

Boy Scouts of America

CREW 51 BYLAWS

Schertz, Texas

PREAMBLE

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 & worth of all humanity & will use fair play and good will in my daily life.

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

CREW MEETINGS

Crew 51 will meet the first and third Monday of each at Schertz United Methodist Church and at such other times as determined by the Youth Leaders or the Crew Committee.

CREW ADVISOR

The Crew Advisor is the adult leader responsible for the image and program of the Crew. The Advisor and Associate Advisor(s) work directly with the elected youth leaders of the Crew. The Advisor's duties include, but are not limited to the following.

GENERAL

- Train and guide youth leaders.
- Work with the other responsible adults to bring Venturing to youth.
- Use the methods of Venturing to achieve the aims of Venturing.

MEETINGS

- Meet regularly with the Crew Youth Leaders for training and coordination in planning Crew activities.
- Attend all Crew meetings or, when necessary, arrange for a qualified adult substitute.

- Conduct periodic parent sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory, charter review meeting and charter presentation.

GUIDANCE

- Provide, through the Vice President for Administration, a systematic recruiting plan for new members and see that they are promptly registered.

ACTIVITIES

- Make it possible for each Venturer to experience at least 12 Crew activities each year.
- Participate in Alamo Area Council and Souix District events.
- Build a strong program by using proven methods presented in Venturing literature.
- Conduct all activities under qualified leadership, safe conditions and the policies of the Chartered Organization and the Boy Scouts of America.

MEMBERSHIP

- Crew 51 is an official Youth Activity of Schertz United Methodist Church. Although recruiting will be focused on the youth of the Schertz United Methodist Community, membership in the Crew is open to all qualified youth of any race or religion with the understanding that Methodist Christian prayers and symbols will be used in Crew activities from time to time.
- Membership in Crew 51 begins when a completed application or transfer form is turned in to the Advisor or Committee Chair and all fees are paid.
- A medical consent form is required for membership. The form on the back of the Venturing application is considered adequate. This must be updated by a parent yearly.
- A Venturer entering the Crew must pay the transfer or registration fee.

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[Because Crew 51 is an official Youth Ministry of for activities with the Crew.](#)

ATTENDANCE

- All Venturers are expected to attend meetings and activities of the Crew. Member;s who are unable to maintain attendance due to unavoidable Church, work, or school conflicts may fulfill their membership obligation by actively participating on the Crew's ~~standing or special~~ committees.

CREW ELECTIONS

- Crew elections will be held every 6 months.

- A majority of the Crew may request a new election, with Advisor's approval, at any time.
- New Crew officers, who are elected in a special election, will serve until the next scheduled Crew election.
- A Crew Officer's Briefing and Training will be scheduled at the Advisor or Committee's discretion following a Crew election.
- All Crew Officers positions are filled subject to Advisor's ratification.
- All Crew Officers **must not be** delinquent in any Crew payments (i.e. dues, fees, fines).
- Crew Officers to be *elected* include:
 - Crew President, Vice President for Administration, Vice President for Program, Secretary and Treasurer- elected by a majority vote of all registered Venturers present at the election.
- The Crew Youth Leaders include all elected officers and the Activity Chairs. The Advisor, Associate Advisor(s) and Crew Committee Chair act in an advisory role.
- Two months after assuming a leadership position, elected youth leaders shall meet with the Advisor or the Associate Advisor(s) to review their performance in their leadership position. If any deficiency in performance is identified, the Venturer shall correct the deficiency within one month of the review.
- If the deficiency is not corrected within one month of the review, the Venturer shall be removed from his leadership position. The vacancy shall be filled in accordance with the provisions shown above relating to elected Crew Officers.
- A Venturer removed from a leadership position is not prohibited from holding a leadership position at a future date.

POLICIES

- All medications used while on a Crew function must be turned into the Advisor or Medical Personnel for dispensing. All medications must be in original container with dosage attached. *Exception* - inhalers may be carried by the Venturer.
- The use of controlled substances by any person connected with the Crew, not under a doctor's care, will not be tolerated.
- The use of alcohol or illegal drugs will not be tolerated at any Crew function. Parents will be called upon to remove any individuals under the influence of such substances regardless of time of day or distance involved.
- No personal sling shots, bows and arrows, rifles, guns or fireworks will be allowed at any Crew function.
- No tobacco product will be used by any Venturer or any adult while in Venturer areas.
- Profanity will not be tolerated in the Crew.

