

**BSA Troop
331
Guidelines**

**Church of the Incarnation
Collierville, TN**

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BSA Troop 331 Guidelines (2020 v1)

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INTRODUCTION

These guidelines are meant to be only guidelines and not hard and fast rules without any flexibility. No set of guidelines can be made to cover every possible situation. These guidelines simply give the Troop a structure to provide a superior Scouting experience for the Scout (your son).

JOINING THE TROOP

In order to join BSA Troop 331, a boy must have earned the Arrow of Light Award or have completed the fifth grade, or is 11 through 17 years old. All prospective members must visit Troop 331 for at least one (1) Troop meeting and then, along with their parent(s), meet with an adult leader of the Troop. Brothers of existing Troop members will be admitted to the Troop, even if the troop has reached the maximum membership limit. Maximum membership of troop to be determined by the Troop Committee to ensure adequate adult leadership to provide the appropriate scouting experience.

DUES

1. **Troop dues are \$100.00 per year**, which can be paid in two installments - the first in September and the second in February. Checks are to be made payable to BSA Troop 331. Other payment plans (i.e. yearly, monthly, etc.) may be arranged by agreement of the Scoutmaster (SM). Discounts for additional siblings are as follows: 2nd boy at \$88, 3rd boy at \$76 per year. There is no reduction for not taking Boy's Life magazine. These fees can be paid by the month if preferred.
2. All new scouts will be presented with a new BSA Handbook and troop neckerchief paid for by the troop. Class B uniforms (the red Troop 331 polo shirt) are available for a cost of \$15 (\$17 for XXL). Class C uniforms (Troop 331 T-shirt) may be offered at a nominal cost.
3. It is required that dues be kept current in order to remain on the active list for outing attendance and any special events. Dues not paid within three (3) weeks from date due will necessitate the Scout being placed on the inactive list, and not allowed to participate in Troop activities. Exceptions to this guideline will be brought to the attention of the Scoutmaster, and will be resolved with the concurrence of the Troop Committee.
4. New Scout dues will be pro-rated for the remainder of the year, beginning with the first day of the month following the month he joins, and are due immediately upon joining.
5. NO boy or adult will be denied admittance to Troop 331 or participation in Troop activities because of financial need. Please consult the Scoutmaster or the Troop Committee Chairperson.
6. Troop Charter fees are paid by the Troop. The Troop pays for insurance, Troop administration fees, and Boys Life subscriptions.
7. Registered adult initial and re-charter fees are \$40 per year.

OFFICIAL TROOP 331 UNIFORM

All scouts are expected to be in FULL Class A uniform at all Scout meetings and official functions. Unless otherwise stated.

The CLASS 'A' Uniform

SHIRT	Official BSA khaki, long or short sleeved, with green epaulets.
PANTS	Official BSA slacks style pants or shorts or appropriately colored, non-official BSA slacks or shorts (green or gray) are permitted (not blue jeans).
NECKERCHIEF	Troop 331 has its own neckerchief provided upon entry by the Troop.

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Replacements needed due to loss or damage will be paid for by the Scout.

SLIDE	Any official or homemade slide of an acceptable nature. We encourage Scouts to take part in the making of many different types of slides
BELT	Official BSA belt required with BSA slacks or shorts.
SOCKS	Official BSA green socks (ALWAYS required with BSA shorts) or appropriately colored dress socks with long pants.
SHOES	Clean and neat. Close-toed shoes or boots with enclosed heels (no clogs, flip flops, clogs, etc) for indoor functions. "Dressy" leather shoes for formal functions.
HAT	Optional.
SASH	Wide style (wide holds more) to be worn after the earning of Merit Badges begins, for the purpose of holding Merit Badges only.
BADGES	General badges to be purchased by the Scout: "Chickasaw Area Council" patch, and numerals 331. Patrol badge, leadership position and rank patches will be provided by the Troop. See the inside of the front and back covers of the Scout Handbook for a pictorial of badges. All other badges will be awarded (provided) by the Troop as they are earned.

