

**By-Laws and Constitution:
Boy Scouts of America
Venture Crew 43
Holly, Michigan**



**Chartering Organization
V.F.W. Post 5587
Huelet Bravender
Holly, Michigan**

Ratified 01/11/2009

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Preamble

Venturing Oath

As a Venturer, I promise to help strengthen America, to be faithful in my religious duties, 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 the truth in all things and adventure on the frontiers of our changing world.

Outdoor Code

As an American, I will do my best to:

Be clean in my outdoor manners,

Be careful with fire,

Be considerate in the outdoors,

And be conservation-minded.

Leave No Trace

Plan Ahead and Prepare

Travel and camp on Durable Surfaces

Dispose of Waste Properly

Leave What You Find

Minimize Campfire Impacts

Respect Wildlife

Be Considerate of Other Visitors

I. Introduction

- The crew officers are expected to live by and enforce the crew code and bylaws.
- New members should be given a copy and asked to sign or otherwise indicate that they understand and agree to the crew code and bylaws.

II. Crew Bylaws

2.1 Objectives

- The objectives of Venture Crew 43 Holly Michigan are:
- Seek outdoor high adventure while staying within the guidelines set forth by the Boy Scouts of America, and the rules and guidelines contained herein.
- Provide activities involving Venturing six experience areas (career, leadership, service, social, fitness and the outdoors)
- Support Venturing and Boy Scout advancement opportunities.
- Be able to respond to any situation through skills, teamwork, and leadership.
- Seek and actively participate in the BSA Venturing Advancement and Rank Program
- Seek and actively participate in BSA Venturing training opportunities pursuant to the rank and position held within Venturing Crew 43 of Holly Michigan.
- Actively seek to introduce new skills and outdoor opportunities to enhance those skills.
- Assist other members in all aspects of the Scouting program and as opportunity presents.

2.2 Membership

- Membership shall be open to all young adults of high school age who live in the surrounding area and have completed the eighth grade or are at least 15 years of age or 14 and finished 8th grade.
- Active Troop 43 Boy Scouts seeking high adventure opportunities with Crew 43 shall carry the minimum rank of 1st class, or provide documentation that shows first class will be achieved within three months.
- No prospective member shall be disqualified because of race, color, creed, or sex
- All members must officially register with the Boy Scouts of America
- Agree to the crew code, bylaws and actively participate in their regulation and enforcement.
- It is expressly understood that the Crew is not required to accept any youth as a member, or having excepting 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.
- Each member must have a physical examination from a licensed physician three years or as required by BSA regulations.
- The standard BSA Personal Health and Medical Form –Class 3, signed by the physician and parent or guardian, must be turned in following the completion of this examination. Incomplete forms will not be accepted.
- A member-in-good-standing shall be defined as a member that is in clear financial standing and attends not less than 65% of the General meetings.

2.3 Officers

- The normal term of office shall be for one year starting on the first general meeting in February.
- Elections are to be held at the first general meeting of each calendar year.

- Following election of officers there shall be an overlap period of one month to coordinate turnover of records and document, both paper and electronic.
- The seating of newly elected officers shall take place at the first general meeting in February of each year
- The elected officers shall be one president, one vice-president of administration, one vice-president of program, one secretary, and one treasurer.
- The president, with the approval of the officers and the Crew Advisor shall appoint activity chairs and make other special assignments as needed.
- The removal of activity chairs and special assignments shall be brought before the elected officers and removal shall only occur through a majority vote of members present. Removal proceedings must also be approved by the Crew advisor.
- The Crew member seeking office must be in good standing with the crew.
- The duties of the officers shall be as described in the Venturing Leader Manual.
- In the event that an officer resigns, quits Venturing, or is expelled, a temporary officer will be appointed and approved by current officers and the Crew Advisor, until a special election can be held.
- Special elections to replace resigned positions shall be held at the first general meeting of the next month of business
- No member shall serve more than two successive terms in the same office.
- Registration for candidacy for Crew Officer Positions to be completed no later than the final general meeting of each calendar year.
- All contested ballots shall be secret.
- In the event of a tie, the tied parties will be given no more than five (5) minutes of private side-bar discussion to achieve resolution.
- If a conclusion can not met within the allotted time between the tied parties, a run off election shall be conducted.
- In the event of a run-off election *AND* there are an even number of crew members present for the vote, the Crew Advisor shall participate and vote in the run-off election.

