



Venturing Crew 270

Thurmont, Maryland

Code and Bylaws

I. Preamble

a. **Scout Oath**

On my honor, I will do my best
To do my duty, to God and my country, and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong, mentally awake, and morally straight.

b. **Scout law**

A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.

II. Crew Bylaws

a. **Objectives**

- i. The objectives of Venturing Crew 270 are:
 1. To always put fun as the main objective in everything we do.
 2. To become advanced first aid, CPR, AED as well as encouraging crew members to be Wilderness First Aid trained.
 3. To assist the Chartered Organization in their mission.
 4. To experience and participate in High Adventure activities.
 5. To have at least one activity a month beyond the regular scheduled monthly meeting.
 6. Have a least one super-activity per year.
 7. To run a safe and equal opportunity Venturing Crew.

b. **Membership**

- i. Membership shall be open to all young adults of high school age who must be at least 13 (and graduated the eighth grade) or 14 years of age and less than 21.
 1. Youth over the age of 18 and not yet 21 must fill out an "adult participant" application, submit to a background check and complete the BSA Youth Protection Training (YPT) every 2 years.
- ii. No prospective member shall be disqualified because of race, color, national origin, religion, gender, disability or sexual preference.
- iii. All members must be registered as Venturers and agree to live by the Scout Oath, Scout Law, and the Crew bylaws.

c. **Charter**

- i. Venturing Crew 270 shall hold its charter to the Conservation and Sportsmen's Club of Thurmont, Mary, Incorporated of 11617 Hunt Club Road, Thurmont, Maryland 21788.
- ii. Venturing Crew 270 shall abide by any rules and/or requests that our charter organization makes of us.
- iii. The charter organization representative shall handle communication between the charter organization and Venturing Crew 270.

d. **Officers**

- i. The available elected officers and their responsibilities shall be:
 1. **President:** Serves as youth leader of the crew; implements the crew program in cooperation with the other officers and members; works closely with Advisor and other adult leaders in a spirit of partnership; represents the crew at council meetings; assist crew advisors at crew officer's seminar; presents annual reports to charter organization; with the approval of the advisor, appoints chairs for projects.
 2. **Vice President - Administration:** Serves as administrative officer to the crew; assumes responsibilities of the crew president in his/her absence; leads the recruiting and admission of new members; recognizes achievements of crew members; is responsible for opening and closing on special occasions; keeps an up-to-date crew roster.
 3. **Vice President – Program:** Arranges program planning process; collects and maintains crew activity file; determines the interest of the crew members; provides support for the activity chairs and committees; maintains an up-to-date calendar of meetings and activities; appoints chairs for projects and activities.
 4. **Secretary:** Manages communications and publicity for the crew; maintains crew membership and attendance records; is responsible for all crew correspondence and minutes.
 5. **Treasurer:** Maintains financial records and monitors the crew's budget; collects and disperses funds; communicates information about the crew's finances to the crew members.
 6. **Quartermaster:** The Crew Quartermaster is responsible for the Crew supplies and equipment. He/she keeps an inventory of and maintains equipment in good working order. When equipment is lent to a Crewmember, the Quartermaster monitors the safe return of that which was loaned. The Crew Quartermaster generates a list of equipment and supplies needed by the Crew for future acquisition.
 7. **Historian:** The Crew Historian collects and preserves memorabilia, press releases, photos, and other data of historical significance to the Crew. He/she maintains information about Crew activities and erstwhile Crewmembers. The Crew Historian will work with the Web master to make sure that all events are recorded/publicized on the Crew Web site.
 8. **Guide:** The Crew Guide serves as an individual mentor for new Venturers, assisting in their understanding of the Venturing program and participation in Crew activities.
- ii. The crew vice president of program, with the approval of the crew advisor, shall appoint activity chairs where needed. The crew president shall appoint activity chairs and make other assignments as needed.
- iii. The duties of the officers shall be as stated in the Venturing Leader Manual. (Other duties may be assigned as needed.)
- iv. The normal term of office shall be for one year starting with the first Crew meeting in September. Elections shall be held the first Crew meeting in August. Officer can hold any given office no more than two (2) years in a row.
- v. On the night of the election, any member may present nominations from the floor. If the nomination is seconded and the candidate agrees to serve, he or she must be included on the ballot. If a member nominated is not present to accept a nomination, an attempt must be made to contact them for them to accept the nomination. If no contact can be made then the nomination cannot be seconded. A crewmember may nominate their self.
- vi. All ballots shall be secret.
- vii. An officer of the Crew may abdicate their office if they give a 2 week notice, however, they will not be able to run for office in the next election.
- viii. An officer may be removed from office if they are unable to discharge their duties or by written request of two-thirds of the active membership. The remaining officers and the Adviser must approve this expulsion. If removed from office, they will not be able to run for office in the next election.

e. **Crew business**

- i. Crew business will be conducted under the principles outlined in *Robert's Rules of Order*.
- ii. Voting on all issues will be by simple majority, with the exception of changes or amendments to the bylaws which must pass by two-thirds of the active membership.
- iii. For regular meeting business a small quorum of 3 active crew members will be required.

