

LIEN DOAN BAC DAU 817 BY-LAWS

Table of Contents

ARTICLE I - GENERAL
ARTICLE II - PURPOSE

SCOUT SECTION

ARTICLE III - MEMBERSHIP GUIDELINES
ARTICLE IV - FINANCES
ARTICLE V - MEETINGS AND ACTIVITIES
ARTICLE VI - UNIFORMS
ARTICLE VII - ADVANCEMENT
ARTICLE VIII - TROOP LEADERSHIP
ARTICLE IX - RULES

ADULT LEADER SECTION

ARTICLE X - ADULT LEADERSHIP
ARTICLE XI - CONDUCT OF BUSINESS
ARTICLE XII - FINANCES
ARTICLE XIII - MEETINGS
ARTICLE XIV - TRAINING
ARTICLE XV - UNIFORMS
ARTICLE XVI - YOUTH PROTECTION
ARTICLE XVII - RIGHT TO APPEAR
ARTICLE XVIII - REVIEW AND REVISION OF BY-LAWS

RECORD OF APPROVAL
LDBD 817 Fee Schedule

ARTICLE I - GENERAL

These by-laws are guidelines for all youth and adult members of Lien Doan Bac Dau (LDBD) and its chartered units: Scout Troop 817, Pack 817 and Crew 817. LDBD is chartered by the Tue Vien Wisdom Garden Temple and operates in accordance with the policies of the [Coyote Creek District](#), [Silicon Valley Monterey Bay Council](#), and the [Boy Scouts of America \(BSA\)](#).

ARTICLE II - PURPOSE

Lien Doan Bac Dau and the Boy Scouts of America exist to provide boys and girls an effective program designed to build desirable qualities of character, to train in the responsibilities of participating citizenship, and to enhance the development of physical, mental, and emotional fitness.

SCOUT SECTION

ARTICLE III - MEMBERSHIP GUIDELINES

SECTION 1 - ELIGIBILITY. Membership in LDBD is available to boys and girls who are at least seven years old. Boys and girls remain eligible until they are twenty-one years old.

SECTION 2 - PRINCIPLES. All registered Scouts must abide by the Scout Oath and the Scout Law.

SECTION 3 - APPLICATION. Boys and girls apply to LDBD by completing an official application with their parents, and submitting the application to LDBD. They become members of LDBD when they have paid the required fees (see Article IV) and the application is approved by the LDBD.

SECTION 4 - PROSPECTIVE MEMBERS. Any one interested in joining LDBD are encouraged to attend Troop meetings or other Troop activities. The potential scout's parent or guardian must accompany them and must obtain LDBD's permission to attend the event. Prospective members are not covered by LDBD's insurance.

ARTICLE IV - FINANCES

SECTION 1 - FEES. LDBD charges fees as described below. All checks should be made payable to current LDBD Treasurer. A separate sheet is available from LDBD Committee listing the dollar amounts of the various fees.

Registration Fee: This yearly fee includes BSA registration and Boy's Life subscription (if desired). This fee is passed by LDBD directly to the Council, and is used to fund council and national BSA programs. This fee is due in full each October when LDBD recharterers.

Annual Troop Fee: This fee goes into LDBD general fund. This annual fee is used by LDBD to pay for a , LDBD shared outdoor gear, troop neckerchief , and all badges of achievement, rank or office while the youth is a member of LDBD.

Special Fees: Scouts will be charged for participation in some of LDBD's special events such as camping and trips. These fees pay for camp facilities and special event patches and will be announced prior to the event. Food costs are normally pro-rated to the number of Scouts involved.

SECTION 3 -FUNDRAISING - In general, fundraising will be done at the LDBD level. Unit specific fundraising will be permitted with approval from the troop committee.

ARTICLE V - MEETINGS AND ACTIVITIES

SECTION 1 - GENERAL. LDBD leadership (scout and adult) will conduct a planning session at the beginning of the year, then publish a calendar with all meetings and activities. All Troop meetings are considered "open" to parents, family members, and all Scout leaders.

