



# Membership Handbook

2013



## **Preamble**

### ***Venturing Oath:***

As a Venturer, I promise to do my duty to God and help strengthen America, to help others, and to seek truth, fairness, and adventure in our world.

### ***Venturing Code:***

As a Venturer, I believe that America's strength lies in our trust in God and in the courage, strength and traditions of our people.

I will, therefore, be faithful in my religious duties and will maintain a personal sense of honor in my own life.

I will treasure my American heritage and will do all I can to preserve and enrich it.

I will recognize the dignity and worth of all humanity and will use fair play and goodwill in my daily life.

I will acquire the Venturing attitude that seeks truth in all things and adventure on the frontiers of our changing world.

## **Section 1**

### **1.1 Mission Statement/Objectives**

- a. To have fun and gain practical experience through adventure related events (shooting sports, hiking, backpacking, rafting, climbing, etc.) by participating in local and national events and trips.
- b. To provide community service, both to the community at large and to the Scouting community, as it may relate or pertain to other Cub, Girl and Boy Scout units.
- c. To live by the Venturing Code and use team-work to grow into adulthood.



## 1.2 Membership

- a. Membership shall be open to all young adults who live in the surrounding area and are at least 14 years of age or 13 and graduated 8<sup>th</sup> grade. No prospective member shall be disqualified because of race, color, creed, or sex. All members must be registered as Venturers and **agree to the Crew rules and bylaws presented in this handbook, and the policies and procedures detailed in the Boy Scouts of America Guide to Safe Scouting.** These bylaws shall not supercede those policies and procedures of the Guide to Safe Scouting.
- b. As a member of the Crew you must be willing to obey all adult leaders and Crew officers, regardless of the age of the Officer.
- c. It is expressly understood that the Crew is not required to accept any youth as a member, or having accepted 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 or poses a clear and present danger to safety.
- d. On File
  - 1) Each member must have a general permission/hold harmless form on file prior to going on any outings with the Crew. This form outlines a member's parents permission for their son or daughter to be on Crew outings; provides emergency contact information; outlines any specific medical issues the adults should be aware of; any over the counter medications which may be given to a youth member; permission to seek medical attention should the need arise; and driving and photographic permission.
  - 2) 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 with all parts, signed by the physician and parent or guardian, must be turned in following the completion of this examination. Incomplete forms will not be accepted.
- e. Crew Status
  - 1) Crew Inactive status is available for those members that - because of obligations arising from Advanced Education (i.e. college), Military Service, Employment, or by approval of the Crew President and Advisor - 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.
  - 2) While the member remains inactive the member is incapable of being presented awards and go on activities until they have restored their active status.



- 3) An active member is a member that attends at least 50% of crew meetings. If unable to attend please notify an officer or advisor.

f. Behavior

- 1) Rule of 3's: At all times (at Crew meetings or campouts/outings) there must be co-ed groups of three. Co-ed groups of two, (male/female), are never permitted to be alone, and must always have a third person present. The third person may be an adult, provided Youth Protection Guidelines are followed.
- 2) All members, youth and adult, will be mindful of the fact that both genders are present for all functions. We must remain respectful of our chartering organization and the Boy Scouts of America. Under this qualification only limited forms of public displays of affection (PDA's) may be observed during Crew activities. These can be defined as hugs, high fiving, and other light contact between individuals.
- 3) When on Crew outings or campouts, no entering the domiciles (tents, rooms, bathrooms, etc.) of the opposite sex without express permission of all in the domicile (and then only if the Rule of 3's is maintained) and only if it is absolutely necessary. The guidelines set forth in Venturing Youth Protection must be followed at all times.
- 4) When on Crew outings it is important to remember that we may be around other Girl & Boy Scout units, civic units, church groups, or the community in general, and that we must set a HIGH standard for decorum for others to follow. In those circumstances PDA's should be limited as much as possible, or avoided all together, to maintain the Crew's and Scouting's good image.