- Gambling is not permitted during any Crew activity.
- Visitors are very welcome to all Crew functions - no activity is secretive.
- Adults, registered or not, are to interact with the Venturers in an appropriate manner.
- Adult leaders and Venturers may not date under any circumstances, regardless of how close their ages.
- While Venturers may date each other, public or private displays of affection are limited to hand-holding, arm around shoulder or arm around waist.. Other expressions of affection are not allowed at Venturing or other Scouting activities. Other BSA activities may have more restrictive rules which will supercede these guidelines.
- No males allowed in female sleeping, bathing or changing areas and vice versa
- Boy Scouts of America Youth Protection Guidelines and Health and Safety Guidelines will be strictly followed .
- The policies of the Chartered Org. to prevent sexual harassment will be strictly followed.
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UNIFORMING

The wear of the official uniform is encouraged but is not mandatory. The official uniform includes the following items:

- Green Venturing shirt with appropriate badges and epaulets,
- Gray Venturing shorts or long pants
- Venturing socks,
- BSA Venturing baseball cap or Crew baseball cap worn during outdoor events,
- Venturing belt and buckle

The official uniform should be *considered* for wear at formal Crew functions such as award ceremonies or on Scout Sunday.

The class "B" uniform includes the following items:

- Crew T-shirt,
- Clean and neat shorts or long pants

The class "B" uniform will be worn at all Crew activities.

ACTIVITIES

- The Crew will plan a Super Activity and at least 11 other Crew activities per year.

- The Crew Youth Leaders may plan some of these activities in conjunction with Alamo Area Council and Souix District camping programs.
- Appropriate health forms must be presented prior to leaving on an activity.
- Permission slips must be presented prior to leaving on an Activity. The slip must have a parent's signature, thus proving parental knowledge of the activity, and explain any handicaps that could influence a Venturer's activity or medical treatment in case of an emergency.
- All activity money must be paid prior to leaving on a campout or activity. If a Venturer indicates he is going to attend a campout or activity at the meeting when the fees are due, and for whatever reason is unable to attend the activity, he is still liable for his share of the fees.
- Collection of money & permission slips should occur at the Crew meeting preceding the event.
- Leaving an activity area is prohibited without permission/coordination with the Crew President or an adult leader. This applies to all members regardless of their position in the Crew.

PERSONAL EQUIPMENT

- Venturers are responsible for their own personal equipment and assume the risk of possible loss or damage.
- Cellular phones are to be carried and used only by adult leaders.
- For weekend camping trips, all of a Venturer's personal equipment should be limited in volume and weight to that which they can carry in a backpack or duffel bag.
- Electronic games, comic books, radios, tape player, and other items which distract from the great out-of-doors are **HIGHLY** discouraged and, if brought to an activity will only be used in the car on the way to and from the discretion of the vehicle driver. One exception is that personal music players may be used with headsets in tents after "lights out".
- Personal tents are encouraged. A minimum number of tents are available from the Crew
- When sack meals are requested, no glass containers are permitted.

CREW EQUIPMENT

- Crew equipment will be treated with respect.
- Crew equipment may be checked out from the Quartermaster by the Venturer prior to the campout.
- Cost of repairs of unnecessary damage to equipment will be billed, in writing, to the responsible party.

AXES, KNIVES AND OTHER DANGEROUS THINGS

- No personal axe, saw or hatchet may be brought or used at a campout.

- Personal pocket knives may be brought and used only if the Venturer has demonstrated knowledge of safety and proper use and has the Advisor's written permission in the form of a Totin' Chip card.
- No fixed-back sheath knives are allowed.
- No lighter fluid is to be brought on campouts.
- Camping fuels will be used in accordance with BSA rules and regulations. No Venturer should bring personal fuel.

DISCIPLINE

In the event a Venturer cannot support the BSA program and live up to the Venturer's Oath and Code to such an extent that other Venturers cannot enjoy their activities, disciplinary action will be taken. When this happens the parents of the offending Venturer will be asked to intercede on behalf of the Crew, by taking immediate action in support of the Advisor and Youth Leaders, to rectify the situation. Disciplinary action should be handed out on a sliding scale according to the seriousness of the infraction.