2.4 Crew Business

- Crew business will be conducted under the principles outlined in Robert's Rules of Order and the Venturing Leaders Manual and shall conform to BSA Guidelines, Rules and Regulations.
- An agenda consisting of the basic elements contained herein shall be provided to each Crew member present at the beginning of each meeting:
 - Call to order
 - Pledge of allegiance
 - Moment of silence and/or prayer
 - Introduction of new members and/or visitors.
 - Committee/officer reports
 - Treasurers report
 - Activities Chair report
 - Advisors report
 - Old Business
 - New Business
 - Good and Welfare (roundtable)
 - Closing prayer
 - Adjourn
- Quorum shall consist of a voting body of members present at any given general meeting of not less than three members and the Crew Advisor
- Voting on all issues will be by simple majority of the quorum.

- An annual Planning Conference shall be conducted at the first meeting in February of each year for the purposes of providing a tentative outline of the crew's activities for the following year.
- A By-Laws Conference shall be conducted during the final general meeting in the month of December of each year.
 - Proposed changes to the by-laws must be submitted as resolution, in writing, and read aloud by the submitting party during the meeting.
- Changes or amendments to the bylaws will require a two-thirds vote of those members in good standing representing a quorum of the membership.
- Only business of a BSA/Venturing nature shall be discussed during meeting proceedings
- Any topic not complying with BSA policy shall not be brought up at a venturing roundtable, teen leader's council, general crew meetings, Crew Committee meetings, and/or officers' meetings.

2.5 General Meetings

- General meetings will be held bi-monthly unless otherwise noted and approved by the Crew.
- Special General meetings may be called by the President, Vice President or Crew Advisor with notice of not less than 24 hours.
- A petition for a special meeting made be made to the Crew Advisor by any member in good standing to take place at the discretion of the Advisor.
- General meetings shall be held at the Holly VFW Huelet-Bravender Post 5587 located at 201 Airport Rd. Holly Michigan.
- General meetings shall be held on the 2nd and 4th Sunday of each month.
- General meetings shall be called to order at 3:00 p.m. and shall adjourn at 5:00 p.m.

2.6 Officers' Meetings

- Officer's meetings will be held not less than quarterly.
- Quarterly Officers meetings shall focus on facilitating the annual plan of crew activities and general meeting agenda items.

2.7 Newsletter / Website

- The Crew officers shall appoint one member to maintain the Crew 43 webpage located within the BSA Troop 43 website.
<http://www.hollytroop43.com/Venture%2043%20Main.htm>
- The appointed member shall work in conjunction with the Troop 43 webmaster to make proper changes to relevant information and communications focusing on crew business.
- This webpage will include information relevant to the Crew and of interest to the membership.
- The Secretary will work with an appointed person(s) on the drafting and publishing of the webpage
- The Crew website containing current, relevant information will be updated as information is made available.
- The Secretary will work with an appointed person(s) on the development and maintenance of a webpage.

2.8 Activities Logbook

- Documentation of each activity and general meeting will be produced in a method set forth by the Crew Secretary and approved by the Advisor(s).
- All activity documentation will be kept in hardcopy form in a notebook by the Crew Secretary.
- This notebook will serve, in addition to the Crew newsletter, as the primary historical record of the Crew.
- The Activities Logbook shall be available for review at all General meeting sessions.

