



Bylaws of Venturing Crew 904 Garland, Texas

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.

I. Membership

Membership is open to all young adults who have completed the eighth grade and are at least 14 years old. No prospective member will be disqualified because of race, color, creed, or sex. All members must be registered as Venturers, and agree to the crew code and bylaws.

II. Officers

A. The elected officers are President, Vice President of Administration, Vice President of Programs, Secretary, Treasurer, Quartermaster, and Crew-Youth Liaison. All officers need to have a willingness to serve, the time to serve, the ability to fulfill the duties of the office, and the willingness to work with others. Officers must have a home phone. Internet access at home is not a requirement for all positions, but is helpful. Some positions require computer skills, organizational skills, and extra time. Officers must either be VLSC, or agree to become VLSC as soon as training can be scheduled.

1. President

a) The President works closely with the Crew Advisor and other crew officers in all aspects of crew activities. He or she heads the officer and crew meetings, and works with the Advisor to create agendas for both. Must have access to Internet and email. Must have a flexible schedule. The President serves as the primary representative at Teen Council, Round Table, and other district and council events.

2. Vice President of Administration
 - a) The Vice President of Administration works closely with the President, Treasurer, Advisor, and other Adult Committee members to plan regular crew meetings. He or she maintains records for rank advancement. Responsible for communicating roster updates to district. This position is the secondary representative to Teen Council, Round Table, and other district or council events. Conducts meetings when President is absent. Must have Internet access and email.
3. Vice President of Programs
 - a) The Vice President of Programs works closely with the President, Treasurer, and Advisor to create and implement activity programs for the crew. Responsible for long term planning for specific events such as High Adventure Camps. Helps implement fundraisers with Treasurer. Must have Internet access. This position continues to work for interim period (approximately 3 months) with successive officer.
4. Secretary
 - a) The secretary attends all crew and officer meetings. He or she accurately records the minutes of both and distributes appropriately. Maintains and distributes crew contact list. This position is responsible for correspondence with all organizations or individuals, i.e. thank you notes, invitations, flyers, etc. Computer (word) and email access is preferred.
5. Treasurer
 - a) The Treasurer works closely with Advisor, Adult Treasurer, and crew officers to accurately maintain crew financial records. He or she presents financial reports at least once a month at regular crew meeting. Helps prepare end of year report for Charter Organization. Works with Vice President of Programs to plan and implement fundraisers. Helps train successive officer. Must have email access, and knowledge of Excel is preferred.
6. Quartermaster
 - a) The Quartermaster maintains the Crew's physical assets. These include, but are not limited to, First Aid Kit, Chuck Box, contents of camp bins, tarps, tents, and utensils. He or she provides a list of consumable products, i.e. food, fuel, etc., to each activity chair as requested. He or she updates the records after each event, noting quantities and, as applicable, condition of the assets. He or she is responsible for acquiring replacements for stock items used.
7. Crew-Youth Liaison
 - a) The Crew-Youth Liaison is a liaison between Crew 904 and the Cornerstone United Methodist Youth (CUMY). He or she informs the Advisor, officers, and crewmembers of planned or discussed activities of the CUMY, and keeps the CUMY updated on planned Venturing activities. Must be an active member of both organizations.

- B. Nominations for officers will be made in November, and elections held at first regular meeting in December. All nominees must be registered Venturers by the December election.
- C. The term of office is one year, beginning January 1, following the election.
- D. Officers can only hold one position.
 - 1. If a member is nominated, and elected to more than one position, he or she must choose which position he or she will accept. The person with the next highest number of votes is then elected to the position(s) not selected.
 - 2. The only exception to this rule is the position of Crew Liaison, which may be held concurrently with another Officer position.
- E. Elections are by secret ballot.
- F. If an officer fails to perform his or her duty, the Adult Committee will counsel (warn) the officer privately. Continued failure to perform, will result in suspension (2nd counseling), and if necessary, removal from office (3rd counseling).

