



**Venture Crew 1501
Springfield, Va 22152**

Crew 1501 Membership Handbook

2010



Venture Crew 1501
Springfield, Va 22152
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, especially our sister Troop – Troop 1501.
- c. To live by the Venturing Code and travel through life's obstacle course using team-work in such a way to allow us to grow into mature adults.



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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. No prospective member shall be disqualified because of race, color, creed, or sex. All members must be registered as Venture Scouts 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 supersede 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 – 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.
- 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



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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.

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



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- 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, 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 the Venturing Leader Manual, with the following additions as decided by the crew:
 - 1) The President, with the approval of the Advisor, shall appoint Activity Chairs and make other assignments as needed.
 - 2) The Treasurer – INSERT NOTES FROM MINUTES
 - e. Nominations and subsequent Elections will be held on the first meeting in October.
 - 1) On the night of the elections, nominations may be presented from the floor by any member.
 - 2) In order to be nominated for an elected position you must be an active member.



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- 3) If the nominee is eligible and the nomination is seconded and the candidate agrees to serve, he or she must be included on the ballot ("eligible" as described in the Venturing Leader Manual).

- f. No member shall serve more than two successive terms in the same office.

- g. The normal term of office shall be for one year starting the meeting following the Election.

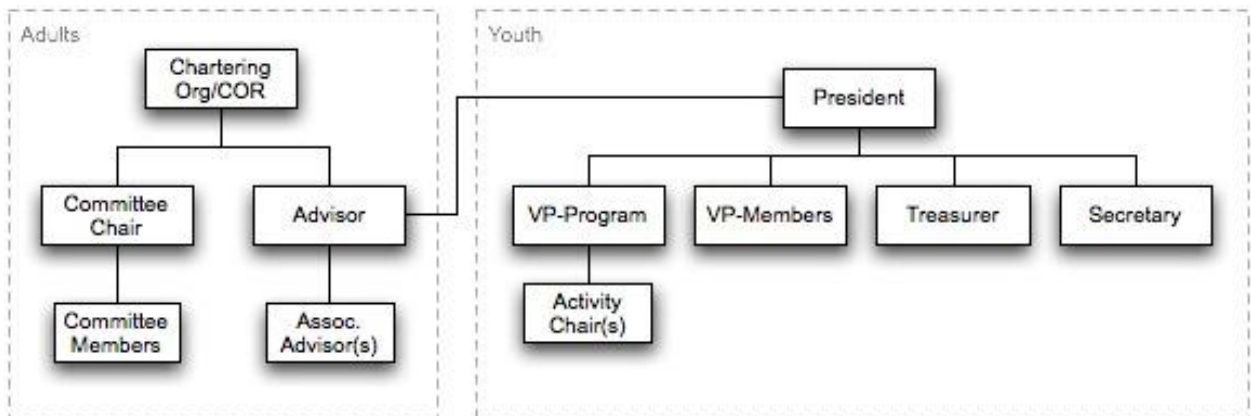
- h. All contested ballots shall be secret.

- i. 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.

- j. 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.

- k. 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 required to attend Leadership training and expected to plan and manage the Crew schedule.

2.2 Crew Organizational Structure



- a. Crew 1501 Chartering organization is the Messiah United Methodist Church.



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- b. Committee members and Advisors will be recruited / selected IAW BSA policies
- c. The Crew 1501 Bylaws will be reviewed at least once a calendar year by both the Committee and the Crew. The new Bylaws will be signed annually 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 member.

3.2 General Meetings

In principal, general meetings will be held every first and third Monday evenings at 7:30 pm. Class A, B, or C 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 at least once a calendar quarter. The time and date of Officer's meetings will be determined a month in advance.

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.