The CLASS 'B' Uniform

Troop red polo shirt, BSA shorts/slacks with belt and socks.

The CLASS 'C' Uniform

Troop white T-shirt with any shorts/pants.

TROOP ATTENDANCE

1. Attendance logs are kept by the Patrol Scribes and submitted to the Troop Scribe by the close of each meeting or outing. They are then turned over to the Scoutmaster for signature and placed in the Troop records
2. A Scout must attend 75%* of troop activities each month to be considered "active" in the troop. Exceptions must have prior approval by the Scoutmaster or an Assistant Scoutmaster. This is done to avoid penalizing other Patrol members for a lack of responsible support on the part of some boys. It is felt that missing 25% of the activities, without reason, indicates a lack of interest in Scouting. ***75% attendance doesn't apply to scouts who hold leadership or other positions in the Troop. Their attendance requirements can be reviewed under each position outlined in the Appendix A - Scout Leadership Positions Duties and Responsibilities.**
3. When a Scout has been placed on the inactive list due to his lack of attendance, and he desires to again become active, he must write a letter to the Patrol Leaders Council (PLC) explaining his absences. The inactive Scout will bring this letter to the next regularly scheduled PLC meeting, where it will be read to the PLC and questions may be asked of the inactive Scout. An earnest effort

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will be made to reach a decision at this meeting. Those Scouts found to have unsatisfactory

reasons, as determined by the PLC, and reviewed by the Scoutmaster Corps, will be placed on the waiting list to rejoin the Troop, or, at the inactive boy's request, be transferred to another Troop. The Scout is not allowed to attend any Troop functions until the PLC has reached a decision on his request.

4. If a Scout will be unable to attend a meeting or a function, he should notify one of the following, in this order: his Patrol Leader, his Assistant Patrol Leader, the Assistant Senior Patrol Leader, or the Senior Patrol Leader.
5. The PLC has the right to call any Scout before them due to irregular attendance.

TROOP BEHAVIOR

Scouts are expected to conduct themselves in a manner that does not detract from the learning environment required to maximize the Scouting experience for all Troop members. A Scout's behavior should always be in accordance with the Scout Law. Behavioral problems will be handled within the structures of the Troop Chain of Command, i.e. Patrol Leader, Senior Patrol Leader, Junior Assistant Scoutmaster, and then the Scoutmaster. When a Scout is repeatedly disruptive and/or rude to his Troop Leaders and/or fellow Scouts, the Scoutmaster may choose to send him home from the meeting and his parents will be called to come and get him. If a severe problem develops on an outing, the Scout may be returned to the Church, where his parents will be called. Should either of the aforementioned happen, the parents will be expected to contact the Scoutmaster to discuss the problem. The problem will then be discussed with the PLC. Actions decided upon by the PLC will be reviewed by the Scoutmaster and submitted to the parents of the scout before implementation. The Scout will not be allowed to participate in any Troop functions until a decision has been made.

TROOP MEETINGS

1. Unless otherwise announced, regular Troop meetings will be conducted on Monday evenings between 7:00 p.m. and 8:15 p.m. at the Church of the Incarnation. All troop business, including Scoutmaster Conferences, boards of review, payment of dues and other fees will be conducted during that period.
2. Meetings will be conducted in accordance with the annual plan defined at the Troop Program Planning Conference. In general, the Troop will meet every Monday night except:
 - The Monday immediately after summer camp
 - The Monday immediately after Troop campouts
 - Holidays
 - Meetings during the summer may be held every other week, twice a month or as decided by the Scoutmaster or the Troop Committee

TROOP OFFICES AND ELECTIONS

Elections for Senior Patrol Leader and troop offices shall be held annually in April, taking office in August. Patrol leaders shall be elected each February and August. All candidates for office must have the Scoutmaster's approval. All candidates eligible for an office will be announced one week in advance of the election. All second year and above elected and appointed leaders must attend the Troop's Junior Leadership Training and National Youth Leadership Training. See Appendix A for a description of Scout leadership positions, duties, and responsibilities.