2.9 Registration-Dues

- The annual Dues fees are to set at \$5 per calendar month(\$60) per year
- Dues status to be presented to each individual on a quarterly basis.
- Members more than three quarters in the rears on Crew dues are no longer considered to be in good standing and shall not be permitted a vote in any crew business activities or elections.
- This fee covers BSA annual registration fee of \$14.00
- This fee covers Subscription to "Boy's Life" Magazine
- Those who are delinquent in their dues will not be re-chartered, and will be required to re-register.
- Re-registration may result in the complete loss of service hours required for rank advancement.
- Dues account funds in excess of 150% of monies required for re-charter, Boy's Life magazine and advancement expenditures may be re-allocated to a special account that may be used for the capital investment of crew equipment or as deemed necessary by a majority vote of crew members.

2.10 Money-Earning Projects (Fundraisers)

- All money-earning projects must meet BSA requirements and Safety guidelines.
- All proposals for money earning projects must be submitted to the Adult Crew Committee in writing.
 - Proposals shall contain information regarding profit distribution for individual crew member accounts, general account, and special dispensation of funds.
- The Adult Crew Committee shall review each proposal for conformance to BSA requirements and feasibility.
- All money-earning projects must then be approved by the Crew through a majority vote of the quorum
- Members who do not participate in the project are not entitled to any benefits of the funds earned.
- Participation in fundraising projects shall be documented and a record of hours spent shall be kept.
- The money earned will be put into the Crew 43 General Account.
- Separate accounting of individual balances of each members account shall be maintained by the Crew treasurer.

2.11 Treasury

- A Treasury report must be available for review at all general meetings.
- General budget and budget planning items shall coincide with and become integral with the annual Crew planning conference held during the first general meeting in February.
- All budgets must be adopted by the crew in a majority vote and approved by the Crew Committee.
- An assigned Adult Crew Committee member will ensure that the youth treasurer is doing his/her job and will assess quarterly audits.
- The Adult Crew Committee member shall not be in the same family as the elected Treasurer.
- Disbursement and use of general funds shall be presented in writing to the Crew Committee for discussion and vote of the quorum during new business.

2.12 Venturer Accounts

- The treasurer will set up and maintain individual accounts in the Crew budget for members of the Venture Crew.
- The Treasurer's Report shall contain balance information of each Crew member's account and balance of approved community service hours.
- Funds raised from a given fundraiser will be allotted to Crew members based on the number of hours volunteered.
- Funds to Venturer accounts and to general crew accounts shall follow the original written and approved proposal.
- Funds in these accounts may be used to pay for activity fees, dues, annual registrations and advancements or any equipment to be used in a fashion that is consistent with the goals of Venture Crew 43.
- Capital investments from the general fund for Crew Equipment and Materials must be submitted to the Crew in Writing at a General meeting and approved through a majority vote with final review of the crew committee and approval of the crew advisor.
- Exceptions will be considered on an individual basis by the Crew Advisor(s) and Adult Committee
- If a Crew member does not wish to continue membership, or is expelled from membership, he/she may designate their individual account funds to be dispersed into a general equipment fund or for even distribution into all Venturer individual accounts (both active and inactive)
- If no decision is made by the former crew member within sixty calendar days the Disbursement of the Scout's individual funds shall be through a majority vote of the active members

2.13 Uniforms

- Uniforms are required.
- Class A uniforms are required at functions, such as District/Council Venturing events and national Scout camps.
- All Crew members shall Travel in Full Class A uniform.
- All members are required to have a Class A and a Class B uniform.
- General membership meeting uniform only to be worn during general membership meetings.
- Formal inspections will be scheduled at various times by the President or Advisor.