## Section 2

### **2.1 Officers**

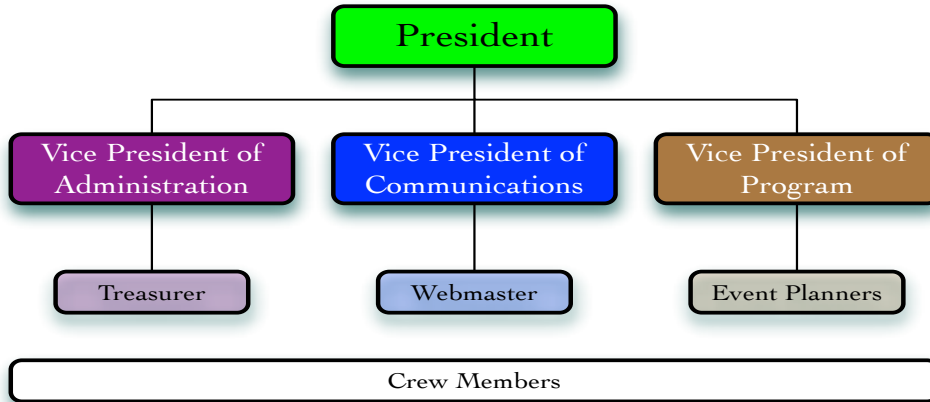
- a. Being an activity chair or an officer is an outward and visible sign of a major trust being placed in a member by the Crew. Every member should strive to be worthy of this distinction and, if so assigned, is expected to work hard as a part of the Crew's leadership team for everyone's benefit.
- b. 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.
  - 1.) Officers unwilling or unable, for any reason, to properly perform their duties will not be permitted to remain an officer.
  - 2.) If the Crew Officers, Advisors or committee members feel that an officer is not meeting up to expected performance, participation, or standards, a special meeting of Crew Officers & Advisors will be convened to address the issue and Advisors will decide if/what action is necessary.



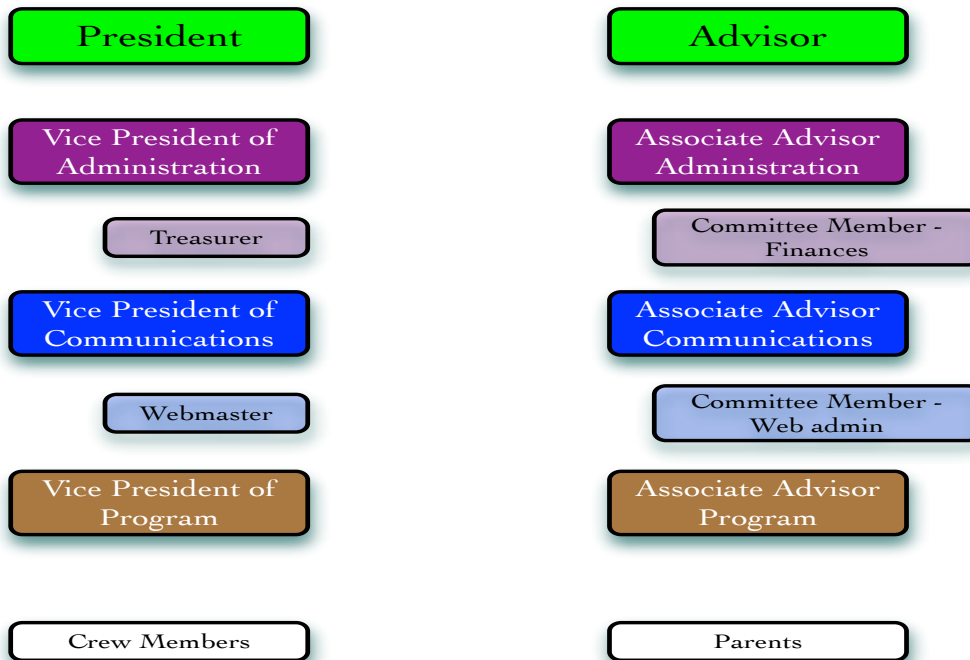
- c. The elected officers shall be President, Administrative Vice President, Program Vice President, Communications Vice President, Webmaster/Secretary, and Treasurer.
  - 1) Officers may not hold two elected/primary Officer positions at one time.
  - 2) Additional duties may be assigned and additional positions may be created at any time by the President with the approval of the Advisor.
  - 3) An officer CAN be an event chair.
- d. The duties of the officers shall be as described in appendix A.
- e. Nominations and Elections.
  - 1) We will have a nominator who builds the list of nominees for all offices and presents that list in May.
  - 2) Elections will be held in June by secret ballot, a simple majority wins.
  - 3) The newly elected officers take office on August 1<sup>st</sup>, between elections and August they will shadow the previous officer and learn how to perform that office.
- f. No member shall serve more than two successive terms in the same office. To be elected for President the Crew member must have been in the Crew for a year before they will take office.
- g. In the event an officer is absent for two meetings consecutively the officer has until the fourth meeting to provide a reason for being absent to the advisor, who will determine if adequate; if not there will be an election to find a temporary replacement.
- h. In the event an officer finds that they will have an extended absence (ex. will not be able to attend meetings/participate for 4 months due to 2 broken legs) that officer has the responsibility to contact the Crew President as soon as possible to notify them of the pending absence. The crew Advisors, after being notified by the president, will judge each situation on a case by case basis, and determine if a special election will be necessary to find a temporary replacement.
- i. 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 strongly encouraged to attend Leadership training and expected to plan and manage the Crew schedule.