SECTION 2 - TROOP MEETINGS. LDBD meets Sundays from 10:00 a.m. to 12:00 p.m. Evergreen Valley Community College. Exceptions to this will be announced in advance of a meeting.

SECTION 3 - UNIT ACTIVITIES. Camping is a vital ingredient of Scouting, and LDBD will camp frequently. LDBD will conduct or participate in many special activities during the year. Examples of these events include camping trips, community Service events, Outdoor Activities, fundraisers and others. Generally, a Scout and an adult will organize the event and publish information to include date, time, overall plan, equipment, cost, and family participation guidelines.

ARTICLE VI - UNIFORMS

Scouts in LDBD wear two uniforms as described below. The Scoutmaster or Senior Patrol Leader will announce the uniform prior to each event or activity. At a minimum, Scouts will travel to/from LDBD activities in one of the two uniforms.

Field Uniform: Consists of the official Scout pants and shirt with all badges and insignia, LDBD neckerchief (scarf) with slide, closed toed shoes, and a scout hat. If wearing shorts, official scout socks must be worn as well.

Activity Uniform: Consists of either LDBD T-shirt or BSA T-shirt, worn with official scout pants or shorts, hat, and closed toe shoes.

**Our uniform policy adheres to current BSA guidelines, with discretion from unit leaders.

ARTICLE VII - ADVANCEMENT

SECTION 1 - GENERAL. Scouting provides a series of surmountable hurdles through the opportunity to advance in rank. The steps in the advancement system help a youth grow in self-confidence, self-reliance and the ability to help others.

SECTION 2 - ELIGIBILITY. To be eligible for any rank or advancement, the Scout must meet the requirements specified in the official Scout Handbook. Any registered adult leader (except a youth's parent or sibling) in LDBD can sign off requirements. Specifically for the Troop level, any rank of First Class and above must be signed off by the Assistant Scoutmaster or Scoutmaster.

SECTION 3 - SCOUTMASTER CONFERENCE. After satisfying all skill, knowledge, service project, merit badge, leadership and longevity requirements for a particular rank, a Scout will meet with the Scoutmaster in a Scoutmaster Conference.

SECTION 4 - BOARD OF REVIEW. The final step in earning rank advancement is to appear before a Board of Review. For all ranks below Eagle, the Board of Review consists of the Advancement Coordinator (or his/her designee) and two other adults. Boards of Review take approximately 30 minutes and will normally be held during normal LDBD meetings, except those for Eagle rank. LDBD Advancement Coordinator will coordinate all Boards of Review for Eagle rank.

**All advancement guidelines will adhere to current BSA policy and subject to change.

ARTICLE VIII - YOUTH LEADERSHIP

Scouts will serve in leadership positions within LDBD and patrols in accordance with BSA guidelines. Scouts will be elected to leadership positions in elections conducted under the supervision of the Unit leaders. Leadership positions are held on a rotational basis with periodic change. Pack level leadership is appointed by unit leader.

ARTICLE IX - RULES

SECTION 1 - SAFETY. No Scout may carry a knife or ax of any kind until they have earned the [Totin' Chip](#). Prior to participating in any water activity, each Scout must demonstrate their ability to swim. No Scout may operate a boat or canoe alone, and each Scout will wear a life jacket when they are in a watercraft. Scouts will wear helmets when riding bicycles. LDBD will employ the buddy system at all times. LDBD will follow all other safety guidelines in the [Safe Scouting program](#).

SECTION 2 - PHYSICALS AND PERMISSION SLIPS. As part of yearly LDBD registration, each youth will need to fill out BSA Medical Form A & B. Prior to participating in LDBD activities greater than 72 hours, Scouts will have current physicals (BSA Medical Form C) and permission slips on file with unit leadership.