The Class A uniform consists of the following:

- Official BSA Venturing Shirt containing all appropriate insignia
- Official Grey Venturing pants or shorts.
- Official BSA belt
- Venturing of BSA campaign headgear (optional)

The Class B uniform consists of the following:

- Polo shirt or T-shirt developed, designed and approved by the crew.
- Appropriate and tasteful pants or shorts that are in good repair and reflect proper Scouting etiquette
- Official BSA belt
- Venturing of BSA campaign headgear (optional)

The General Membership meeting uniform consists of the following:

- Official BSA Venturing Shirt containing all appropriate insignia
 - Casual pants or shorts that are in good repair and reflect the ideals and morals of scouting.
 - Venturing of BSA campaign headgear (optional)
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- New members of the crew are expected to obtain a uniform shirt within the sixty days of membership.
 - During the tenure in which the Venturer does not have the uniform, he/she is expected to wear shirt and pants that are in the spirit of scouting.
 - A committee will be appointed by the President to design a t-shirt and come up with a cost per shirt annually.
 - The new design requires Crew Committee authorization and a majority vote to implement.
 - Venturer's who do not wear the uniform are to be reminded of the bylaw uniform requirements.
 - Hard ship cases are to be brought forward to the Crew Advisor within the Sixty day period and appropriate arrangements are to be made and communicated to the crew and proper resolution shall be made
 - Adult Crew Committee members, and Consultants are expected to dress themselves in a manner consistent with the policies of the BSA.

2.14 Safety Rules and Guidelines:

- As minimum, the crew will abide by rules, regulations, and policies of the Boy Scouts of America. Particular attention will be paid to guidelines published *in Guide to Safe Scouting*. The buddy system will be used at all times when possible during Crew activities. Individuals desiring to tent alone must do so within easy site and sound of the Crew and advisors.
- Gear may be searched by and Adult Crew Advisor, with another BSA registered adult present on a "for cause" basis when it is believed necessary to ensure the safety of the Crew and its members.
- All Crew members will use the buddy system at any time they are out of sight of the Crew and or Advisors.
- The buddy system as is as outlined in the BSA Guide to Safe Scouting shall be observed in all aspects of crew activities.

2.15 Awards

- 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 their activities. All members are expected to take part in these programs unless specifically excused by the Advisor.
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.
- Throughout the year the Crew will hold a Court of Honor and/or actively participate in Court of Honor ceremonies with Holly BSA Troop 43. 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.

Boy Scout Advancement Program (if eligible)

- As outlined in the Boy Scout Handbook; the awards available are divided into seven progress ranks and over 125 merit badges. A member must have earned the Boy Scout rank of First Class before joining the Crew in order to advance to the rank of Eagle Scout. This advancement may be worked on until a member's 18th birthday.

Venturing Advancement

- 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. The Silver Award is the Venturing equivalent of Life Scout.

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.

Other awards are available through the Venturing Program.

2.16 Discipline

- Discipline is the base upon which all other parts of the program are built. Anyone who cannot or will not accept the rules and regulations of the Crew, and Boy Scouts of America, should not be a member.

Quarter Rule

- Anyone heard using profanity during Crew activities will be charged a quarter for each profanity.
- Inappropriate statements, and disrespect to others will be charged at the discretion of the adult leadership.
- Breaking the Scout Law will constitute a charge at the discretion of the adult leadership.
- The quarters will be placed in a "Quarter Bag" and deposited in the Crew's bank account in the general fund
- Quarters will be paid on the honor system.

- The highest contributor to the Quarter rule “Quarter bag” shall be recognized in a formal ceremony during the closing campfire of the final outing of each calendar year.

The following are some (but are not limited to) examples of the offenses that do not coincide with the BSA, Clinton Valley Council, the Crew or the Preamble of this Constitution.

A member whose presence at activities poses a continuing danger to persons or property or ongoing threat of disruption may be immediately removed from Crew functions, as soon as practical thereafter, the member shall be informed of the nature of the charge against him/her and the evidence supporting it, and be given the opportunity to present his/her case

Category I Offenses shall be under the Jurisdiction of the Crew membership and handled to the best of their abilities with full disclosure of any events to the Adult Crew Advisory committee.