- iv. For activity meetings, no quorum is required; however, 3 active crewmembers are needed to conduct business.
 - v. For specially scheduled meetings a quorum of a majority of the active membership will be required.
 - vi. Changes or amendments to the bylaws (See Amending the Bylaws)
- f. **General Meetings**
- i. General meetings shall be held twice a month unless otherwise announced by the Crew President.
 - ii. The day and time of the meetings will be determined by a vote of the membership at the beginning of each school (FCPS) year.
 - iii. Meetings can be changed on a meeting-by-meeting basis with crew president's approval of new date and time.
 - iv. The Crew will not meet on days that fall on a federally recognized holiday unless called for by the Crew officers.
 - v. If Frederick County Public Schools has canceled school due to inclement weather, check the Crew Web site or email after 3PM to see if the meeting will be canceled or not.
- g. **Officers' Meeting**
- i. Officer's Meetings will be held at least quarterly and shall not be at the same time as a regularly scheduled crew meeting.
 - ii. The president will schedule officers' Meetings.
- h. **Newsletter and Mailings**
- i. The Crew will distribute at least one (1) mailing and/or newsletter each month, which shall include all meeting dates and other information of interest to the membership, including, but not limited to the events and meeting minutes of the past month. The mailing will serve as part of the historical record of the crew. Mailings will be distributed by the best means possible. (Email and/or U.S.P.S.)
- i. **The Venturing Crew 270 Web Site**
- i. The Venturing Crew 270 Web site shall be supervised, maintained and organized by an adult volunteer appointed by the crew committee and shall be known as the Crew Web master.
 - ii. The Secretary and/or Historian shall be responsible for updates to the site which must occur within 2 days of a meeting or activity.
 - iii. It is the Web master's responsibility to keep the site looking clean and up to the BSA standards.
 - iv. All Crewmembers shall have the ability to submit articles to be published on the Web site.
 - v. Trained Crew 270 advisors and committee members shall have the ability to approve and publish articles submitted by crew members.
- j. **Dues & Yearly Registration**
- i. Dues for youth will be \$12.00 per year, payable no later than the first meeting of November. Additionally, crewmembers whose primary registration is with the Crew are responsible for yearly BSA registration fees and the Council insurance fee.
 - ii. Primary registered Advisors and Committee members will be responsible for BSA registration fees as well as council fees and insurance charges to cover their yearly registration. These fees must be paid on or before the first meeting in November. Those with a primary registration in another unit shall be \$0.
 - iii. The treasurer will collect dues.
 - iv. Members' delinquent in dues payments by three (3) months will automatically be declared "inactive" on the Crew roster.
 - v. An inactive member will have to bring his or her dues payments up-to-date before being allowed to participate in crew activities.
 - vi. After notification by the treasurer of the delinquency, members' delinquent in dues payments by six (6) months or more will be dropped from the crew roster.
 - vii. Crewmembers living away from the Thurmont area while attending college or who become inactive while their dues is paid up will be placed in a "Reserve Crew" status. While in Reserve status they will be kept on the crew roster, but will not owe dues, but will have to pay the BSA registration fee as well as Council fees and insurance, due no later than the first meeting of November. They may stay on the "Reserve Crew" as long as registration fees are paid or until they turn 21, whichever comes first.
 - viii.

k. **Money-Earning Projects**

- i. All money-earning projects must be approved by a majority vote of the crewmembers.
- ii. Members who do not participate in a project are not entitled to any benefits of the funds earned.
- iii. All money-earning projects must be approved by the Advisors and meet BSA (Boy Scouts of America) requirements.
- iv. The IRS and BSA have concluded that fundraising may not benefit an individual thus no cash incentive can or will be given to a Venturer in Crew 270. Crewmembers who participate in fundraisers will receive a credit of "Crew Points" with ZERO CASH VALUE in the amount of forty-nine percent (49%) of the actual profit in cash raised via the fundraiser. Actual fundraising profits will be divided among all crew registered BSA participants by the number of hours to the closest quarter each participant worked or in the case of sales, the amount of sales profit each individual delivered. The final tallied amount will be converted to Crew Points with ZERO CASH VALUE. (See Section II, Paragraph k, line vii)
- v. Crewmembers are required to participate in 50% of all fund raisers. While participation in a cookie dough/pizza sale may be skipped, the Crew needs all its crewmembers to support it during events such as spaghetti dinners or car washes where teamwork can make all the difference.
- vi. Crew members must be active in the crew to participate in fund raisers.
- vii. **CREW POINTS, Use.** Crew Points are a ZERO CASH VALUE marker which enables a crewmember to earn BSA related items. Crew Points have ZERO purchasing power. Crew Points are only good for earning items that are offered by the Crew. (See Section II, Paragraph k, line viii)
- viii. **CREW Points, Leaving the Crew.** When a crewmember leaves the Crew they shall be entitled to nothing as Crew Points are a zero cash value marker. A record of the Crew Points will be kept until the next charter. If the crewmember has not returned, the records will be erased.