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PATROL LEADERS COUNCIL (PLC) MEETINGS

1. The Patrol Leaders Council consists of the *Senior Patrol Leader (SPL)*, *Assistant Senior Patrol Leader (ASPL)*, *Patrol Leaders (PL's)* *Scribe*, *Quartermaster*, *Troop Guide*, and the *Scoutmaster (SM)*. The purpose of the meeting is to plan the monthly theme, discuss the Troop agenda, and any other situations that arise.
2. Each Patrol Leader should be present, or see to it that the Assistant Patrol Leader or another Patrol Member represents his Patrol when he cannot be there. When a Patrol Leader is absent, the APL or the member of the Patrol attending the PLC will have the Patrol's vote. A Patrol Leader who misses the PLC meeting without making arrangements for a replacement will be warned by the Senior Patrol Leader. If a Patrol Leader misses two consecutive PLC meetings in this manner, the Patrol will have the option to elect a new Patrol Leader.
3. The Patrol Leader, or representative, should check for any questions or problems from his Patrol members prior to the meeting. He should then report back to his Patrol at the next regular Troop meeting or by phone, if necessary.
4. Meetings are held from 7:00 p.m. until 8:00 p.m. at the Church the Monday immediately after the campout for the month. There will be no regular Troop meeting the night of the PLC meeting.

TROOP COMMITTEE

The Troop Committee is the troop's board of directors and supports the troop program. The primary functions of the Troop Committee include:

- Ensures quality adult leadership
- Provides adequate meeting facilities
- Advises Scoutmaster on policies relating to BSA and the chartered organization
- Supports leaders to carry out the program
- Management of troop finances (responsible for funding and disbursement in line with an approved budget)
- Obtains, maintains and properly cares for troop property
- Ensures the troop has an outdoor program
- Serves on board of reviews and courts of honor
- Supports the Scoutmaster in working with individual boys and problems that may affect the troop's overall program
- Assists the Scoutmaster with handling boy behavioral problems

Committee meetings are held to update the committee members on Troop requirements and activities, financial standing, and District/Council happenings. The Troop Committee meetings are not closed, but non-Committee Members wishing to attend for a specific reason need to submit that topic to the Committee Chairman least 48 hours prior to the meeting for inclusion on the agenda and are not voting members. Each meeting will include some time to allow ad hoc comment or questions from the floor, length of time available to be determined by the time necessary to complete regular committee business. Committee meetings are not announced to the Troop, but are generally held once a month.

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TROOP PROGRAM PLANNING

1. After the school year begins and prior to September 1st, the PLC, SM: and the ASM's will schedule a campout or an appropriate one-day outing, the purpose of which is to plan and schedule the Troop activities for the coming year. In planning and scheduling, consideration will be given to school schedules, holidays, summer camp, the Council/District Camporee, and scheduling restrictions from the Church of the Incarnation. The proposed schedule of Troop activities will be presented for approval to the Troop Committee at the first regular Committee meeting following the scheduling outing. The approved schedule will be presented to the Troop at the next regular Troop meeting following the Committee meeting. It is intended that the PLC create the plan and that adult leaders provide guidance.
2. The PLC will review the annual plan at the regular monthly PLC meetings, make necessary adjustments, and create detailed plans for each Troop function for the upcoming month.

CAMPING/FEES

Outdoor camping is an integral part of Scouting, and as such Troop 331 plans monthly campouts approximately ten (10) times per year, including summer camp. Troop 331 provides tents, Patrol cooking dishes, dining fly, cooking stoves, and lanterns. Each Scout is expected to provide himself with the rest of his camping gear. Discussion with the Scoutmaster, or any adult leader, is advised prior to the purchase of any Scout's camping item (backpack, sleeping bag, etc.). Troop campouts or functions MUST have a minimum of two (2) adults in attendance.