## 2.2 Crew Youth Organizational Structure



## 2.3 Crew Adult Organizational Structure



- a. Crew 242 Chartering organization is the Parents of Crew 242 members



- b. The Crew 242 Bylaws will be reviewed on even years of the calendar by both the Committee and the Crew. The new Bylaws will be signed on even years by all crewmembers.

### Section 3

#### **3.1 Crew Business**

- a. Crew business will be conducted under the principles outlined in Robert's Rules of Order.
- b. 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.
- c. In order to be able to vote you must be an active registered member.

#### **3.2 General Meetings**

General meetings will be held the first Sunday of every month at 7:00pm. Crew uniforms are required to be worn at all crew meetings unless otherwise designated by the President.

#### **3.3 Officers' Meetings**

Officers' meetings will be held the first Sunday of every month at 6:00pm.

#### **3.4 Special meetings**

From time to time it may be necessary to conduct special meetings to develop or resolve certain issues or plans. As needed the President will designate special meetings. Some of the known special meetings are below.

- a. The Annual Planning Conference – this meeting will develop the long term Crew Program plan, and assist in budget/fundraising goal setting.
- b. Bylaws Review – annually the Crew must review these bylaws to ensure that evolving decisions or changes are corrected and reflected in this document.

#### **3.5 Uniforms**

- a. Crew uniforms are worn at all Crew Events or subject to change as stated by the President.
- b. The Dress uniform is needed for official occasions and consists of the following:
  - 1) Official Green Venturing Shirt



- 2) Grey Pants or shorts appropriate to the venue
- c. The Crew uniform consists of anything with the Official Crew logo on it.

#### **Section 4**

##### **4.1 Awards**

- a. 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 or her activity. All members are encouraged to take part in these programs.
- b. Crew 242 will develop several of its own awards which may be earned in addition to the other awards that are available.
- c. 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.
- d. In order to facilitate work towards core requirements or electives, 2 crew members may meet with an Advisor or Counselor outside of meetings, or on their own time, in order to do work.

##### **4.2 Venturing Advancement**

- a. 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.
- b. 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.
- c. Other awards are available through the Venturing Program.

##### **4.3 Court of Honor**

Throughout the year the Crew will hold a Court of Honor when we have the installation of new officers in August. 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**

- a. Planning
  - 1) An annual Calendar of Events Meeting will be held once a year to develop the long term program plan.
  - 2) Youth Event Coordinators shall be appointed by the President, or they can volunteer, with the consent of the Advisor. No one should hold more than one Event at a time.
- b. The Crew regularly takes part in service activities of various types. Member participation in these activities is the key to making them a success.
  - 1) The crew should seek out needs of our chartering organization that can be filled
- c. Notice of Crew activities are usually announced in advance with the issuance of web posted or e-mailed event plans. These will give all the information about the event including the date(s), cost, uniform to be worn, and necessary equipment. Event plans will also be provided at Crew meetings.
- d. Sign-up sheets will be used for events, in order to give the planner an idea of the needs, and to ensure that the crew member understands that he/she is making a commitment to participate. This might include a down payment for the event.
- e. Any event with a cost or requiring a fee must be “solidified” at least two weeks prior to the event. This means that commitments will be made, any money required should be collected, and details of the event should be finalized. If these requirements can not be met, the event should be postponed until these requirements can be met.
- f. Activity Fees:
  - 1) Might not be refundable. Appeals must be made to the Committee Chair.
  - 2) If a commitment is made to attend an event requiring a set number to get a group rate, and a person cancels, that person should pay the crew in accordance with their commitment.
  - 3) Should be determined by taking the total cost for crewmembers and dividing it into a cost per attendee, to include transportation for long trips and meals when camping.

