

BSA Crew 370

Bylaws/ Handbook

A member of Crew 370 will find this Membership Handbook very important since it outlines all the basic rules that must be followed by those who wish to belong to the Crew. Every unit of the Boy Scouts of America has its own requirements and this crew is not an exception.

Section 1,

1.1 Mission Statement/Objectives

To have FUN, while further increasing the skills of the crew. In the process of having fun, we will inspire others to follow, and help guide toward career, lifetime, and Leadership goals.

Objectives:

- To learn and experience scouting/camping/outdoor/high adventure skills
- To have fun as a main objective while enjoying the companionship of fellow youth members
- To always share and consider opinions and ideas to help influence the outcome of any Crew decision
- To learn to trust in one another and work as a team
To be open, caring, honest, compassionate, and treat each other with respect

1.2 Membership

Membership shall be open to all young adults of high school age who live in the surrounding area and are at least 14 years of age. No prospective member shall be disqualified because of race, color, creed, or sex. All members must be registered as Venture Scouts and agree to the Crew rules and bylaws presented in this handbook.

- As a member of the Crew you must be willing to obey all adult leaders and Crew officers, regardless of age.
- It is expressly understood that the Crew is not required to accept any youth as a member, or having excepting him/her, to retain him/her as a member if, in the opinion of the Crew Advisor and Committee, his/her membership is not the best interest of the Crew.
- Each member must have a physical examination from a licensed physician every year or as required by BSA regulations. The standard BSA Personal Health and Medical Form –Class 3, signed by the physician and parent or guardian, must be turned in following the completion of this examination. Incomplete forms will not be accepted.
- An active member is a member that attends at least 85% of crew activities. Crew members must attend at least 75% of crew meetings for 1 month prior to an activity to be eligible for that activity.

- Crew Inactive status is available for those members that because of obligations arising from Advance Education (i.e. college), Military Service, Employment, or by approval of the Crew President and Advisor that can not fulfill the commitments required for active membership. Members seeking Inactive Status must apply to the Advisor and provide such justification as requested. The Advisor, with the approval of the President, may grant or revoke the Inactive Status.
- Inactive status exempts a member from having to pay dues; however, while the member remains inactive the member is incapable of being presented awards and go on activities until they have restored their active status and paid dues up to date. These members wishing to remain a Partially Active member are able to go on activities, but must keep dues paid up to date.

Section 2

2.1 Officers

The elected officers shall be President, Vice President of Program, Administrative Vice President, Secretary, and Treasurer. The President, with the approval of the Advisor, shall appoint Activity Chairs and make other assignments as needed. The duties of the officers shall be as described in the Venturing Leader Manual. Officers may not hold two positions at one time. Additional duties may be assigned and additional positions may be created at any time by the President with the approval of the Advisor.

On the night of the elections, nominations may be presented from the floor by any member. If the nominee is eligible and the nomination is seconded and the candidate agrees to serve, he or she must be included on the ballot. ("eligible" as described in the Venturing Leader Manual)

No member shall serve more than two successive terms in the same office.

The normal term of office shall be for one year starting on January 1st. Elections shall be held on the 2nd meeting in November.

In order to be nominated for an elected position you must be an active member.

In the event an officer being absent for two meetings consecutively the officer has until the fourth meeting to provide a reason for being absent, if not there will be an election to find a temporary replacement.

Officers are expected to set the example for the rest of the members in appearance, attitude, punctuality, participation, conduct and proper wear of the uniform. The jobs that are performed by officers are vital to the smooth operation of the Crew. Officers unwilling or unable, for any reason, to properly perform their duties will not be permitted to remain an officer.

Subject to the approval of the Advisor, the officers are collectively responsible for the program and activities of the Crew during their program year. As such they are required to attend Leadership training and expected to plan and manage the Crew schedule.

Section 3

3.1 Crew Business

Crew business will be conducted under the principles outlined in *Robert's Rules of Order*. Voting on all issues will be by simple majority, with the exception of changes or amendments to the bylaws or important decisions, which require a two-thirds vote of the total membership. A quorum shall consist of one more than half of the active members for votes on routine business.

In order to be able to vote you must be an active member.

3.2 General Meetings

General meetings will be held every Tuesday at 7:00 pm with social time beginning at 6:30 pm. Class A uniforms are required to be worn at all crew meetings.

3.3 Officers' Meetings

Officers' meetings will be held at least quarterly the time and date to be determined by the Officers. Casual meeting no uniform required to be worn.