Campout Fees: To simplify the monthly campout fees process, the Troop will collect a flat fee of \$25.00 per scout, for each campout to cover the cost of camp fees and food. Extraordinary activity fees (e.g. caving, canoeing, etc.) will be assessed where appropriate, as determined by the Outdoor Activities Coordinator. Adults will not be charged ordinary camp fees, but will be responsible for their own food (normally arranged and shared by the adults attending the event). The Scoutmaster will not be charged a camping fee.

TRAINING FEES

Adult training fees will be reimbursed at the rate of fifty (50) percent of the cost for the course. NYLT training for SPL/ASPL will be reimbursed at 100% for scouts. Additionally, one hundred (100) percent of the cost of any high adventure training will be reimbursed as the required training will enable scouts to attend a BSA high adventure base.

The Troop Committee will review this policy and its effect on our finances every six months and make any changes necessary.

PATROL EQUIPMENT

1. Each Patrol is responsible for maintaining their assigned equipment. The Patrol Leader is in charge of all equipment assigned to his Patrol, its maintenance, safe keeping and readiness at all times.

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2. At the close of each outing, the Patrol Leader is responsible for assigning any and all gear that must be taken to a scout's home for cleaning or repair. This list will be turned over to the Quartermaster or the Assistant Senior Patrol Leader in charge of Troop equipment. All tents, ground cloths, and dining flys **MUST** be clean and dry before storage. All cooking gear, including stoves, should be clean before leaving the outing area and, therefore, should not have to be taken home.
3. Each Patrol's gear should be ready to pass inspection periodically as requested.
4. Any item of Patrol equipment that is lost, destroyed, or otherwise rendered unusable during the course of any outing, will be replaced by the Patrol members on that outing. This does not refer to damage as the result of normal "wear and tear".

PATROL FOOD PURCHASING FOR OUTINGS

1. Scouts will share the cooking responsibilities and eat as a Patrol.
2. During a regular Troop meeting prior to each outing (normally two weeks prior to the outing), each Patrol will make up a menu for the upcoming outing. The menu must be approved by the Scoutmaster or an adult leader. The Patrol Quartermaster (QM) and one Patrol member are then assigned to purchase the food.
3. If there is any question about the number of Patrol members going, the Patrol Leader will verify the exact number of Patrol members planning to attend the outing and report this count to the Scout(s) in charge of the food purchasing. It is suggested that food be purchased the day before the campout.

Any Patrol member who says he is going and then does not, MUST still pay the stated campout fee, \$25.00, or the announced fee as appropriate, unless he has notified the Patrol member(s) in charge of the food purchasing, prior to the purchase of the food. If a Patrol member becomes sick at the last minute, his parents must notify the Patrol Leader and the Scout will not be required to pay.

TRANSPORTATION

Transportation is provided for the Troop 331 campouts and regularly scheduled events by the parents of Troop 331. **All parents in the Troop are expected to help with transportation** as requested by the Outdoor Activities Coordinator or the Scoutmaster. When every parent takes his/her turn, it does not overburden a few. All drivers for any Troop 331 activity must be at least 18 years of age. Each vehicle must have adequate insurance and seat belts for each occupant. When traveling to and from events, the Troop will have a travel plan with prescheduled stops if needed. Caravanning is not allowed by BSA policy. Scouts cannot leave an outing early without the Scoutmaster's prior approval, excluding emergency situations.

SUMMER CAMP

1. Summer camp will be limited to active members of Troop 331 who are current with their Troop dues and any individual Patrol debts.
2. Any boy, not a member of Troop 331, desiring to attend Summer Camp with our Troop must be an active Boy Scout in another Troop and submit, in writing, a request for attendance, to be approved by both the PLC and the Committee of Troop 331, prior to the reservation deadlines. The reason should be other than just a desire to attend with Troop 331.

