



## Troop 33 Manoa Boy Scouts ByLaws

### MISSION STATEMENT

The Troop 33 Manoa Boy Scouts mission is to promote, supervise and administer the educational and recreational programs of the Boy Scouts of America. Troop 33 Manoa Boy Scouts focus on discipline, hard work and respect; the qualities that foster leadership and success in today's society.

#### I. PARENT RESPONSIBILITIES

- A. Joining Troop 33.** The Troop cannot function without the active involvement of every parent. Troop must ask each parent to volunteer to participate in at least one outing or activity annually in a supervisory capacity. Parents may volunteer for positions such as merit badge counselors, committee chairpersons or members, or chaperones.
- B. Annual Parent Meeting.** The Troop Committee Chairperson will convene an annual Parent Meeting. All registration documents and the annual registration fee are due as designated on the registration form. Once this deadline has passed, only boys whom have turned in their registration documents and annual registration fee are permitted to attend Troop meetings and scouting activities due to liability issues. The annual Parent meeting is mandatory for the parents of prospective Scouts and any Scouts currently registered with the Troop.
- C. Activity Consent Form.** Required for all participants - scout, families and guests.
- D. Transportation to Outings.** Parents are responsible for transporting their sons to and from Troop activities. Carpooling is advised whenever possible. All drivers who transport Scouts in their vehicle must be 21 years of age or older.
- E. Youth Protection.** The Troop requires the active parent(s) or guardian(s) to take the Youth Protection Training on [myscouting.org](http://myscouting.org) (although both parents are encouraged to take the Youth Protection Training in order to fully understand the Scouting Program's effort to protect the Scouts). Exceptions will be considered on a case by case basis by the Troop Committee.



## **Troop 33 Manoa Boy Scouts ByLaws**

**F. Medical Forms.** In accordance with the BSA rules on medical forms, the following medical forms will be required annually when attending Troop 33's scouting events:

1. Parts A, B1, B2, & C: All Scoutmasters, Assistant Scoutmasters, and Scouts
2. Part C: Any event lasting 72 hours or more requires Pre-participation Physical (Summer, Winter, and High Adventure)
3. If required forms are missing or incomplete, participants cannot attend the event.

**G. Refreshments.** Advancing Scout's families are responsible for refreshments at Court of Honor events.

## **II. TROOP COMMITTEE RESPONSIBILITIES**

### **A. Troop Committee Organization and Responsibilities.**

The Troop Committee is the Troop's Board of Directors and supports the Troop program. The Troop committee does the following:

1. Provides adequate meeting facilities.
2. Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
3. Supports leaders in carrying out the program.
4. Is responsible for finances and adequate funding.
5. Obtains, maintains and properly cares for troop property.
6. Serves on Boards of Review and Courts of Honor.
7. Helps with the Friends of Scouting campaign, a fundraising event.



## Troop 33 Manoa Boy Scouts ByLaws

**B. Offices.** The Troop Committee will consist of a minimum of six key Committee positions, to include the following. In addition, the Troop Committee may approve any parent or guardian of a Scout to serve as a Member at Large. The members of the Board, including the Chairperson, can be changed from time to time upon majority vote of the Board after a duly made motion. The Ratification page of the ByLaws shall be amended annually to reflect such changes and will be reflected in Meeting Minutes.

1. Troop Committee Chairperson
2. Secretary
3. Vice Chairperson
4. Advancement Coordinator
5. Treasurer
6. Membership Coordinator

**C. Committee Meetings.** The key Committee officers shall meet once a month to discuss Troop business. The Troop Committee Chairperson who will provide a written agenda, shall schedule meetings. The meetings shall be open to parents, registered members of Troop 33 and non-key Committee officers.

**D. 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 requirements and Scoutmaster's Conference for Tenderfoot, Second Class, First Class, Star, Life, Eagle and Eagle Palms. It is the Scout's responsibility to obtain a Scoutmaster's conference form and sign-up for a Board of Review.

### III. SCOUTMASTER'S RESPONSIBILITIES

**A. 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 Troop Committee appoints the Scoutmaster. The Scoutmaster's duties include:

1. Train and guide boy leaders.
2. Work with other responsible adults to bring Scouting to boys.
3. Use the methods of Scouting to achieve the aims of Scouting. Meet regularly with adult leaders to coordinate efforts in support of the program.
4. Meet regularly with Patrol Leadership Council (PLC) for training and coordination in planning Troop activities.
5. Attend Troop Committee meetings.



## Troop 33 Manoa Boy Scouts ByLaws

- B. Annual Planning.** The Troop supports the BSA goal of encouraging a “boy-led” troop. Each year, the Scoutmaster shall arrange meetings with the youth leaders of the Troop with the goal of establishing a program for the next year. This program will include monthly campouts, monthly themes for the meetings and upcoming Summer Camp options.
- C. Disciplinary Actions.** Every Scout is required to live by the Scout Oath and Law at all times, especially when wearing the Scout uniform or when present at any Troop 33 activity.
- D.** It is at the discretion of the Scoutmaster and the Assistant Scoutmasters to determine if a disciplinable action has occurred. Disciplinable actions will result in the following, in order of severity or recurrence:
1. A verbal reprimand.
  2. A conference with a Scoutmaster, in order to work out the problem, and set a course for better behavior.
  3. The Scout is sent home from the activity (including Summer Camp). In the event this occurs, the parents/guardians of the boy will be required to make arrangements to take custody of the boy. The Troop shall not be liable for any costs involved; these will be solely the parents/guardians’ responsibility.
  4. The Scout is suspended from the Troop. Should this action be taken, the Scoutmaster and the Committee Chair will work with the parents on the goal to integrate the youth back into the Scouting Program.
  5. Disciplinary actions will be dealt with in strict confidence. The Scout’s parents will be fully informed of the issue. Together, the Troop Committee, parents, and Scoutmaster will work toward a solution with the Troop’s best interest in mind. Depending on the severity of the disciplinable action, the Aloha Council may be notified.