3.4 Uniforms

All members are required to have a Class A and a Class B uniform. Class B shirts will be made readily available on a yearly basis. Formal inspections will be scheduled at various times by the President or Advisor.

The Class A uniform consists of the following:

- Official Venturing Shirt
- Grey or Charcoal (BDUs, Dickies, slacks, Capri , etc.)
- Shoulder Cord (provided by crew)

The Class B uniform consists of the following:

- Any solid color shirt with no writing or design
- Any scout shirt or camp shirt
- Any solid color shirt with the Venturing logo
- Grey or Charcoal (BDUs, Dickies, slacks, Capri, etc.)

Section 4

4.1 Awards

Members of the Crew have the opportunity to earn awards in several advancement programs. The awards represent skills learned and accomplishments completed. They are the main indication of what a member receives from his activity. All members are expected to take part in these programs unless specifically excused by the Advisor.

Crew 370 has several of its own awards which may be earned in addition to the other awards that are available.

From time to time training from other organizations is necessary. Though we have many counselors/instructors within our crew, on occasion a member may have to contact an outside counselor/instructor to complete certain requirements.

4.2 Boy Scout Advancement Program (if eligible)

As outlined in the Boy Scout Handbook; the awards available are divided into seven progress ranks and over 125 merit badges. A member must have earned the Boy Scout rank of First Class before joining the Crew in order to advance to the rank of Eagle Scout. This advancement may be worked on until a member's 18th birthday.

4.3 Venturing Advancement

As outlined in the Venturing Manual; it consists of three progressive ranks: Bronze, Gold, and Silver. The highest of which is the Silver Award, and may be worked on until a member's 21st birthday. The Silver Award is the Venturing equivalent of Eagle Scout.

The Ranger award is outlined in the Ranger Handbook. It consists of eight core requirements and four of eighteen elective outdoor activities. The Ranger Award represents outstanding achievement in high adventure disciplines and may be worked on until a member's 21st birthday.

Other awards are available through the Venturing Program.

4.4 Court of Honor

Throughout the year the Crew will hold a Court of Honor. The Court of Honor is an awards ceremony at which all of the Crew's major awards are presented. Parents, relatives and friends are invited and encouraged to attend.

Section 5

5.1 Activities

Activity Chairs shall be appointed by the President with the consent of the Advisor. No one may hold more than one chair at a time.

The Crew regularly takes part in service activities of various types. Member participation in these activities is the key to making them a success.

Notice of Crew activities are usually announced in advance with the issuance of printed activity plans. These will give all the information about the activity including the date(s), cost, uniform to be worn, and necessary equipment. Activity plans will be provided at Crew meetings.

In order to participate in any Crew activity a member's dues must be paid up to date. Activity Fees may or may not be refundable.

5.2 Dues and Enrolment Fee (not to take effect until September 2010)

Dues will be \$40.00 a year, payable quarterly or in full. The year is broken into quarters set up within the scouting year from September to September. Every three months \$10 is due or paid all at once or throughout the quarter. These funds will be placed in the crew account for purchasing awards and paying fees. New scouts will be exempt from the dues for that quarter.

Any member delinquent in dues for two or more quarters will be dropped from the crew roster.

Each member of the Crew is expected to pay his/her own way and to share in the unit expenses. An enrolment fee of \$30.00 is charged on a one time basis as each individual joins. This fee covers charter registration, and Venturer Manual. Money and paperwork must be received in time for registration to be processed before the member is able to go on activity.

All enrolment fees and dues are non-refundable.

5.3 Limited Scouter Fund

- The Limited Scouter Fund is an account in which every member is entitled. The member may access their account through the Treasurers and the President. The Limited Scouter Fund is for the use of Uniforms, Super Activity, High cost Crew Activities, or for any other purpose within the Crew's program.
- Each Crew member is expected to make deposits into this account regularly by participating in fundraisers or through personal funds.
- If a member is delinquent in dues payments for more than two terms and has available funds in his/her Limited Scouter Fund then the Crew is capable of pulling dues payments from the individual's fund.

5.4 Money-earning Projects

All members of the Crew have an obligation to help raise the funds necessary to keep the Crew functioning. It is unfair for an individual not to participate in raising these funds and then benefit from the efforts of others.

- All money-earning projects must be approved by a majority vote of the Crew members. Members who do not participate in a project are not entitled to any benefits of the funds earned and those who do not support Crew dedicated fundraisers forfeit 50% of their profits from fundraisers dedicated to individual scouter fund.
- All money-earning projects must be approved by the Advisor and meet Boy Scouts of America requirements.
- The percentage of the funds raised which will be credited to the Limited Scouter Fund will be

announced at the beginning of each drive. The percentage will be determined by the Advisor based on the needs of the Crew.