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3.5 Uniforms

- a. All members are required to have a Class A and a Class B uniform. Class B shirts will be made readily available on a yearly basis. Formal inspections will be scheduled at various times by the President or Advisor. Uniforms for events will be prescribed prior to the event, and clarification provided when needed (i.e. which color of pants must be worn with the Class A for this event).
- b. The Class A uniform is needed for official occasions and consists of the following:
 - 1) Official Green Venturing Shirt
 - 2) Khaki, Grey, or Black Pants or Shorts
 - 3) Venture web belt, or plain leather belt with an appropriate BSA buckle
- c. The Class B uniform consists of the following:
 - 1) Any BSA Venturing Polo style shirt
 - 2) Any scout shirt or scout camp shirt
 - 3) Any solid color shirt with the Venturing logo or our Crew logo as decided by the crew
 - 4) Pants or shorts appropriate to the venue
- d. The Class C - On occasions where the crew is meeting for crew business, or for a crew function but not wearing an A or B uniform, civilian clothing worn must be scout appropriate, (not revealing or with questionable pictures, symbols, language, etc.) or appropriate for the event (i.e. a suit for a formal event).

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 expected to take part in these programs unless specifically excused by the Advisor.



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- b. Crew1501 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 crewmembers may meet with an Advisor or Counselor outside of meetings, or on their own time, in order to do work.

4.2 Boy Scout Advancement Program (if eligible)

- a. 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.
- b. Females in the crew can participate in Merit Badge classes. On completion of the Badge Requirements, the badge can not be issued or worn on or with any official Class A uniform items.

4.3 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. The Silver Award is the Venturing equivalent of Eagle Scout.
- 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.

4.4 Court of Honor

- a. Throughout the year the Crew will hold a Court of Honor semi-annually. 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.



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Section 5

5.1 Activities

- a. Planning
 - 1) An annual Planning Conference will be held once a year to develop the long term program plan.
 - 2) Activity Chairs shall be appointed by the President, or they can volunteer, with the consent of the Advisor. No one should hold more than one chair 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
 - 2) Service to our sister Troop should take priority over smaller, short term planned events.
- c. Notice of Crew activities are usually announced in advance with the issuance of printed or e-mailed activity plans. These will give all the information about the activity including the date(s), cost, uniform to be worn, and necessary equipment. Activity plans will also be provided at Crew meetings.
- d. Sign-up sheets will be used for activities, in order to give the planner an idea of the needs, and to ensure that the crewmember understands that he/she is making a commitment to participate.
- e. Any event with a cost or requiring a fee must be “solidified” at the last meeting 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) Fees may or may not be refundable.
 - 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.



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- 3) Fees should be determined by taking the total cost for crew members 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. An enrolment fee of **\$24.00** is charged on an annual basis as each individual joins or re-charters. This fee covers initial member registration and any uniform patches issued by the Crew. 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 December the Crew must renew its Charter with the Boy Scouts of America. Currently this fee is \$11 (not including Boy's Life magazine).
- c. All enrolment/recharter fees are non-refundable.

5.3 Dues

- a. All activity fees are currently 'out of pocket' or scout 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 Campership Fund and 5.5 Money-earning Projects for additional information.

5.4 Scouter Fund

- a. The Campership Fund is an account in which every member is entitled. The member may access their account through the Treasurer and the President. The Campership 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. Their scout account will not be used to recharter. 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.



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- 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 until they are depleted, but they will not be able to accrue any new funds in their account.
- f. If a member has available funds in his/her Campership Fund then the Crew is capable of pulling recharter payments from the individual's fund.
- g. Advisors 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 and those who do not support Crew dedicated fundraisers forfeit their profits from fundraisers dedicated to individual scouter funds.
- d. Crew fundraisers usually fall into one of the following categories:
 - 1) Crew General Fund – the operating funds for the troop 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 Scout account – usually a fundraiser like popcorn, or other “brochure/sign up sheet” sales, where individual motivation will boost the scout account of that scout.
 - 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.



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Section 6

6.1 Discipline

- a. Crew 1501 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 Venture 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.

Section 7

A heartfelt "Thanks" to the members and leaders of Crew 1717, Hartwood, VA, for sharing their bylaws. An excellent example, from which we've borrowed heavily.



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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____