### **5.2 Enrolment and Rechartering Fee**

- a. A one time \$50 membership fee is required of new members. Money and paperwork must be received in time for registration to be processed before the member is able to go on activities. These fees can be paid out of the crewmembers individual scout account.
- b. Every year in January the Crew must renew its Charter with the Boy Scouts of America. This fee is set by Boy Scouts of America. The Crew receives no additional money's on



top.

- c. All enrolment/recharter fees are non-refundable.

### **5.3 Dues**

- a. All activity fees are currently 'out of pocket' or crew member account expenses. While the Crew will do its best to keep activity expenses as low as possible, due to the nature of our focus (High Adventure), activity fees can vary widely depending on activity and venue. See 5.4 Scouter Fund and 5.5 Money-earning Projects for additional information.

### **5.4 Scouter Fund**

- a. The Crew Member Fund is an account in which every member is entitled. The member may access their account through the Treasurer and the President. The Crew Member Fund is for the use of Uniforms, Super Activity, High cost Crew Activities, or for any other purpose within the Crew's program.
- b. If a member becomes inactive, any money in his/her account is frozen, except for purposes of rechartering. The account becomes available again when the member becomes active again. Any extenuating circumstances will be reviewed and approved by the Crew Committee.
- c. If a member leaves the unit/does not recharter, any money in his/her account reverts to the Crew treasury. If he/she later re-joins this money does not go back to the individuals account.
- d. If a member transfers to another crew or Troop, any money in his/her account can be transferred to the new BSA/GSUSA organization. If the member wishes to donate their funds to the crew general account they may do so.
- e. Any member turning 21, but remaining with the crew in an adult capacity, can continue to use his/her funds.
- f. If a member has available funds in his/her Crew Member Fund then the Crew is capable of pulling recharter payments from the individual's fund.
- g. Adults can have a fund.

### **5.5 Money-earning Projects**

- a. 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.



- b. All money-earning projects must be approved by a majority vote of the Crew members, the Crew Advisor, the Crew Committee and the Chartered Organization.
- c. Members who do not participate in a project are not entitled to any benefits of the funds earned.
- d. Crew fundraisers usually fall into one of the following categories:
  - 1) Crew General Fund – the operating funds for the Crew in general
  - 2) Specific Need – this could be for equipment like a trailer or tent, or some other need that is decided by the crew
  - 3) Individual Crew Member account – usually a fundraiser like popcorn, or other “brochure/sign up sheet” sales, where individual motivation will boost the Crew Member account of that youth.
  - 4) Combination – this is the most typical type. A percentage of the funds raised will be credited to the Scout account, with a percentage going into the crew general fund. Unless otherwise decided at the beginning of the fundraiser, the distribution will be 25% to the general fund, with 75% being divided into the Scout accounts of those participating.

## Section 6

### **6.1 Discipline**

- a. Crew 242 does not allow any form of hazing, initiation or physical punishment. Violence or threat of violence (either expressed or implied) from youth or adult members will not be tolerated.
- b. Failure to act within the bounds of these bylaws, the Venturing Code, Scout Oath and Law (if the member is also a Boy Scout), or violate any practice or principle in the Guide to Safe Scouting will require some form of disciplinary action. The extent of that action will be fair and reasonable.
- c. All Exceptional situations shall be taken on a case by case basis by the Advisor and Officers.



## Appendix A

### **Crew President -**

#### **Basic Description -**

The Crew President is in charge of the entire crew. They are responsible for everything the Crew does.

#### **Detail Description -**

Runs crew meetings.

- Calls each VP before each meeting and confirms they will be attending and each one of the reports will be available. Asks if there is anything to put on the agenda for the next meeting. Prepares the agenda for the next meeting. Emails the agenda to the Advisor before the meeting date. Maintains regular communication with the Advisor.