- For those members who are in the Crew as well as in a Troop (if the Troop allows); money from Troop long-term fundraisers can go into the Limited Scouter Fund.

Section 6

6.1 Discipline(1)

Discipline is the base upon which all other parts of the program are built. Anyone who cannot or will not accept the rules and regulations of the Crew cannot be a member. These rules include this Handbook as well as other written or verbal requests received from Crew Officers.

Sometimes a member may not understand why he is told to do something, but it must still be done. Under emergency conditions failure to immediately carry out an order could put everyone in danger.

Members shall promptly follow any lawful request of a Crew Advisor or Officer. This will include orders relayed from a superior officer through a member of the same or lesser rank.

Crew 370 does not allow any form of hazing, initiation or physical punishment. Violence or threat of violence (either expressed or implied), constitutes grounds for dismissal.

6.2 Discipline(2)

The offenses and penalties in the Discipline code are divided into three categories. Category I: Crew Officers should use their own discretion in determining the appropriate discipline to be given or to advise the matter to be taken as a Category II offence. Category II offences shall result in suspensions and/or probation and may result in dismissal from the Crew. Category III offences shall result in dismissal from the Crew.

6.3 The following are some (but are not limited to) examples of the offences which are divided up into three categories.

Examples of Category I Offences:

- a. Insubordination
- b. Harassment (of kind; for any reason)
- c. Refusing to cooperate with Crew rules and regulations
- d. Refusing to do assigned work
- e. Use of excessive obscene, abusive, or insulting language
- f. Disruptive behavior during a meeting or an activity
- g. Inappropriate touching (i.e. handholding, kissing, etc.)

Examples of Category II Offences:

- a. Repeated Category I Offences

- b. Assault and/or Battery
- c. Destruction and/or vandalism of Crew property, personal property of other members.
- d. Indecent exposure
- e. Theft and/or knowingly possessing stolen property
- f. Sexual harassment / Sexual conduct

Examples of Category III Offences:

- a. Repeated Category II Offences
- b. Prescription violation (misuse of prescribed medications) including failure to have the Adult Leaders aware of the medication
- c. Possession and/or use of alcohol and dangerous substances (illegal drugs)
- d. Use of pocket knife or any object as a weapon
- e. Violent behavior which creates a substantial danger to persons or property

6.4 CO-ED Behavior:

All crew members, youth and adult, will be aware of the fact that both sexes are present for all functions. Co-ed behavior expectations include the following:

1. Use common sense
2. No going off alone as a couple.
3. Be respectful and considerate of each other in and out of Venturing.
4. When females are using bathroom facilities, males are not allowed, and vice versa.
5. No public displays of affection at any crew activity.
6. No co-ed buddies unless it is 4 or more people; Advisors will decide on specific activities and functions.
7. No entering the domiciles (tents, dorms, rooms, etc) of the opposite sex.
8. Clinging to another rather than participating in events and activities is not acceptable

6.5 Due Process

The Crew President in conjunction with the Crew Advisor and an non-involved member of the Crew shall have the right to suspend temporarily, for cause, for a period of not more than 1 month.

Prior to any suspension, a member shall receive a verbal or written notification of the charge against him/her, the conduct which forms the basis of the charge, and the policy, rule, or regulation violated. He/she shall have the right to an explanation of the evidence supporting the charge and an opportunity to present his/her side. A member whose presence at activities poses a continuing danger to persons or property or ongoing threat of disruption may be immediately removed from Crew functions, as soon as practical thereafter, the member shall be informed of the nature of the charge against him/her and the evidence supporting it, and be given the opportunity to present his/her case.

The hearing board shall arrange for a hearing with the member and his/her parent or guardian within in one (1) month of the date of the suspension. The member and his/her parent or guardian shall be notified in writing of the time and date of the hearing. Members may question witnesses and have witnesses testify or give written statements on their behalf. Upon

consideration of all of the evidence presented at the hearing the hearing board concludes that a suspension or dismissal is warranted and may impose the suspension as long as necessary.

Within one (1) month of the decision of the hearing board the member has the right to appeal this decision to the Crew Committee.

Upon appeal the function of the Crew Committee to determine whether the testimony and exhibits presented support the charge upon which the suspension or dismissal was based. The Committee then delegates the Advisor to the responsibility for determining the duration of the suspension or dismissal.

Crew Member Signature / Date

Parent Signature / Date