Discipline Guidelines:

- Minor disciplinary matters should be handled by the Crew President as soon as possible, in accordance with the Crew Youth Leaders's written disciplinary guidelines.
- Youth members should try to stop any disciplinary infraction and then bring the matter to the attention of the Crew President
- Matters which involve conflict between Venturers, damage to Crew equipment or damage to other's equipment or property should require the Crew President to intervene immediately. The matter should then be brought to the Crew adult leadership for adjudication and discipline.
- Serious matters which involve danger of death or serious injury to another person, where laws are broken, where damage to property is extreme or where an adult Leader is struck will be handled by:
 - 1) removing the Venturer from the [BSA](#) activity, and
 - 2) Notifying the appropriate official persons and/or forming a disciplinary committee consisting of 3 adults (one representing the Advisor corps, one representing the Crew Committee, one representing the Chartered Organization), [3 Venturers](#) plus an invited member from the disciplined Venturer's parents to decide future action, if any, and to dispense disciplinary action.
- Any infraction at a Crew activity may require the parents to be called, without regard to time of day or distance from San Antonio, to come to the activity and remove the Venturer immediately.
- Adult leaders should not leave Crew activities of any kind to transport an offending Venturer home. This will be done by the Venturer's parents.

- If a Venturer refuses to follow or complete his assigned disciplinary action, the case should be presented to the Crew Committee for further action, up to and including, suspension from Crew activities or the Crew itself.

COMMITTEE ORGANIZATION

Committee Members include:

Committee Chairperson	Activities
Chartered Organization Representative	Health & Safety
Membership	Quartermaster
Advisor/Associate Advisors	Secretary
Treasurer	Unit Commissioner

Any other registered leader or parent requesting presentation time through the Committee Chairperson

NOTE: The Advisor and Associate Advisors are not voting members of the Committee.

The Committee will function under the following guidance.

- The Committee should have one established Committee meeting per month
- Special meetings may be called.
- Meetings may be held even if it is known that not all Committee Members may be present.
- All Committee Members should be notified of any and all special meetings.
- Any item may be passed by a majority of votes by those members present.
- If an issue needs a timely action, votes (outside a Committee meeting) may be obtained by phone from Committee Members.
- The Committee has the right to replace any inactive or unsuitable member of the Committee. Failure to attend three consecutive Crew Committee meetings shall constitute an inactive member who may be removed at the Crew Committee Chairperson's sole discretion.
- One-third of the voting Committee Members (or 3 minimum) make a voting quorum.

COMMITTEE RESPONSIBILITIES

- Provide adequate meeting facilities.
- Advise the Advisor on policies relating to Venturing and the Chartered Organization.
- Carry out the policies and regulations of the Boy Scouts of America.
- Encourage leaders in carrying out the program.

- Be responsible for finances, adequate funds and disbursements in line with approved budget.
- Obtain, maintain and properly care for Crew property.
- Provide camping and outdoor programs (minimum 10 days and nights per year).
- Recruit and train quality adult leadership.
- In case the Advisor is absent or is unable to serve, assign a qualified substitute.
- Specific position responsibilities include:

COMMITTEE CHAIRPERSON

- Organize the Committee to see that all functions are delegated, coordinated and completed.
- Maintain a close relationship with the Chartered Organization Representative and the Advisor.
- See that Crew leaders and Committee Members have training opportunities.
- Interpret national and local policies to the Crew.
- Work closely with the Advisor in preparing Crew Committee meeting agendas.
- Call, preside over and promote attendance at monthly Crew Committee meetings and any special meeting that may be called.
- Ensure Crew representation at monthly Roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and recharter annually.
- Plan the charter presentation.

ACTIVITIES

- Help in securing permission to use camping sites.
- Ensure a monthly outdoor program.
- Promote, through family meetings, attendance at Crew campouts, camporees, and Crew activities to reach the goal of an outing per month.
- Report to the Crew committee at each meeting.
- Help in securing transportation to and from events
- File Local and National Tour Permits in a timely fashion

CHARTERED ORGANIZATION REPRESENTATIVE

- Serve as a liaison with the Chartered Organization, St Helena's Catholic Church

- Reserve appropriate facilities for use by the Crew with the Chartered Organization.
- Report to the Chartered Organization about the activities of the Crew.
- Keep the Chartered Organization informed about any changes in facility use or activities of the Crew.
- Encourage participation of the Crew in church activities on Scout Sunday.
- Encourage the Chartered Org. to use the services of the Venturers on Scout Sunday.
- Attend District Committee meetings.
- Report to the Crew Committee at each meeting

HEALTH & SAFETY

- Verify completion of medical information contained on the Venturer's application
- Maintain a Health & Safety notebook containing current physicals for all Venturers and adult leaders.
- Report to the Crew Committee at each meeting.

MEMBERSHIP

- Verify references on new adult leader applications.
- Assist the Crew Secretary in compiling a roster for distribution at least twice a year.
- Complete the Crew Recharter with the Boy Scouts of America with the assistance of the Crew Secretary.
- Report to the Crew Committee at each meeting.