### IV. SCOUT EXPECTATIONS

- A.** A Scout must be active to reap the benefits of the Troop 33 program. Active is defined as a Scout attending a minimum of fifty percent (50%) of meetings and fifty percent (50%) of activities.
- B.** Scouts who are active are eligible for advancement. A Scout must also meet the set requirements listed in the Scout Handbook for each specific rank.



## Troop 33 Manoa Boy Scouts ByLaws

### V. SCOUT EXPENSES

- A. Annual Fee.** The parents of each Scout registering with Troop 33 shall pay a fee of \$290.00. New Scouts who join Troop 33 from January – June will pay a fee of \$290.00; or \$145.00 (or 50%) if joining from July – December.
- B. Uniform.** It is the parent's responsibility to provide a complete uniform for the Scout - pants, shirt, sash, neckerchief slide, socks and all required insignia. Lost or second set of patrol patches will be the Scout's responsibility. Troop 33 will provide each scout a neckerchief and patrol patch. Replacement neckerchief may be purchased through Troop 33.
- C. Event Costs.** Two weeks prior to the activity, each Scout shall pay to the Adult-In-Charge, for his own food and activity fee (if applicable), for each campout or activity. Each patrol will be responsible for establishing the menu and assign a Scout to do the grocery shopping and be the chef for the campout.
- D. Additional expenses.** Each Scout is expected to provide their own mess kit, knife/fork/spoon set, cup, sleeping bag, ground pad, flashlight and necessary personal articles for each outing. Once advanced to First Class, Scouts have the option of using their own tent, rather than sleeping in a Patrol tent.
- E. Bank Service Fee.** A bank service fee incurred by Troop 33 as a result of a returned check is the responsibility of the check writer. Troop 33 will collect said amount from the responsible party.

### VI. FUNDRAISING

- A. Fundraisers.** The Troop encourages participation in Fundraising events to allow the Troop to pay for program fees and supplement the cost of Troop activities. The success (and failure) of this endeavor rests with the parents by encouraging the Scouts to participate. The parents should encourage the Scouts to participate in every fundraiser. In this way, the costs of the program can be borne by those that gain from it – the Scouts.
- B.** Fundraising activities shall be supervised by the fundraising coordinators, but all Parents are encouraged to participate. These activities will include Council-sponsored fundraisers (i.e. Trails End Popcorn, Makahiki), Visitor Industry Charity Walk, and other activities suggested by the Patrol Leadership Council (PLC).



## Troop 33 Manoa Boy Scouts ByLaws

### VII. LIABILITY WAIVER

The parent(s) or the legal guardian(s) of the Scout, agree to fully and finally release Troop 33, the Aloha Council, Boy Scouts of America, the Manoa School Association of Parents & Teachers (our Troop's chartering organization) and any individuals involved in Troop activities including without limitation, all leaders, parents and other participants from any and all claims or causes of action for injury, loss, damage, cost expenses and fees of whatever nature, known or unknown, in any manner arising, growing out of, connected with or in any manner involving, concerning or relating to the activities and/or functions of Troop 33, the Aloha Council, Boy Scouts of America, and the Manoa School Association of Parents & Teachers. An Activity Consent and Liability Waiver form will also be completed by each family releasing Troop 33 from all liabilities for all scouting events participated during the boy scout calendar year.

### VIII. INQUIRIES AND COMPLAINTS

All parent complaints and/or inquiries shall be directed to the Committee Chairperson.

### IX. RATIFICATION

The Bylaws as set forth above, were reviewed by the Troop Committee on September 9, 2021. The current standing Troop Committee members are as follows:

1. Committee Chair: Stephanie Wong
2. Vice-Chair: Vacant
3. Treasurer: Heeyeon Kim and Masako McMahan
4. Secretary: Vacant
5. Advancement Coordinator: Joy Browning and Ean Smith
6. Membership Coordinators: Evelyn Chock and Sara Ishida
7. Event Coordinator: Vacant
8. Committee Member: Joyce Endo, Dani Nishikawa, Heidi Okikawa, and Lorene Ng

Grant Tokumi, Scoutmaster

Stephanie Wong, Committee Chair

#### References:

The Boy Scout handbook  
The Junior Leader Handbook  
The Scoutmaster Handbook

The Troop Committee Guidebook  
Guide to Safe Scouting  
Boy Scout Field Book



## Troop 33 Manoa Boy Scouts ByLaws

### X. PARENT'S AGREEMENT

By signing below, I acknowledge that I understand the Bylaws; and further, I consent to and agree to abide by the Bylaws, including the release of liability set forth in Section VII, Liability Waiver.

Please return this page to the Committee Chair or Membership Committee.

---

Parent signature

Date signed

---

Parent signature

Date signed

---

Scout Name