of integration.
4. Required Reports and Products. [Items that the committee will deliver to the Troops, District, Council, Charter Org, Parents, etc. and the frequency by which those products must be delivered.]
- a. Input. Items the committee will need from the Troop(s):
 - i. Proposed Troop Activity Calendar
 - ii. Budget requests (Major purchases)
 - iii. Expense reimbursement requests (Reimbursing adults for outing costs)
 - iv. Troop Operating Rules
 - b. Output. Items the committee delivers to others
 - i. Finance Report (Treasurers)
 - ii. Training Report
 - iii. Fundraising Plan
 - iv. Advancement Report
 - v. Merit Badge Counselor List
 - vi. Recharter Report
 - vii. Membership Report (Scouts and adults)
5. Budget and Finance.
- a. Both Troop 364 and Troop 5364 will maintain separate financial accounts and records. Each Troop will prepare separate monthly financial reports. Financial accounts, records, and reports will not be commingled at any time.
 - b. Fiscal Cycle. The Troops fiscal cycle is to be a standard calendar year from January 1 to December 31.

- c. Budget Process. The Treasurer of each Troop will present a 12-month budget for each fiscal cycle in January of that year to Committee for approval. The budget will include all projected income and expenses for that fiscal cycle.
- d. Out of Budget Expenditures. Any extraordinary expenditures not included in the approved Committee budget from January of each fiscal cycle will require Committee approval before the expenditure is made.
- e. Shared Expenditures for both Troops. Any expenditures shared by both Troops will be paid on a prorated basis of the actual expense based on the number of Scouts and adults participating in the outing or will be split 50%-50% for non-outing related expenditures.
- f. The treasurer of each Troop is to provide the following monthly reports to Committee each month for approval at the standard Committee meeting:
 - 1. Checking Account Ledger. This report will detail all activity (ie. all debits and credits) in the Troop's checking account for the current month, including a running account balance and which items have or have not been cleared by the financial institution where the checking account is located.
 - n. Year-to-Date Income Statement. This report will detail the year-to-income income and expenses for the Troop and include a comparison to the annual budget approved by Committee with notes for extraordinary fiscal items.
 - m. Current Balances. This report will detail the exact account balances for the Troop, including all checking accounts, savings accounts, the Scout Store balance, all accounts receivables and all accounts payables.
 - iv. Uncleared Items. This report will detail all items not listed on the Checking Account Ledger report from previous months that have not been cleared by the financial institution where the checking account is located.
- g. All credit and debits to the Scout Store account located at the Tidewater Council's regional offices need to be turned into the treasurer within 2 weeks of the date of the transaction.
- h. All financial transactions, including but not limited to deposits, checks written, debits and credits to or from any Troop checking or savings account, require receipts and the signatures from two Committee members on a Deposit Summary sheet or Reimbursement form.
- i. All financial transactions documentation, including but not limited to Deposit Summary sheets, Reimbursement forms, receipts and other supporting documents, shall be held by the Troop for a minimum of 3 calendar years.
- j. At the January Committee meeting of each fiscal cycle the Treasurer of each Troop is to present a 3-ring binder that includes all financial transactions with supporting detail, including receipts and forms, all financial reports presented to Committee and a copy of the financial institution's records for the previous fiscal cycle.
- k. Only the Committee chairman and the Committee treasurer for each Troop can sign checks on the Troop's checking account only after 2 signatures of Committee members are placed on a completed Reimbursement form with supporting documentation and receipts.
- L. Each Troop treasurer cannot sign the Reimbursement form or check or any other financial instrument to reimburse himself or herself for expenses incurred on behalf of either Troop. Only the Committee chairman can sign checks to reimburse a Troop treasurer.
- m. The troop committee supports sending senior Scouts to Tidewater Council's National Youth Leadership Training or BSA high adventure events. The troop committee will pay up to 50% or \$100.00 of the tuition cost of each Scout, up to two events per Scouts per year, for Scouts fourteen (14) years old or older and First Class or above as recommended by the Scout Master. NOTE: Tuition will be based off participation in fundraising.