SECTION 3 - PROHIBITED EQUIPMENT. No weapons (other than pocket knives) may be brought to any LDBD meeting or activity. Scouts may not bring electronic gear (phones, games, etc.) to unit activities, an exception may be authorized by the unit leaders.

SECTION 4 - BEHAVIOR. All Scouts will behave in accordance with the principles of the Scout Law. LDBD reserves the right to remove any Scout for misbehavior or endangering the safety of others. In serious cases, the unit leader may request that the Committee suspend or terminate the membership of a Scout in accordance with the Code of Conduct.

SECTION 5 - ATTENDANCE. Scouts are encouraged to attend all regular unit meetings and special events. Scouts are responsible for informing their unit leaders for absences. Prolonged unexcused absences may result in ineligibility to attend special events.

SECTION 6 - SUPERVISION. Scouts must remain in the immediate vicinity of any meeting or special activity, leaving the area only with the permission or knowledge of the unit leaders or supervising adult.

ADULT LEADER SECTION

ARTICLE X - ADULT LEADERSHIP

SECTION 1 - ELIGIBILITY. Adult leadership is available to anyone who volunteers and meets the requirements for adult leaders by the BSA. LDBD reserves the right to set additional requirements as necessary - for example level of experience, attendance at training sessions, ability to allot time to unit activities, etc. Term of office is one year, however, leaders may be re-appointed in the same position or in different positions the following year. All adult leaders must be approved by LDBD Committee Chair and the Chartered Organization Representative. LDBD pays the registration fee for all adult leaders.

SECTION 2 - POSITIONS AND RESPONSIBILITIES. At a minimum, LDBD will select adults to fill the positions of Lien Doan Truong, Lien Doan Pho, Treasurer, Secretary, Crew Advisor, Scoutmaster, and Cubmaster.

SECTION 3 - PARENTAL INVOLVEMENT. Parents and guardians are strongly encouraged to participate in Scouting as role models, mentors, teachers and organizers.

ARTICLE XI - CONDUCT OF BUSINESS

SECTION 1 - GENERAL. The Committee will pre-approve all unit activities and all expenditure of funds over \$500. LDBD adult leaders will not obligate funds, commit unit involvement, or make requests for resources without the authority of LDBD Committee. After-the-fact requests for reimbursement of expenses may be considered by the Committee on a case-by-case basis.

SECTION 2 - QUORUM. The Committee will conduct business and vote only when at least five registered committee members are present, including at least three of the following leaders: Treasurer, a unit leader, and Committee Chair/Vice Chair.

SECTION 3 - VOTING. All Committee members shall have one vote for any decision before the Committee. Committee members holding more than one office have only one vote. A proposal is "approved" if a majority of members present vote in favor of it.

SECTION 4 - PARLIAMENTARY PROCEDURE. The Committee will normally conduct business in an informal manner. However, the Committee Chair may invoke standard parliamentary procedure if necessary to maintain order.

SECTION 5 - EXCEPTIONS. The Committee may allow exception to any Article of these by-laws, on a case-by-case basis, except those related to safety.

ARTICLE XII - FINANCES

SECTION 1 - FISCAL YEAR. LDBD's fiscal year is defined as calendar year.

SECTION 2 - RECEIPTS. A receipt is needed for all unit expenses; all receipts will be turned over to LDBD Treasurer. When requested, the Treasurer will also issue a receipt to acknowledge cash paid to LDBD in excess of \$5.00.

SECTION 3 - CHECK APPROVAL. The Committee will designate those members authorized to sign checks drawn on LDBD's checking account. In and of themselves, these 'signature card' designations do not constitute authority to spend money; they identify those leaders who may commit funds once an expense is approved by the Committee. No person shall sign a check if he/she is the payee.

SECTION 4 - AWARDS PURCHASE. The Advancement Coordinator has blanket authority to purchase advancement awards without prior approval of LDBD Committee.

