

**Boy Scouts of America
Troop 4
La Jolla, California
Articles of Association**

These Articles of Association are adopted by Troop 4, Torrey Pines District, San Diego Imperial Council, Boy Scouts of America.

**Article 1.
Purpose**

Troop 4 is a non-profit association sponsored by the La Jolla Presbyterian Church and the La Jolla Chapter of Kiwanis. The purpose of these articles, and the Procedures Manual issued by the Troop Committee, is to govern the organization and activities of Troop 4 pursuant to the charter, rules and policies of the Boy Scouts of America.

**Article 2.
Troop Membership and Advancement**

(2.1) Membership Requirements: In order to become and remain a member of Troop 4, the Scout must: fulfill the membership requirements of the Boy Scouts of America (“BSA”) and the troop, submit the BSA application, pay the annual dues, abide by the policies of the BSA and the troop, and be approved for membership by either the Scoutmaster or a majority of the Troop Committee.

(2.2) Duties of the Troop 4 Scout: It is the duty of each scout to participate in troop activities by: attending Monday night troop meetings; attending quarterly troop courts of honor; participating in troop service projects; and participating in troop activities.

(2.3) Advancement: BSA requires that a scout “be active” in his troop in order to advance to Star, Life and Eagle. Troop 4 has a long history and tradition as an “outdoor” troop; seeking to provide each scout the opportunity to develop strength, confidence and self-reliance through a vigorous scout-led outdoor activities program.

(2.3.1) Active Participation: In order to advance to Star, Life and Eagle, the Troop 4 scout must show active participation in outdoor and other troop activities.

(2.3.2) Scoutmaster Conference and Board of Review: The advancing scout should be prepared to demonstrate active participation in troop activities at his Scoutmaster conference and board of review.

(2.3.3) Equivalent Alternatives: If a scout is disabled or otherwise unable to participate in troop outdoor activities, he may show active participation by alternative means commensurate with his circumstances and abilities and acceptable to the Scoutmaster and the members of his board of review.

Article 3. Troop Organization

(3.1) Scoutmaster: The Scoutmaster is appointed in the fall of each odd year by the Troop Committee with the approval of the Sponsors, serving a 2-year term beginning in January of the following year. Assisted by Assistant Scoutmasters, Junior Assistant Scoutmasters (16 or 17 year old Scouts who assist the Senior Patrol Leader, and are appointed by him, with the Scoutmaster's advice and consent) and Troop Guides, who he appoints with the approval of the Troop Committee, the Scoutmaster leads the Troop through the Scouts holding leadership positions. The Scoutmaster performs the duties of Scoutmaster pursuant to the policies of the Boy Scouts of America, these Articles and the Manual of Procedures, including:

(3.1.1) Guiding the Scouts holding leadership positions in planning, scheduling and managing the approved activities of the Troop;

(3.1.2) Guiding the Patrol Leaders Council in its monthly meetings;

(3.1.3) Coordinating an annual meeting of the Patrol Leaders Council and appropriate Troop Committee Chairs for the development of an annual master schedule of activities; and

(3.1.4) Attending the monthly meetings of the Troop Committee and the Roundtable.

(3.2) Senior Patrol Leader: Candidate(s) for Senior Patrol Leader ("SPL") are nominated by a majority of registered Scouts with a rank of Star or higher. The nominee(s) must have attained the rank of Life Scout or higher and must be approved by the Scoutmaster. The SPL is elected semiannually by registered Scouts. The duties of the SPL include:

(3.2.1) Leading the Troop under the supervision of the Scoutmaster;

(3.2.2) Presiding at Troop Meetings and Patrol Leaders Council meetings;

(3.2.3) Attending the Troop Committee meetings; and

(3.2.4) Coordinating and managing the activities of the Troop, with the guidance of the applicable Troop Committee Chairs and the Scoutmaster.