Encourages VP's to do their jobs.

- Makes regular contact with the three VP's to ask if there is anything they need help with to do their job. Helps to find solutions to any problems including contacting the Advisor for assistance. Asks the three VP's if each one of their reports are handling things ok and will get resources to the three VP's if they need them.

### **VP of Administration -**

#### **Basic Description -**

The VP of Administration reports to the president. They are the paper work keeper for the Crew. They keep track of awards, membership, and crew finances.

#### **Detail Description -**

Maintains regular communication with the Adult Associate Advisor assigned to the VP of Administration. Seeks out help from them to complete their duties before going to look elsewhere.

##### **Runs Crew Meetings.**

- If the president is not available to run the Crew meeting it is the VP of Admins job to full fill the position of President for that meeting. See Presidents description 'Run Crew meetings'

##### **Encourages treasurer to do their job.**

- Maintains regular contact with the treasurer to make sure they have everything they need to perform their job.

##### **Paperwork –**

- There are several forms of paperwork the VP of Admin is responsible for making sure they are filled out properly. We keep paper work in several bins and online in google docs.

##### **Active Crew Member Bin.**

- Make sure there is 3 hard copies of each Crew members VALID medical form (including all 3 parts)

- Make sure there is a copy of the BSA application and any other Crew member specific information.

- Make file folders for new crew members



- Remove from active crew bin the old crew member folders and store these in a location that is secure.

**Google Docs.**

- Make sure google docs are being filled out properly
- Make sure google folders/docs are set up for each event
- Maintain the Crew Contact list
- Maintain the records on who has completed what requirement for each venturing award.
- Organizes medical forms, tour permit, Map and permission slips into a zip lock bag for each event.

**Crew Participation –**

- Contact Crew members that are not attending regularly and find out why. Invite them back. Encourage them at meetings to attend events.

**Finances -**

- The VP of Admin is responsible for the Treasurer and making sure the Treasurer performs his duties. Including calling the Treasurer before each meeting to be sure they have the books up to date and have a report ready for the next meeting.

**VP of Communication -**

**Basic Description -**

The VP of Communications reports to the President. They are responsible for making sure the web site, Facebook group, emails and texting of information is correct and done in a timely manor.

**Detail Description -**

Maintains regular communication with the Adult Associate Advisor assigned to the VP of Communication. Seeks out help from them to complete their duties before going to look elsewhere.

**Runs crew meetings -**

- If the president, VP of Admin, and VP of Program are all not at a meeting, it is the responsibility of the VP of Communication to full fill the duties of the president for that meeting. See Presidents description 'Run Crew meetings'

**Information -**

- makes sure all information is sent out to all crew members and that all crew members are informed of all information concerning the crew.

**Web site -**

- Makes sure the web site has accurate information on it concerning all aspects of the crew.
- If a web admin is elected the VP of Comm. is responsible for them full filling their duties. If necessary the VP of Comm. will perform the duties of the web admin in their absence. The VP of Comm. should make contact with the Web Admin before each meeting to make sure they have everything they need to perform their duties.

**Facebook Group -**

- Makes sure the facebook group has a current list of members, removing or adding and members as needed.

- Posts regular crew communication to the facebook group.

- Posts messages letting crew members know email communication has been sent out.

**Emails -**

- Emails out to entire Crew all communication concerning all activity.

- Checks email sent by other crew members to be sure everyone was included on email.

**Texting -**



- Sends out Text messages letting crew members know that there has been email communications sent out.

## **VP or Program -**

### **Basic Description -**

The VP of Program reports to the President. They are responsible for making sure events take place and are properly planned.

### **Detail Description -**

Maintains regular communication with the Adult Associate Advisor assigned to the VP of Program. Seeks out help from them to complete their duties before going to look elsewhere.

#### **Runs crew meetings -**

- If the president and VP of Administration are both not at a meeting, it is the responsibility of the VP of Program to fill the duties of the President for that meeting. See Presidents description 'Run Crew meetings'

#### **Events -**

- Responsible for all events and aspects of each event.
- Responsible for the position of youth event coordinator completing their duties as youth event coordinator.