SECTION 5 - FUNDRAISERS. Units will not conduct fund raising activities without Committee approval. All fund-raisers conducted by LDBD will be done in accordance with BSA policies.

SECTION 6 - AUDIT. The Committee Chair, or his/her appointed representative, will review LDBD financial records yearly (at the end of the fiscal year) and upon a change of Treasurer. The Chartered Organization Representative may inspect LDBD's financial records at any time. The Treasurer shall issue an annual Financial report with a quarterly report available upon request.

ARTICLE XIII - MEETINGS

SECTION 1 - COMMITTEE MEETINGS. LDBD Committee will normally meet once a month at a date and time convenient for as many members as possible. Typical agenda items for the Committee meeting include review of minutes from previous meeting (Secretary), membership report (Membership Coordinator), financial report (Treasurer), review of upcoming events (Scoutmaster), and general business (Committee Chair).

SECTION 2 - SPECIAL MEETINGS. LDBD Committee may convene special meetings to conduct business. Such meetings include the annual unit planning conference, planning sessions for special events, or subcommittee meetings to review finances or by-laws.

ARTICLE XIV - TRAINING

SECTION 1 - GENERAL. As soon as possible after registering, adult leaders are strongly encouraged to attend training appropriate for their position. Such training typically includes, but is not limited to, Scoutmaster Fundamentals and Youth Protection training.

SECTION 2 - [YOUTH PROTECTION TRAINING](#). All participating adults and youth over 18 will attend Youth Protection Training in accordance with current BSA policy.

ARTICLE XV - UNIFORMS

All registered adult leaders meeting with scouts on a regular basis should wear a correct Scout uniform, as defined in Article VI.

ARTICLE XVI - YOUTH PROTECTION

LDBD will operate in accordance with the BSA's Two-Deep Leadership and [Youth Protection](#) policy. No adult leader will be left alone with a Scout (other than his/her child) at any time except in the most severe emergencies. This includes merit badge counseling, Scoutmaster Conferences, or outdoor activities.

ARTICLE XVII - RIGHT TO APPEAR

Any person who has a grievance against LDBD or any adult leader of LDBD has the right to appear before the Committee to present the grievance. However, such persons are encouraged to first seek satisfaction through the Scoutmaster and/or Committee Chair.

ARTICLE XVIII - REVIEW AND REVISION OF BY-LAWS

These by-laws will be reviewed at least annually by the Committee at during the recharting month of October. Amendments may be proposed at any time during the year, and will be reviewed by the Committee at the next regular meeting.

RECORD OF APPROVAL

These by-laws were approved by a majority vote during a Committee meeting on July 21, 2018.

Committee Chairperson

Charter Organization Representative

LDBD 817 FEES

The following table shows the fees payable by a new Scout joining LDBD 817.

Fee Schedule

Month Enrolled	BSA/GS Registration & Insurance Fees	LDBD Registration Fee	TOTAL REGISTRATION AMOUNT
January	\$36.00	\$54.00	\$90.00
February	\$33.00	\$49.50	\$82.50
March	\$30.00	\$45.00	\$75.00
April	\$27.00	\$40.50	\$60.00
May	\$24.00	\$36.00	\$54.50
June	\$21.00	\$31.50	\$52.50
July	\$18.00	\$27.00	\$45.00
August	\$15.00	\$22.50	\$37.50
September	\$12.00	\$18.00	\$30.00
October	\$9.00	\$13.50	\$22.50
November	\$6.00	\$9.00	\$15.00
December	\$3.00	\$4.50	\$7.50

If a Scout transfers into LDBD and presents evidence of current registration, he will be charged only \$1 to process the transfer, plus the \$25 Troop fee.

The following table shows the fees payable by *all* Scouts re-registering in LDBD 817 at the time LDBD recharter each year in October.

Month Enrolled	BSA/GS Registration & Insurance Fees	LDBD Registration Fee	TOTAL REGISTRATION AMOUNT
October	\$36.00	\$54.00	\$90.00