(3.3) Assistant Senior Patrol Leader: One or more Assistant Senior Patrol Leaders ("ASPL") are appointed by the SPL, with the approval of the Scoutmaster, after having attained the rank of Star Scout or higher. The duties of the ASPL include:

(3.3.1) The ASPL stands in for the absent SPL;

(3.3.2) The ASPL coordinates, with his Troop Committee counterpart: those activities of the Troop which he has the duty to manage; and

(3.3.3) The ASPL coordinates and manages the activities of Troop Officers as directed by the SPL.

(3.4) Patrol Leader: The Patrol Leader (“**PL**”) is elected semiannually by registered Scouts in his patrol. The Patrol Leader must have attained the rank of First Class Scout or higher. The duties of the PL include:

(3.4.1) Leading the Patrol under the supervision of the Patrol Assistant Scoutmaster;

(3.4.2) Presiding at Patrol meetings; and

(3.4.3) Attending and representing the patrol at Patrol Leaders Council meetings.

(3.5) Scout Officers: With the approval of the Scoutmaster, the SPL semiannually holds elections for, or appoints when no election(s) are necessary, the following Scout officers (“**Scout Officers**”): the Chaplain Aide, who facilitates the spiritual growth of the Scouts; the Historian, who maintains Troop history by way of photos, news stories, awards and other records collected in the Troop Scrapbook; the Librarian, who maintains the Troop library of merit badge pamphlets, books, and merit badge counselor lists; the Quartermaster, who maintains and keeps an inventory of the Troop equipment; and the Scribe, who keeps minutes of the Patrol Leaders Council meetings, records attendance at Troop meetings, and works with the Committee Advancement Chair to maintain troop advancement, attendance and activity records.

(3.6) Patrol Leaders Council: The Patrol Leaders Council (“**PLC**”) is composed of the Senior Patrol Leader, the Assistant Senior Patrol Leader and the Patrol Leaders and is guided by the Scoutmaster. The PLC plans, schedules and manages the activities of the troop, preparing each May an annual schedule for the following year. Each member of the Patrol Leaders Council leads by example, showing the Scout Spirit by living the Scout Oath and the Scout Law.

(3.7) Patrols: The registered scouts of the Troop are organized into patrols. The patrols are formed by the Senior Patrol Leader and the Assistant Senior Patrol Leader. Each patrol is formed by integrating all of the Scouts within the troop into patrols. Each Patrol is advised and guided by an Assistant Scoutmaster and such other guides, as the Scoutmaster shall appoint.

Article 4. Troop Meetings, Voting, Uniform

(4.1) Regular Meetings: Except as otherwise scheduled, the troop meets each Monday night at 7:00 p.m., excepting the first Monday of the month.

(4.2) PLC Meetings: Patrol Leaders Council meetings are on the second Monday of each month at 5:30 p.m.

(4.3) Special Meetings: The PLC, with the approval of the Scoutmaster, may schedule special meetings of the PLC or the Troop for specific purposes, provided the registered Scouts eligible to vote at the meeting are given reasonable notice.

(4.4) Quorum: One-third of registered Scouts constitutes a quorum of the Troop for Troop action; a majority of the PLC constitutes a quorum for PLC action, and a majority of the Patrol constitutes a quorum for Patrol action.

(4.5) Voting: At a meeting where an appropriate quorum is present, the majority of registered Scouts present and eligible to vote determines those matters which are subject to vote by the Troop, the PLC or the Patrol.

(4.6) Uniform: The required uniform for all regular troop meetings and Courts of Honor is the Class A uniform with neckerchief, Class A or B to be worn otherwise as determined by the PLC with the approval of the Scoutmaster.

Article 5. Troop Committee Membership

(5.1) Requirements: A Committee Member must fulfill the membership requirements of the Boy Scouts of America and the Troop Committee; must accurately and completely submit and provide all information and references requested by the Troop Committee and required by the BSA Adult Application; must be of good character; must abide by the goals and policies of the Boy Scouts of America and the Troop Committee including the goals and policies set forth in these Articles and the Manual of Procedures, must pay the required membership dues, and must be approved by the Committee Chair, the Scoutmaster, and a majority of the Committee. Committee members support the activities of Troop 4:

(5.1.1) By attending the scheduled meetings of the Troop Committee; and

(5.1.2) By serving as an officer, or by serving actively on one of the Standing Committees and helping complete the tasks of that committee.