l. **Funding and Spending**

- i. A budget is required for all activities.
- ii. Each activity will be self-funding; paid for by participants.
- iii. Fundraisers should be held when funds are needed for activities.
- iv. The Treasurer is prohibited from spending money without the majority approval of the Crew officers.
- v. All dues or activity fees collected via the Web site via electronic check or credit card or via Credit Card reader will incur a three-point-five percent (3.5%) fee to cover processing charges.

m. **Crew Store**

- i. Crewmembers may use cash in USD, checks, credit cards (with a 3.5% surcharge) can be used by crewmembers to purchase items made available through the crew store. Crew Points that have been earned can also be traded in towards goods and services. Among items that may be purchased or traded for are yearly dues, camping trips, super trips, uniforms, books and other BSA related activities and/or items. All items trade for Crew Points require the approval of both the Crew Treasurer and unit Advisor.

n. **Medical Forms and Activity Permission Slips**

- i. All Venturers and Advisors must have current BSA medical form (BSA #34605) on file with the crew at all times to participate in Crew events. No activities can be attended without section C of the medical form filled out, signed by an approved physician and on file with the crew.
- ii. Permission slips, signed by a parent or guardian (if under 18 or by the crewmember if 18 or older) MUST be submitted no later than two (2) weeks before any activity (some events mandate earlier registration, those events will over-ride this general rule). These permission slips cover a wide range of issues, medical and legal as well as confirming your spot on the activity.
- iii. Once a crewmember's permission slip is turned in, they are responsible for all fees for the activity, including, but not limited to food, transportation and/or specific activity charges whether they go on the activity or not, unless for verifiable medical reasons they cannot attend (**in some cases deposits will still not be refundable**).

o. **Attendance and Expectations**

- i. If a member cannot make a meeting for any reason, they must accept the responsibility to call or e-mail the Crew President (or Vice-Presidents) and inform them of their absence.
- ii. If a member misses more than 25% of the meetings or events per calendar quarter, that member will be given one chance to explain their absences before being declared "inactive" on the Crew roster.

- iii. Each Crew member is encouraged to attend every outing. Members who are excessively absent from Crew outings will be subject to a conference with the Head Crew Adviser and the Crew President/Vice-Presidents.
 - iv. Once placed on the inactive roster due to excessive absences, a member must attend four (4) consecutive Crew events, at least one of which must be a crew business meeting, to be placed back on the active roster.
 - v. Members must be active in the Crew to participate in crew activities.
 - vi. Exceptions may be made per case by Crew officers and/or Advisers.
- p. **Officers' Attendance**
- i. Officers are expected to attend every meeting, including the Officers' Meeting, which is separate from the regular Crew meetings.
 - ii. If any officer misses more than four consecutive meetings with or without cause, their position shall be declared vacant and an election shall be held to fill the position.
 - iii. Exceptions may be made if pre-approved by all other elected officers.
 - iv. Any absence by an Officer for an Officer's meeting shall be reported in advance to the President by such Officer. In the case of the Presidents absence, they shall report such in advance to the Vice President of Administration.
- q. **Youth Drivers**
- i. Venturing members may drive to events as long as they are applicable by BSA standards.
 - ii. Current BSA requirements include:
 - 1. All travel to a Venturing event will be under the leadership of an adult (at least 21 years of age) tour leader.
 - 2. All drivers must:
 - a. Be at least 16 years old.
 - b. Have had at least six months driving experience (learner's permit experience not counted).
 - c. Have NOT been in an accident.
 - d. Have NOT received any violations.
 - e. Have written parental permission to drive.
 - f. Have written parental permission from parents of the passenger (if the driver is between 18 and 21 years of age. You may not drive others to a trip if you are under 18 years of age.
 - g. Drivers who drive only themselves on a trip will not be reimbursed for gasoline expenses except under extenuating circumstances.
- r. **Dress Code**
- i. The dress code is as follows:
 - 1. For all meetings and private Crew events, no uniform will be needed.
 - 2. For any event in the public eye, where we are representatives of Venturing Crew 270, the Chartered Organization, Boy Scouts of America and/or Venturing, a Class "A" crew shirts, MUST be worn. Along with the shirts, charcoal gray colored cargo-style shorts or pants will be worn. (Or official Venturing pants sold by the BSA.) Our objective is to look good and give a good presentation.
NOTE: For some activities, it is understood that an official BSA Venturing uniform must be worn; in these cases, the BSA Venturing Class "A" Shirt along with Charcoal Gray pants and other official BSA Venturing uniform parts will be expected. These events include, but are not limited to; the Crew holiday dinner, District events and meetings, in-person FCVOA meetings, NYLT, NAYLE, Powder Horn, Wood Badge.
 - ii. Class A uniform shirts consists of the following: green button collared BSA Venturing shirts (with appropriate patches correctly located), charcoal grey pants, Venturing socks, Venturing or black belt. The Class A uniform is required by officers for Round Table, and other official Scout council & district functions.
 - iii. Class B uniforms for informal crew activities consist of Venturing or Scout T-shirts, charcoal grey pants or shorts, Venturing socks and black belt.