III. Adult Committee

- A. The Adult Committee, at minimum, will consist of the Committee Chair, Advisor, Assistant Advisor(s), Charter Organization Representative, and 2 other adults.
- B. All Adult Committee members must be registered adult Venturers.
- C. All adult members must either have Venturing Youth Protection training and Venturing Specific Leadership training, or agree to complete the training as soon as it can be scheduled.
- D. It is recommended that all adults be certified in First Aid and CPR, or acquire certification as soon as training can be scheduled.
- E. Adults who are not Advisor or Associate Advisor may serve as adult leaders on campouts, field trips, etc., but they must complete Venturing Youth Protection training and Venturing Specific Leadership training before the event.

IV. Charter Organization Representative

- A. The Crew Advisor will work with the Charter Organization, Cornerstone UMC's United Methodist Men, to select a representative.
- B. The Charter Organization Rep will serve a one-year term, coinciding with the officers' terms of office.
- C. The Crew will pay for the Charter Organization Rep's registration fee.

V. Crew Meetings and Conduct of Business

- A. Regular (general) meetings will be held the 2nd and 4th Thursday of each month, 7:00 p.m., at Cornerstone United Methodist Church. If scheduled meeting needs to change, the members will be notified via Crew phone tree.
- B. 3 members, not including adults, will constitute a quorum. If a quorum is not present, the Secretary or Advisor will note it, and the meeting postponed or cancelled.
- C. Business will be conducted under the principles of Parliamentary Procedure. Voting on all issues will be by simple majority of those present, with the exception of changes or amendments to the bylaws, which will require a two-thirds majority vote of the total membership.

VI. Officer Meetings

- A. Officer meetings will be held quarterly, during the first month of the quarter.

VII. Money and Fundraisers

- A. All fundraisers must be approved by the Advisor and meet Boy Scouts of America requirements.
- B. All fundraisers must be approved by the crew at a regular meeting.
- C. The crew will vote on proceed split (individual vs. crew operating fund) on each fundraiser when fundraiser is complete.
- D. Members who do not participate in a project are not entitled to an individual portion of the funds raised.
- E. Money earned through a fundraiser, and held in an individual account, transfers to the Crew Operating Fund if a member quits, or fails to re-register.
- F. Money held in an individual account as a cash deposit is refunded if a member quits, or fails to re-register.
- G. Money held in an individual account may only be used for fees associated with a Scout event, i.e. camping trip, district or council event registration, uniforms, scout equipment, etc. It may not be withdrawn for souvenirs, individual food, or non-scout related activities.
- H. If the Advisor or other adult feels crew money is needed to be spent for the protection of the crew or the members' well being, he or she may do so, and the expenditure will be reviewed at the next regular meeting. The crew has the right to accept or reject the expenditure. If the majority of the crew rejects the expenditure, the adult will reimburse the crew.
- I. Money that is given to the Treasurer for a specific event, is noted as a deposit on the individual's account, and immediately transferred to the Crew Operating Fund.
- J. Money that is held for an unspecified event in an individual account, such as proceeds from a fundraiser, cannot be transferred to the Crew Operating Fund without a signed withdrawal slip.
- K. Scholarships
 - 1. The crew determines how much money to allow for scholarships.
 - 2. The Adult Committee decides who receives the money.
 - 3. The Adult Committee keeps the identity of the scout who needs help confidential.

VIII. Conduct

- A. All Scouts are expected to abide by the rules of Boy Scouts of America, Venturing Scouts, and Venturing Crew 904 at all times.
- B. The following breaches of conduct are grounds for immediate expulsion, and referral to Council:
 - 1. Sexual misconduct
 - 2. Use of illegal drugs or misuse of prescription drugs
 - 3. Use of alcohol
- C. The following breaches of conduct are grounds for Adult Committee review and possible discipline up to, and including expulsion:
 - 1. Disrespect toward adults or fellow crewmembers
 - 2. Physical fighting

3. Sexual harassment
4. Stealing
5. Use of cigarettes