Article 6. Troop Committee Organization

(6.1) Troop Committee: The Troop Committee is the governing body of the Troop, with the duty to support and guide the activities of the Troop pursuant to the goals and policies of the Boy Scouts of America, the Sponsors, these Articles and the Manual of Procedures.

(6.2) Executive Committee: The Executive Committee is composed of the Troop Committee Chair, the standing Committee Chairs, and the Treasurer. The Executive Committee may make recommendations to the Troop Committee for action or consideration. The Executive Committee is also empowered to take any action which may be taken by the Troop Committee if the Executive Committee finds that it is in the best interest of the Troop that such action be taken before the next scheduled Troop Committee meeting, and further finds that a special meeting of the Troop Committee is impractical and unnecessary. Notwithstanding the preceding sentence, the following actions cannot be taken by the Executive Committee: (i) election or removal of the Scoutmaster or Committee Chair; (ii) removal of a Committee Member; or (iii) amendment of these Articles.

(6.3) Troop Committee Chair: The Chair is appointed in the fall of each even year by the Troop Committee with the approval of the Sponsors, serving a 2 year term beginning in January of the following year. The duties of the Chair include:

(6.3.1) Leading the Troop Committee in accord with the goals and policies of the Boy Scouts of America, the Sponsors, these Articles and the Manual of Procedures;

(6.3.2) Scheduling, setting an agenda and presiding over meetings of the Troop Committee and the Executive Committee; and

(6.3.3) Appointing, with the approval of the Troop Committee, the Committee Chairs and Officers.

(6.4) Advancement: The Advancement Committee, led by a Chair appointed by the Troop Committee Chair and approved by the Troop Committee, is a standing committee which manages the advancement program. The duties of this chair and committee include:

(6.4.1) Scheduling and supervising the conduct of monthly boards of review (and coordinating training for the board members);

(6.4.2) Scheduling and supervising the conduct of quarterly courts of honor;

(6.4.3) Maintaining and monitoring advancement records and communicating the same to the Records Committee;

(6.4.4) Filing required advancement reports with BSA; and

(6.4.5) Maintaining and communicating resource materials and advancement criteria.

(6.5) Activities: The Activities Committee, led by a Chair appointed by the Troop Committee Chair and approved by the Troop Committee, is a standing committee which supports the Troop activities program. The duties of this Chair and committee are guiding the SPL and adult leaders in the management of the out door activities of the Troop, including:

(6.5.1) Scheduling activities pursuant to and supplementing the annual master schedule (see Section 3.1.3);

(6.5.2) Setting the objectives to be accomplished;

(6.5.3) Setting prerequisites for participation;

(6.5.4) Preparing Activity announcements informing Scouts of required equipment and supplies;

(6.5.5) Setting proposed routes and schedules;

(6.5.6) Arranging required communication and transportation resources;

(6.5.7) Assuring that the administrative details are resolved (assignment of adult and scout leaders, payment of costs, and procurement of BSA and Forest tour permits); and

(6.5.8) Filing with the Secretary the post-activity reports for all outdoor activities (the post activity report including the activity announcement, tour permits, and release forms).

(6.6) Programs. The Programs Committee, led by a Chair appointed by the Troop Committee Chair and approved by the Troop Committee, is a standing committee, which manages the program. The duties of this chair and committee are coordinating and guiding the SPL and designees for program activities in the management of the Monday night program of the Troop, including:

(6.6.1) Planning and conducting Monday night program activities designed to advance, train and inform the Troop; and

(6.6.2) Arranging relevant outside expertise once per month.