s. **General and Co-ed Behavior**

- i. All crewmembers, youth and adult, will be cognizant of the fact that both sexes are present for all functions. Co-ed behavior expectations include the following:
 1. Use common sense.
 2. Be respectful and considerate of each other.
 3. No vulgarity in words or actions.
 4. No cell phone use during meetings or on activities unless pre-approved by a President/Vice-President for extenuating circumstances.
 5. No entering the domiciles (tents, rooms, etc.) of the opposite gender.
 6. Respect opposite gender "nature calls" in the back country (i.e. "males to the left and females to the right" or as determined appropriate at the time).
 7. No public display of affection (P.D.A.) at ANY crew activities (i.e. kissing, hand holding).
 8. No co-ed "buddies", unless at least two or more of each gender is present.
 9. Sex, illegal drugs, alcohol, and tobacco use will not be tolerated and the offending member(s) may be subject to expulsion from the event and/or the Crew.
 10. Any action that violates the code of conduct in the crew is prohibited.
- ii. If any crewmember is offended by behaviors of another person, they may report it to the officers or advisors and appropriate action will be taken up to and including expulsion from the Crew. The person reporting can count on discretion from the officers and advisors.
- iii. A Crew High Officer's Tribunal will be conducted to deal with any occurrences of behavior deemed inappropriate per the Crew Bylaws and/or the Boy Scouts of America rules and regulations.
- iv. The youth and/or adult leadership will consider the following consequences if rules have been broken;
 1. Warning.
 2. Reprimanded.
 3. Extra work.
 4. Advisors talk to the offender.
 5. Parents notified.
 6. Expulsion from the Crew outings on a temporary or permanent basis.
- v. Crewmembers and adults are expected to notify the following people if an infraction occurs. These parties may be notified in any order but the hope is the youth in charge can effectively deal with the situation.
 1. Youth leader for the trip.
 2. President and Vice President.
 3. Any adult leader in attendance at the event.

t. **Amending the Bylaws**

- i. Changes or amendments to the bylaws will require that thirty (30) days' notice be given in writing, via posting on the Crew's Web site, of the proposed amendment and a two-thirds vote of the active membership. Additionally, an amendment to the bylaws can be motioned and voted on at any time if seventy-five percent (75%) of the active Crew members are present and the vote passes by a two-thirds (2/3) majority of all active members.

u. **Ratification and Amendments**

- i. Initial Approval: Bylaws were ratified by unanimous vote by all members present on June 27, 2007.
- ii. The bylaws were amended and ratified by unanimous vote by all members present on September 27, 2007.
The bylaws were amended and ratified by a 12 for and 1 against vote on February 13, 2009.
The bylaws were amended and ratified by unanimous vote by all members present on September 10, 2010.
The bylaws were amended and ratified by unanimous vote by all members present on September 21, 2011.
The bylaws were amended and ratified by unanimous vote by all members present on February 1, 2014.
The bylaws were last amended and ratified by unanimous vote by all members present on March 4, 2018.

The bylaws were last amended and ratified by unanimous vote by all members present on February 2, 2020.

Venturing Crewmember Contract

Acknowledgement of Venturing Code and Venturing Crew 270 Bylaws

As a member of Venturing Crew 270, Thurmont, Maryland, I certify that I have received, read and understand the Venturing Code and Venturing Crew 270 Bylaws. I hereby affirm that I agree with/to them and will abide by them.

Printed Name: _____

Signed Name: _____

Date: _____ / _____ / _____
Day / Month / Year

Venturing Crewmember Contract

(RETURN THIS PAGE)

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Printed Name: _____

Signed Name: _____

Date: _____
 Day / Month / Year

New Updates:

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