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HIGH ADVENTURE PARTICIPATION

Basic guidelines for participation in High Adventure (i.e. Philmont, Sea Base, Northern Tier, Summit, etc.):

1. Age 14 or age 13 and completion of the 8th grade
2. Active in Scouting for 6 months
3. Achieved rank of 1st Class or above
4. Preference will be given based on age of scout if participant interest exceeds the crew size limitations.
5. Preference given to trip leader siblings in light of volunteerism and adult commitment.
6. Parental permission
7. Scoutmaster approval
8. Exceptions can be made by request of the Scoutmaster with Troop Committee approval and the approval from the high adventure base if request warrants.
9. Each scout and adult must meet the skill and health requirements of the high adventure base.

*** Adult crew leader has the responsibility of communicating the high adventure opportunity to all of troop and formulation of adult team and well balanced scout crew using the above guidelines along with the guidelines listed for the high adventure base. The adult leader also bears the responsibility of the planning, logistics, preparation activities, and communications to the crew members.

FUND RAISING

Any fund raising activity the Troop desires to participate in must be submitted to the Troop Committee for approval.

TROOP REFUND POLICY

The Troop will not refund any money once the Troop has made a binding commitment or paid outside parties unless as specified below. A commitment for monthly campouts is assumed as of close of Troop meeting the week before the event if not made before. Refunds are to be paid in full if no Troop obligation has been made or paid. This policy encompasses scouts and adults in the same fashion, but as separate groups. Checks will not be cut for these transactions.

1. Refunds in full if cancelled before any money/commitment is made to outside parties.
2. Cancellations after money is paid to outside parties will be non-refundable (for amount paid to outside party). In the event an additional scout(s)/adult(s) subsequently chooses to attend the event (and pays in full), a credit to the cancelling scout(s)/adult(s) account will be made at that time. Should additional scout(s)/adult(s) be added subsequent to that, their payment would generate a credit to cancelling scout(s)/adult(s) account and so on with maximum credit being entire amount paid or obligated by the cancelling scout(s)/adult(s). For clarity, if more than one scout/adult is cancelling, money is credited evenly across those scout/adult accounts as additional scouts/adults are added. Scouts are balanced off against scouts and adults against adults.

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UNACCEPTABLE/NOT ALLOWED ITEMS

The following items are not allowed on Troop 331 Campouts, Summer Camp, or at any Boy Scout function:

Drugs

Tobacco (in any form)

Alcohol (in any form)

Sheath (hunting) knives any knives with blades longer than three (3) inches

TVs

Dice

Soda pop (only allowed with SM's approval, not usually taken on weekend Campouts)

Liquid fuel hand warmers

Candy (instead, take gorp or trail mix)

Magazines (Adult)

Weapons of any kind

Fireworks of any kind

Butane lighters

Electric games

Electronic devices, while acceptable for use during travel to or from scouting events, must be left in the car while at the event. This includes cell phones. All leaders have cell phones and can be contacted for emergencies if you need to get in touch with your child.

If you have any doubt as to whether an item is acceptable, check with the Scoutmaster before bringing the item to a Troop 331 function. Failure to comply with the above list will result in disciplinary action being taken by the Scoutmaster and/or the PLC. Disciplinary action may range up to and include suspension from the Troop, depending on the severity of the offense.

COURTS OF HONOR

Courts of Honor are held a minimum of two times a year for the purpose of recognizing all advancements and achievements made by the scouts since the last Court of Honor and for the presentation of any special awards. These are big nights for the scouts and the attendance of ALL parents is expected. Rank and merit badges are usually awarded as earned and recognized at the Court of Honor.

EAGLE SCOUTS/PROJECT

All Scouts attaining the rank of Eagle while a member of Troop 331 are lifetime members of the Troop and are eligible for all Troop activities without further Troop eligibility requirements, subject to the rules and/or requirements of the specific activity.

Eagle project funds can be managed by the Troop Treasurer with prior Treasurer agreement. Following completion of the Eagle Scout's project, any remaining funds less than \$50 will go to Troop General Funds. Surplus funds greater than \$50 will be donated to a charity/organization of the Eagle candidate's choice.