(6.7) Adult Officers:

(6.7.1) Registrar: The Registrar, or designee, attends each weekly Troop Meeting in order to register new Scouts and Committee Members, annually re -registers Scouts and Committee Members, and annually re -charters the Troop. Duties of the Registrar include: the collection of Adult Applications and Boy Scout Applications for membership and the prescribed dues, delivery of the applications to Scout Headquarters, delivery of the Troop copy of the applications to the Troop Database Officer, and delivery of the dues to the Treasurer; the collection of re-registration dues and filing of the Troop Re-chartering papers with Scout Headquarters by December 31 of each year; and dissemination of current Scout Headquarters rosters to the Treasurer and the Database Officer.

(6.7.2) Database Officer: The Database Officer collects and maintains the Troop and Troop Committee Database, based upon information received from the Registrar, Advancement Chair, Activities Chair, Service Officer and Scoutmaster.

(6.7.3) Treasurer: The Treasurer: is the custodian of troop funds; maintains Troop accounts and records; expends Troop funds as authorized by the Troop Committee or the Executive Committee; gives an oral financial report to the Troop Committee each month; and files with the Secretary each January an annual summary of Troop funds received, expended, and on hand. The Treasurer may only disburse funds by utilizing a check from the Troop bank account.

(6.7.4) Secretary: The Secretary maintains minutes of Troop Committee meetings, collects and maintains programs for courts of honor, collects and maintains the post - activity reports for outdoor activities and corresponds at the direction of the committee.

(6.7.5) Service Officer: The Service Officer works with the Scoutmaster to guide the Scout Leaders in the planning and execution of service projects.

(6.7.6) Training Officer: The Training Officer schedules, coordinates and conducts training for Scouts and Committee Members, including SALT, HALT, YPG, and semi - annual junior leader training for newly elected s cout leaders.

(6.7.7) Public Relations: The Public Relations Officer manages the troop public relations program, including coordinating an annual event involving Troop 4 alums and supporters and editing a quarterly newsletter to parents, alums and supporters.

(6.7.8) Pack Liaison: The Pack Liaison Officer coordinates liaison with the local Cub Scout Packs.

(6.7.9) LJPC Liaison Officer: The LJPC Liaison Officer coordinates liaison with sponsor La Jolla Presbyterian Church.

(6.7.10) Kiwanis Liaison Officer: The Kiwanis Liaison Officer coordinates liaison with sponsor Kiwanis.

Article 7. Troop Committee Meetings

(7.1) Regular Meetings: Except as otherwise scheduled, the Troop Committee meets on the first Monday night of each month at 7:00 p.m. The December meeting is the annual Troop Committee holiday gathering.

(7.2) Special Meetings: The Executive Committee may call special meetings for specific purposes, provided the registered Committee Members eligible to vote at the meeting are given reasonable notice. The Troop Committee Chair may call meetings of the Executive Committee by giving reasonable notice; and a meeting of the Executive Committee may be conducted by telephone Conference call.

(7.3) Quorum: A quorum is required for any action to be approved. A majority of the registered Troop Committee Members constitutes a quorum at a regular or special Troop Committee meeting; and a majority of the Executive Committee Members constitutes a quorum at an Executive Committee meeting.

(7.4) Voting: At a meeting where an appropriate quorum is present (i) a majority of registered Troop Committee Members present determines those matters which are subject to vote by the Troop Committee, except as otherwise provided in these Articles and (ii) a majority of the Executive Committee determines those matters, which are subject to vote by the Executive Committee.

Article 8. Disciplinary Action

Either the Troop Executive Committee or Troop Committee Chair has the authority to investigate and take action with regard to situations that may require disciplinary action. In such a case, the Troop Committee Chair or Troop Executive Committee, as the case may be, shall proceed as follows:

(8.1) The Troop Executive Committee or Troop Committee Chair may appoint a Board of Review to investigate the facts surrounding the situation or behavior. The Board of Review should be comprised of five members and consist of the Troop Committee Chair, the Scoutmaster, and other registered adult Troop Committee members.