- n. If Scouts are financially unable to participate in scheduled troop outings (including dues), the families can request help from the Committee Chair or the Scout Master. This will be kept as discreet as possible. The Troop Committee will have a standing committee of the Committee Chair, Scout Master(s), Treasurer(s), Chartered Organization Representative, and possibly a fifth member as assigned by the Troop Committee Chair to review and act upon these requests. The deciding factors in deciding upon requests are the stated financial need of the family and the active participation of the Scout. If any of the above named standing Troop Committee members are in the family requesting help, they will be excused from the standing committee. The family will be encouraged to pursue any available "camperships" from other sources such as Tidewater Council as appropriate.
 - o. The Troop(s) will reimburse drivers for gas and tolls on troop outings. Car repairs, overnight lodging, insurance, etc. are not covered. This covers registered adult leaders and parents. Parents transporting only their Scout such as dropping off late or picking up early will not be reimbursed for expenses. Reimbursement will be based on actual receipts submitted to Treasurer(s). Receipts need to be turned in no later than two (2) weeks after the outing.
 - p. When a Scout from another troop goes on an outing with Troop 364 or Troop 5364, the Scout will be required to pay for the total cost of the outing, including the cost of the outing subsidized by the Troop Committee. Parents of these Scouts will be encouraged to drive as needed and will be reimbursed for gas and tolls as outlined above.
 - q. Following review by the Troop Committee, if approved, the troop will pay for the BSA training of any registered adult leader requesting up to 50% or \$150.00 per training course per leader per year, limit two (2) per year.
 - r. When a Scout is approved through a Board of Review and BSA National approval for Eagle Scout, the Troop Committee will pay for the Eagle Scout Presentation Kit (Eagle medal, badge, mother's pin, father's pin, mentor's pin), Eagle neckerchief, a five-year membership in National Eagle Scout Association, and will pay for candles used in the Court of Honor. The Eagle Scout's family is responsible for invitations, programs, special Eagle gifts/memorabilia and the reception.
 - s. Troop(s) fund-raising projects which involve games of chance, lotteries, sale of raffle tickets, bingo, or which could be construed as a gambling activity are not approved by either Bayside Presbyterian Church or BSA. These fund-raisers are therefore neither approved nor supported by the Troop Committee. Any participation by any Scouts, parents, or families in such fund-raisers to raise money for scouting activities is not supported by the Troop Committee and such participation is discouraged.
 - t. The Scout Master(s) and the Committee Chair both have authority to spend up to \$100 monthly to cover incidental troop expenses. This authority is not intended to be used to expand or contradict specific Troop Committee action. The Troop Committee is responsible for troop finances and troop spending request should be taken to the Troop Committee if at all possible. Any use of this authority will be reported to the Troop Committee at the next available opportunity.
 - u. For troop adult leaders and parents going on a Troop(s)' weekend outing (on troop calendar) where the adults will eat as an adult patrol, the adult leaders and parents will pay designated amount (adult "grubby fee") for meal expenses when signing up for the outing in addition to outing cost. The adult grubby will submit receipts to the Treasurer(s) **before departure of the next monthly outing for** reimbursement.
6. Equipment and Supplies. The troop committee is committed to supporting our scouts. Every effort will be made to help Scouts borrow equipment as needed to attend scheduled troop outings.
- a. The Charter Organization has provided a supply room located in the Bayside Presbyterian Scout Room. Both Troops will maintain separate sets of equipment and assign adult and

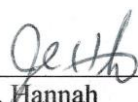
Scout Quartermasters to track their own equipment and maintain the supply room neat and functional.

- b. Scout Masters and Assistant Scout Masters will coordinate temporary loaning of equipment from the other Troop through the Troop Quartermasters.
- c. Replacement and procurement of new equipment will be through the respective Troop treasurer through the Budget Request process.
- d. Each Troop will fund the maintenance and fees associated with trailers associated with their Troop.
- e. The Troop(s) will advise the Troop Committee if the current equipment room is no longer able to hold two complete sets of equipment. It will be up to the Troop Committee to secure additional storage space if required.
- f. The Troop(s) will provide charcoal and propane for outings. Youth individuals must provide any fuel or batteries for personal stoves, lanterns, etc. Fuels may not be stored in the scout room. **All adults and scouts should be familiar with BSA Guidelines on the safe use, storage, and transport of chemical fuels and equipment ([here](#)).**
- g. The Troop(s) will provide cleaning supplies such as trash bags, paper towels, dishwashing soap, sponges, scrubbies, and other similar items approved by the Scout Master.
- h. Troop stoves must be emptied and cleaned after use and prior to storage in the scout room.
- i. Any loss or damage of equipment due to negligence or vandalism will be referred to the Committee Chair for further adjudication.

7. Committee Meeting Schedule, Format, and External Meetings.

- a. The Troop Committee meeting will be held once per month and usually fall on the last Monday of the month. Any changes to the meeting date, time, or location require Troop Committee Chair approval. The Committee Chair will publish meeting date, time, and location one month in advance.
- b. The Troop Committee Chair will set the agenda for each meeting based on action items requested by the rest of the Troop Committee. Once published, the meeting will follow the agenda and new items will need to be scheduled for the next monthly meeting.
- c. The Troop Committee Chair will assign specific members to sub-committees as required to support specific projects or tasks.
- d. Whenever the Virginia Beach City Public School system closes school for either the day or the afternoon due to inclement weather conditions or a local emergency, any troop or committee meeting regularly scheduled for that day is cancelled.
- e. To promote our Troop(s)' participation at the Bayside District and Tidewater Council levels, attendance at the annual district and council dinners are encouraged. Troop(s) will reimburse designated registered unit leaders (Chair, Scout Master(s), etc.) to attend the annual Bayside District Dinner, the annual Tidewater Council Dinner, and annual Eagle Scout Recognition Event.

Approved by Committee Voice Vote on 27 March 2013.


J.L. Hannah
Committee C.n.m.