QUARTERMASTER

- Supervise and help the Crew procure camping equipment.
- Work with the Crew Quartermaster on inventory and proper storage and maintenance of all Crew equipment.
- Make periodic safety checks on all Crew camping gear, and encourage Crews in the safe use of all outdoor equipment.
- Report to the Crew Committee at each meeting.
- Recommend to the Committee additional supplies and equipment required by the Crew.
- Report to the Chartered Organization Representative the inventory of Crew equipment.

SECRETARY

- Keep minutes of meetings and send out Committee meeting notices.

- Train the Crew Secretary in record keeping and advise the Crew Secretary in:
- Handling publicity & preparing a family newsletter of Crew events and activities.
- Conduct the Crew resource survey.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.
- Review the Crew's flyers and handouts annually.

TRANSPORTATION

- Maintain a current record of driving information of all families with members in the Crew sufficient to file a Tour Permit.
- Collect activity permission slips to determine the number of drivers and vehicles required for transportation to the event.
- Forward the activity permission slip to the Health & Safety chairperson.
- Arrange for transportation of Crew participants to and from Crew events.
- Report to the Crew Committee at each meeting

TREASURER

- Handle all Crew funds.
- Maintain checking and savings accounts.
- Maintain the Service Center account.
- Train and supervise the Crew Treasurer in record keeping.
- Keep adequate records.
- Supervise money-earning projects including obtaining proper authorizations.
- Supervise any activity savings plan.
- Lead and advise the Crew Treasurer in the preparation of the annual Crew budget.
- Report to the Crew Committee at each meeting. .

CREW FINANCES

- The Crew Committee will control money earned by the Crew. Fund-raising projects must be approved by both the Crew Committee as well as by a majority vote of Crew members present. Venturers who participate in Crew fund-raisers may share in the money earned depending on the type of fundraiser and the needs of the Crew. [The Crew Committee will determine the relative share between participating Venturers and the Crew Treasury.](#) Venturers who do not participate in fund-raisers will not share in the profits. The Crew Treasurer will be responsible for maintaining the Crew account as well as the Unit Account at the Service Center. Unit

account users will consist of the Treasurer, Advancement Chairperson, Committee Chairperson, Advisor and others, as the Committee deems appropriate. The second account will be the bank account. This account will be a checking account (and a savings account when the need arises). The checking account will be a two-signature account with no more than three (4) authorized signatures. The Chartered Organization Head will have single signature authority. The Committee and Crew Treasurers will be responsible for developing the yearly budget.

- Funds generated by dues will *first* pay for rank advancement patches, cards, leadership patches and any other BSA patch that the Venturers earn, such as Fifty Miler, World Conservation, Missions Trail, etc.
- A recharter fee of \$10.00 will be collected at recharter time to cover the cost of National dues.
- Fees for special events or special needs for a campout (such as fees for state parks, horseback riding, etc.) will be added to the camping fee with an explanation to the parents.
- Fund-raisers will be conducted within Boy Scouts of America and Chartered Organization guidelines. The fund-raisers should be planned at the annual planning meeting and Youth Leaders Meetings.
- The budget should be presented within 20 days of the annual planning meeting.
- The rest of the budget should include, but not be limited to, the following.

Equipment - to replace, repair or make an original purchase of Crew equipment.

Recognitions - to purchase recognitions once a year as thank-you's to the youth and adult leadership.

Office - to offset the cost of copying, postage, stationery and other office supplies.

Recharter Fees - to protect against a failed fund-raiser so the Crew can make their recharter fee requirement.

Holding Fees - to be used to hold summer camp places and to order Crew equipment/clothing.

INDIVIDUAL VENTURER ACCOUNTS

- All money earned under the Crew 51 name belongs to Crew 51. All money reserved in an individual Venturer account **MUST** be used for Crew 51 activities.
- Money put into individual Venturer accounts [from fund raisers will be determined by the percentage of the net profit split between participating Venturers and the Crew account as determined ahead of time by the Crew Committee](#)
- Families may direct the Treasurer to transfer between family members at their discretion.
- A person will be designated for each fundraiser to provide a sign in/out sheet and be prepared to verify the contents.
- If a fund-raiser is an hourly activity, (garage sale, car wash, etc.) then the money will be equally divided among the participants on an hourly basis. If the fund-raiser is not an hourly

activity, then a pre-determined amount will be set aside. Example \$X for each item sold not to exceed 50% of the profit.