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SERVICE PROJECTS

Service to others has been a hallmark of the Boy Scouts of America since its beginnings. Rank advancement for Star, Life, and Eagle include requirements of service hours. Appendix C lists various criteria for service hour requirements for rank advancement.

TROOP LIBRARY

1. There is a limited Troop library of merit badge books for Scouts to use as needed.
2. The book you need may not be included. Please see the Troop Librarian for information.
3. Any books you wish to donate will be appreciated.
4. Merit Badge books should be checked out, or returned through the Librarian. A charge, set by the PLC, is made for books not returned.

TROOP SIZE

The Scoutmaster, with the concurrence of the Troop Committee, has the authority to set a limit on the number of active Scouts in BSA Troop 331. The limit will be based on the age and rank of the Scouts; the number of Adult Leaders; the facility limitations; and the amount and condition of Troop gear.

MERIT BADGES

Check with the Merit Badge Coordinator before beginning work on any merit badge. No Scout may work on a merit badge without the supervision of a counselor approved to teach that merit badge. A blue merit badge card, with your Scoutmaster's signature, must be taken with you to the counselor. A Scout must have at least one other person present when meeting with the merit badge counselor and always meet with your counselor in full uniform. When a Scout completes the requirements for a particular merit badge and the merit badge counselor has signed off on the merit badge card, the Scout is responsible for turning that card in to the Merit Badge Coordinator. Once work has begun on a badge the Scout has one year to complete it or he must start over.

ADVANCEMENT/ PROGRESS BOARD OF REVIEW

1. When a Scout has completed all the requirements for a rank, he appears before a Board of Review comprised of at least three, and not more than six, committee Members. The review has three purposes: to make sure that the work has been learned and completed, to find out what kind of experience the Scout is having in his patrol and troop, and to encourage the Scout to progress further. It is also important to review those Scouts who are not advancing and to provide motivation for them to continue. Scoutmasters and Assistant Scoutmasters (ASM) do not participate in a Board of Review
2. A Board of Review is the last step in completing a rank and should not be scheduled until all other requirements for that rank have been completed and signed off.
3. Any Scout transferring into Troop 331 that has completed the requirements for advancement in his former Troop must demonstrate, by being active and participating in Troop 331 activities, that he is qualified to seek said advancement. No Boards of Review will be held until the Scout has demonstrated his proficiency.

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4. In addition to meeting the rank requirements, no Scout will be considered for advancement in Troop 331 without being “active” in the troop. All exemptions are contingent on Scoutmaster approval and can be reviewed by the Troop Committee as required. See the Troop Attendance section for guidelines for definition of “active.”
5. Troop 331 will follow BSA’s guidelines on the advancement of a scout.

ORDER OF THE ARROW

1. The Order of the Arrow (OA) is an Honor Campers Brotherhood chartered by the BSA to recognize those Scout Campers who best live up to the Scout Oath and Law. The only way a Scout becomes an OA member is through an election held by the Troop.
2. Requirements for nomination are that a Scout must be a First Class Scout or above and have camped out a minimum of fifteen (15) nights with Troop 331 in the two (2) years preceding the elections. These fifteen (15) nights may include only one (1) long-term camp of six (6) days and nights. The Scoutmaster must approve all candidates.
3. Transferring scouts may be eligible after 3 campouts with Troop 331 provided records can be presented showing at 15 days camping with previous troop. Scoutmaster approval is required for eligibility.

AMENDING AUTHORITY

The Troop Committee has the authority to change or amend these guidelines.

NOTICE

Notice of a proposed amendment must be made at the Committee Meeting prior to the meeting at which the vote will be taken.

QUORUM AND MAJORITY

Quorum (greater than half of current committee positions attending) must be reached, and majority requirements met, by those Committee Members attending the regularly scheduled Committee Meeting in order to pass motions. A simple majority vote by appointed voting members only is needed to pass motions. Two-thirds of voting committee members needed to amend these guidelines.

INFORMATION SECURITY

Details of Troop 331’s information security policies are provided in Appendix D.