#### **Encourages Youth Event Coordinators to do their jobs -**

- Makes sure there is a youth event coordinator and backup youth event coordinator assigned to each event.
- Makes sure there is an Adult Event Coordinator and backup adult event coordinator assigned to each event.
- Makes sure Planner Docs on Google Docs have accurate and up to date information in them
- Makes sure Youth Event Coordinators are on time with the planning of each event. In the case of an event planning falling behind they will bring it to the attention of the President.

#### **Meetings -**

- Makes a report at each Crew meeting on all events and where they are in the planning process. Reports any events falling behind. Requests support from other crew members to ensure that events occur on time and in a timely manor.

#### **Paperwork -**

- There are several forms of paperwork the VP of Program is responsible for making sure they are filled out properly. i.e. Planner Docs. We keep paper work in several bins and online in google docs.

#### **Events Bin -**

- Make sure any physical papers associated with Events is organized and kept for use with future events.
- Maintain file folders of possible events and information for helping to plan them.

#### **Google Docs -**

- Make sure google docs are being filled out properly for the Planner Docs



- Creates Permission slips for each event, posts it to Google Docs and get a copy to the VP of Communication to be distributed to the Crew.

**Calendar of Events meeting -**

- Each year in October the VP of Program will hold a special meeting to lay out the events for the next year.
- responsible for bringing calendars for each school district in the area to this special meeting.
- Specific dates should be assigned to all events selected at the Special meeting.
- Youth and Adult Event Coordinators will be assigned to all events selected at the Special meeting.

**Web Admin -**

**Basic Description -**

The web admin reports to the VP of Communication and is responsible for making sure every aspect of the web site is up to date and accurate. The Web admin is also responsible for taking notes during crew meetings and posting them to google docs.

**Detail Description -**

Maintains regular communication with the Adult Associate Advisor assigned to the Web Admin. Seeks out help from them to complete their duties before going to look elsewhere.

**WebSite -**

- The web admin makes sure the information on the web site is accurate. Knowledge of HTML, XML, PHP, Java, Javascript is not necessary to be the web admin. An attention to detail is required. All changes to the web site need to go through the Adult associated with the web admin before being posted to the web. The ability to edit a text document.

**Meetings -**

- The web admin is responsible for taking accurate notes during the regular crew meetings and posting them to Google Docs.
- Must inform the VP of Comm. if they are not going to be at a meeting.

**Treasurer -**

**Basic Description -**

The Treasurer reports to the VP of Administration and keeps track of all finances with the Crew.

**Detail Description -**

Maintains regular communication with the Adult Associate Advisor assigned to the Treasurer. Seeks out help from them to complete their duties before going to look elsewhere.

**The books -**

- The treasurer must keep all books concerning the finances up to date at all times. Including the checking account, tracking of receipts, costs for events.

**Meetings -**

- At every meeting the treasurer needs to report the amount in the checking account, how much money we spent on any event that took place since the last meeting. Deliver checks to people who are owed money, collect receipts for items that need to be reimbursed.



**Google Docs -**

- All financial sheets should be maintained on Google docs along with the rest of the Crew documentation. Receipts can be stored electronically on the google docs also.

**Youth Event Coordinator -**

**Basic Description -**

The Youth Event Coordinator reports to the VP of Program. They are responsible for putting together a single event, from start to finish. They employ other crew members to help with the planning. Works with the Adult Event Coordinator to plan event, Treasurer to make necessary payments, VP of Communication to get information out to the Crew, Web Admin to make sure the web site always contains correct information on the event. An Event Coordinator can be anyone in the Crew.

**Detail Description -**

**Adult relationship -**

- The youth event coordinator will be matched up with an adult to help them work on the event and all aspects of the events.

**Parts of the event -**

- They are responsible for the following tasks -

- Collecting Initial information
- Reporting back to Crew
- Creating boards, flyers, handouts to advertise the event
- Discovering costs
- Making arrangements with vendors, destinations, bringing in consultants
- Arranging transportation
- planning food

**Google docs -**

- As information is collected it should be put into the planning doc for the event.
- special equipment or supplies needed by each crew member for the event should be put into the permission slip.
- If needed create a document to keep track of information pertaining to the planning of the trip.





By signing this document I affirm that I have received a personal copy of, and have read these bylaws, and furthermore, that I agree to adhere to the principles and rules established herein.

Signed \_\_\_\_\_

This \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_