- If a fund-raiser is for a specific purpose, i.e. High Adventure, then it MUST be promoted as such, to ALL who participate or could participate.
- The Treasurer shall maintain an accounting of the TOTAL money reserved in each individual Venturer account. An individual accounting will be presented to families at each Parent night open house.
- 8TH graders who participate in Crew fund-raising will have an individual account established as above in anticipation of their registering with the Crew as soon as they are eligible. If they do not register with the Crew the funds will revert to the Crew Treasury.
- If a Venturer quits the Venturing program all money reserved in his individual account returns to the Crew general fund. If a Venturer transfers to another Crew all money in his Individual Venturer account may be forwarded to the new Crew if they have a similar Individual Venturer Account policy and a written request for the transfer is received.
- Prior to each fund-raiser the Committee shall determine what amount, if any, from the fund-raiser will benefit the individual Venturer accounts.
- Money reserved in individual accounts may be used for dues, purchases made through the Crew, i.e. Crew T-shirt, deposits & final payments for summer camp, Philmont, Crew high adventure such as Big Bend trip, and reservation money for the annual Baden-Powell dinner, or any other Crew 51 activity deemed appropriate by the Committee.
- Money in individual Venturer accounts cannot be used as reimbursements for personal purchases, to buy Venturer related clothing, or other personal items even if used exclusively on Crew activities.
- One week prior notification of expenditures from individual Venturer accounts is required.

EXPENDITURES

- The Crew Committee will approve all expenditures by approving the budget.
- Expenditures outside of explicit budgeted items will be considered and voted on at the monthly Committee Meetings or a special meeting.
- Expenditures, not previously approved, are limited to \$25.00 or 10% of the bank account balance, whichever is less.
- Requests for reimbursement shall be submitted to the Treasurer along with appropriate receipts, documentation, and signatures approving the expenditure.

RECOGNITION

Venturers are encouraged to broaden their horizons by participating in the Venture recognition program in accordance with the guidelines in the Venturer Handbook

Male Venturers who earned at least the First Class Rank while registered as members of a Boy Scout Troop may continue to advance in Boy Scout Rank. up until their 18th birthday.

Once a Venturer has fulfilled the requirements for a Boy Scout rank he will meet a Board of Review consisting of at least 3 Crew Committee Members.

- The purpose of a Board of Review is not to retest the Venturer, but
 - 1) To ensure the Venturer has completed and learned the required material
 - 2) To find out what kind of experience the Venturer is having in his Crew.
 - 3) To encourage the Venturer to progress further.
- Each Board of Review should include a discussion of how the Venturer is living the Venturer Oath and Code in his everyday life. The session gives the Venturer a chance to bring up any questions or problems he may have; a chance for the board to chat with him about such important matters as goals, spiritual and personal growth; of course, to congratulate him on his progress and urge him to keep going; or, if necessary, to frankly discuss with him his lack of progress and try to help him get back "on track."
- After the Board of Review has recommended a Venturer for advancement, the Membership Chairperson will submit the Venturer for the rank and present the Venturer his rank advancement patch at the next possible Crew meeting.
- The rank advancement card and parent's pin will be presented at a Court of Honor.
- A Court of Honor will be held as needed.
- The time and place of each Court of Honor will be set by the Crew Youth Leaders with Committee approval.

MERIT BADGES (Advancement within the Boy Scout Program)

A Venturer earns a merit badge by:

- 1) Obtaining permission from the Advisor to work on the badge,
- 2) Getting a buddy to work with him on the badge, and
- 3) Obtaining and working with a merit badge counselor.

The counselor then submits a merit badge completion to the Advisor or Advancement Chairperson, who then turns it in to the Service Center. The merit badge and card will be presented to the Venturer at the next Court of Honor.

At the time a Venturer obtains the rank of Life, or within 30 days of that Court of Honor, the Advancement Chairperson or Committee Chairperson shall request a copy of their history of the Venturer from the Alamo Area Council registration at the Service Center. That information will be given to the Venturer for verification against his cards. Corrections, if necessary, will be made in a timely manner.

QUESTIONS AND WAIVERS

Experience has shown that a written set of operating procedures is beneficial to the efficient and effective operation of a Venture Crew. Hopefully, questions about Crew 51 and about our

Crew's approach to Venturing will be answered within these guidelines. If not, anyone is free to ask questions. The leaders of Crew 51 are ready to help in any way they can. If there is a question about any Venturing activity, refer to the Venturer Code and Oath. If there is any question concerning policy, BSA references will be the cornerstone of Crew 51 programs.

Experience has also shown that no matter how many good guidelines, rules and regulations are printed, they cannot possibly cover all situations. Therefore, the Advisor and Committee will follow these guidelines with "rigid flexibility."

Dated

Crew 51 Committee approved, in accordance with guidelines presented above:

CREW COMMITTEE CHAIR

APPROVED by CREW MEMBERSHIP