(8.2) The Board of Review should first meet to discuss the facts of the situation as they are currently known.

(8.3) The Board of Review or a subcommittee appointed by Board Members shall then investigate the facts.

(8.3.1) For situations or behavior involving adult(s), the Board will request that the adult(s) attend a fact-finding meeting.

(8.3.2) For situations or behavior involving scout(s), the Board will request that the scout(s) and their parents attend a fact-finding meeting

(8.4) The Board will then consider all information gathered during the investigative process and decide whether the situation or behavior is a minor or major issue (with a majority of Board Members or majority of the subcommittee required for any determination):

(8.4.1) Minor Issues.

(8.4.1.1) If the situation is of a relatively minor nature, then the Board of Review or subcommittee may provide disciplinary action as it determines is appropriate.

(8.4.1.2) It is recommended that any disciplinary action for minor issues be positive e.g. Service Hours or other positive action.

(8.4.2) Major Issues.

(8.4.2.1) Determine how and when the Council should be notified of the issue, and what recommendations are appropriate. The Council or Board of Review shall carry out all recommendations other than the removal of a scout or adult as an SPL, ASPL, Officer, Committee Member or Scoutmaster, whose removal procedure shall be as follows:

(8.4.2.2) If the recommendation is removal of either a scout or an adult from a leadership position or from the Troop, such removal procedure shall be conducted as outlined below:

(8.4.2.2.1) Scouts: A Scout may be removed from the troop for conduct contrary to the policies of the BSA or these Articles. In such case, the Board (or subcommittee) shall inform Scout and his parents at least seven (7) days in advance of meeting of recommendation. Removal must be recommended by 2/3 of those present at a regular meeting of the patrol leaders council (provided announced at the previous regular meeting) or at a special meeting called for that purpose, and must be approved by 2/3 of those present at a regular meeting of the troop committee (provided announced at the previous regular meeting) or at a special meeting called for that purpose.

(8.4.2.2.2) SPL, ASPL, Scout Officer and Patrol Leader: An SPL, ASPL, Scout Officer and Patrol Leader may be removed from office for conduct contrary to the principles of Scouting as expressed in the Scout Oath and Scout Law, these Articles or the Procedures Manual; or he may be removed from office for failure to satisfactorily perform his duties after having been given warning and counsel by the Scoutmaster. Removal must be recommended by 2/3 of those present at a regular or special meeting of the Patrol Leaders Council, endorsed by the Scoutmaster and approved by a Special Performance Board of Review.

(8.4.2.2.3) Committee Member or Scoutmaster: Any Committee Member or Scoutmaster may be removed from the troop for conduct contrary to the principles of Scouting as expressed in the Scout Oath and Scout Law, or by conduct contrary to the policies expressed in these Articles or the Procedures Manual. Removal must be approved by 2/3 of those present at a regular meeting of the Troop Committee, or a special meeting called for that purpose.

Article 9. Amendment

These articles may be amended by a majority of registered Troop Committee Members present at a Regular Meeting or at a Special Meeting called for that purpose (provided that the proposed amendment is announced at the previous Regular Meeting or in the call of the Special Meeting).

History

1. Original Articles of Association adopted by majority vote of a quorum present at the Troop Committee Meeting on February 1, 1999.
2. Article 2 amended in its entirety by a majority vote of a quorum present at the Troop Committee Meeting on July 2, 2001.
3. Opening Adoption, Sections 2.1, 2.3, 3.1, 3.1.1, 3.2, 3.3, 3.5, 3.6, 3.7, 4.4, 4.5, 6.6.1, 6.2, 6.5, 6.5.1, 6.6.3, 7.1, 7.2, 7.3, 7.4 amended; added Article 8 (which includes Articles previously titled 2.4, 3.8 and 5.2), by a majority vote of a quorum present at the Troop Committee Meeting on June 6, 2005.