- Insubordination
- Harassment (of kind; for any reason)
- Refusing to cooperate with Crew rules and regulations
- Refusing to do assigned work
- Use of excessive obscene, abusive, or insulting language
- Disruptive behavior during a meeting or an activity
- Inappropriate touching (i.e. handholding, kissing, etc.)
- Inappropriate/inconsiderate use of electronic devices

Category II Offenses shall be immediately referred to the Crew Adult Advisor and Advisory Committee

- Repeated Category I Offences
- Destruction and/or vandalism of Crew property, personal property of other members.
- Indecent exposure
- Theft and/or knowingly possessing stolen property
- Sexual harassment / Sexual conduct
- Assault and/or Battery
- Prescription violation (misuse of prescribed medications) including failure to have the Adult Leaders aware of the medication
- Possession and/or use of alcohol and dangerous substances (illegal drugs)
- Use of pocket knife or any object as a weapon
- Violent behavior which creates a substantial danger to persons or property

2.17 Due Process

- Two at large members of the Adult Crew Committee in conjunction with the Crew Advisor and a non-involved member of the Crew shall have the right to suspend temporarily, for cause.
- Prior to any suspension, a member shall receive written notification of the charge against him/her, the conduct which forms the basis of the charge, and the policy, rule, or regulation violated. He/she shall have the right to an explanation of the evidence supporting the charge and an opportunity to present his/her side.
- The hearing board shall arrange for a hearing with the member and his/her parent or guardian within in one (1) month of the date of the suspension.
- The member and his/her parent or guardian shall be notified in writing of the time and date of the hearing.

- Members may question witnesses and have witnesses testify or give written statements on their behalf.
- Upon consideration of all of the evidence presented at the hearing the hearing board concludes that a suspension or dismissal is warranted and may impose the suspension as long as necessary.
- Within one (1) month of the decision of the hearing board the member has the right to appeal this decision to the Crew Committee.
- Upon appeal the function of the Adult Crew Committee to determine whether the testimony and exhibits presented support the charge upon which the suspension or dismissal was based.
- The Committee then delegates the Advisor to the responsibility for determining the duration of the suspension or dismissal.

2.18 Youth Drivers

- Venturing members may drive to events as long as they are applicable by BSA standards featured on the Tour Permit. Current BSA requirements include:
- All travel to a Venturing event will be under the leadership of an adult (at least 21 years of age) tour leader
- All drivers must:
 - Be at least 18 years old
 - Have had at least six months driving experience (learner's permit experience not counted)
 - Have NOT been in an accident
 - Have NOT received any misdemeanor or moving violations
 - Have written parental permission to drive
 - Have written parental permission from parents of the passengers

2.19 Co-ed Behavior

- All crew members, youth and adult, will be cognizant of the fact that both sexes are present for all functions. Co-ed behavior expectations include the following:
 - Use common sense
 - Be respectful and considerate of each other
 - No entering the domiciles (tents, rooms, etc.) of the opposite gender
 - Respect opposite gender "nature calls" in the backcountry (i.e. "males to the left and females to the right" or as determined appropriate at the time)
 - No public display of affection (PDA) at ANY crew activities (i.e. kissing, handholding)
 - No public display of affection (PDA) while in uniform at any time.
 - No co-ed "buddies", unless three or more members are present

III. Approval

- These Bylaws must be approved by a two-thirds majority of the incumbent officers at each annual By-Laws conference.
- If a two-thirds approval cannot be reached, all Crew functions shall temporarily fall under the control of the Crew Advisor(s) until said Advisor(s) can solve the problem.
- Incumbent officers shall sign the copy of the Bylaws which is designated the Crew's operational copy.
- General members will sign following a presentation of the adopted By-Laws by the Crew Committee.
- All Crew to be provided a copy of these By-laws upon Ratification and immediately upon joining as a new member.

IV. Ratification

President _____

Vice-president of Administration _____

Vice-president of Program _____

Secretary _____

Treasurer _____

Crew _____ Crew _____ Crew _____

Crew _____ Crew _____ Crew _____

Crew _____ Crew _____ Crew _____