

— CREW CODE AND BYLAWS
CREW 677 ELLISVILLE UNITED METHODIST CHURCH
ELLISVILLE, MISSOURI

I. PRAMBLE

A. Venturing Code

1. 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.
2. I will, therefore, be faithful in my religious duties and will maintain a personal sense of honor in my own life.
3. I will treasure my American heritage and will do all I can to preserve and enrich it.
4. I will recognize the dignity and worth of all humanity and will use fair play and goodwill in my daily life.
5. I will acquire the Venturing attitude that seeks the truth in all things and adventure on the frontiers of our changing world.

B. 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.

C. Crew 677 Vision

By having fun, enjoying the outdoors, and challenging ourselves, we will become leaders, build character and support each other.

II. BYLAWS

A. History of Changes

Original	January 2005	Brian Schrottenboer/George Strathern
Revision A:	February 2006	Brian Schrottenboer , Leadership Council
	March 2006	Brandon Linn
Revision B:	February 2008	Crew Officers
Revision C:	April 2009	Crew Officers

B. Objectives

1. To always put fun as the main objective in everything we do.
2. Educate people in the ways of the outdoors.
3. Participate in youth development programs.
4. Learn leadership skills.
5. Promote outdoor adventure.
6. Build character in our members and learn to make ethical choices.
7. To interact with our peers and adults.

C. Membership

The Crew shall be open to all young adults of high school age who must be at least 14 years of age and have completed the eighth grade. No prospective member shall be disqualified because of race, color, creed, religion, or sex. All members must be registered with Council and agree to the Crew oath, code, and bylaws.

D. Attendance and Expectations

1. Members

All members are encouraged to attend at least one meeting per month. If a member cannot attend at least one meeting per month for any reason, they must accept the responsibility to call or e-mail the Crew president and inform them of their absence. If a member misses more than four (4) consecutive meetings without cause, that member will be given one chance before being declared "inactive" on the Crew roster. Also, each crewmember is encouraged to attend every outing. Members who are excessively absent from Crew outings will be subject to a conference with the Crew Advisor and the President /Vice Presidents.

2. Officers are expected to attend every meeting, including the Officers' Meeting, which is separate from the regular Crew monthly meetings. If any officer misses more than three consecutive meetings without cause, their position shall be declared vacant and an election shall be held to fill the position. Exceptions may be made if pre-approved by all other elected officers.

E. Officers

1. The elected officers shall be:

- a) President
- b) Vice President Administration
- c) Vice President Program

2. The Crew President and elected Vice Presidents, with the approval of the Crew Advisor, shall appoint a Secretary, Treasurer, and Quartermaster. The President, with the approval of the Crew Advisor, shall appoint Activity Chairs and make other assignments as needed. The duties of the Officers shall be as stated in the Venturing Leader Manual. (Other Officer's duties may be assigned as needed.)

3. The normal term of office shall be for one year starting on February 1. Elections shall be held in the month prior to the start of the new terms. No member shall serve more than two consecutive terms in the same office.

4. Nominees for President and Vice Presidents must regularly attend Crew activities prior to the election.

5. On the night of the election, any members may present nominations from the floor or may nominate themselves. If the nomination is seconded and the candidate agrees to serve, he or she must be included on the ballot.

a) All ballots shall be secret.

b) Ballots shall be counted by Crew Advisor and one other adult.

F. Crew Business

1. Crew business will be conducted under the principles outlined in Robert's Rules of Order. Voting on all issues will be by simple majority, with the exception of changes or amendments to the bylaws. For regular meeting business a small quorum of 5 crewmembers will be required. For special meeting activities a majority of the active membership will be required.

2. Changes or amendments to the bylaws will require a two-thirds vote of those present and voting with prior notice of the proposed amendment given.

3. Active membership is defined as those crewmembers that are currently registered, up-to-date with their activity fees, and regularly attend crew meetings.

G. General Meetings

Meetings will be held during the first Wednesday and the third Thursday of each month. The meetings will start at 7:30pm and should be concluded by 9:00pm. The president may adjust the meeting schedule or schedule additional meetings as necessary.

H. Officers' Meeting

Officer's Meetings will be held at least every other month on the last Thursday of the month.

I. Venture Crew 677 Web Site

1. The Venturing Crew 677 Web Site shall be maintained and organized by the Webmaster. New updates to the site must occur within 2-3 days of a meeting or activity. It is the Webmaster's responsibility to keep the site looking clean and up to the BSA standards.

2. The website shall include all meeting dates, meeting agendas/minutes, and other information of interest to the crewmembers and will serve as the historical record of the crew.

J. Dues

1. Dues for youth will be \$50 annually payable by January 31. The treasurer will collect dues. There will be a one-time uniform fee of \$25, due when a new crewmember or adult leader submits his or her application for membership.

2. Member's delinquent in dues payments by one month will not be allowed to participate in crew activities.

3. Dues cover national registration fees and funds for the crews operating expenses.

4. Crew members who are graduating within the year and leaving the St. Louis Area Council will have dues reduced to \$30 for a partial year but will maintain their crew status for the entire chartered year.

5. Crewmembers living away from the St. Louis area (beyond a 50 mile radius from LWUMC) can request to be placed on "Reserve" status. While in Reserve status they will be kept on the crew roster and will pay only a yearly re-registration fee of \$15, which will be due by January 31.

K. Money-Earning Projects

All money-earning projects must be approved by a majority vote of the crewmembers. Members who do not participate in a project are not entitled to any personal benefits of the funds earned. All money-earning projects must be approved by the Crew Committee and meet BSA requirements. Of the money earned approximately 2/3 will be placed in the participating members' camper savings and approximately 1/3 will be placed in the Crew's general account.

L. Camper Savings

When a fund raiser is held or the Crew Member is entitled to a return of a partial outing fee, the individual proceeds from the event will be placed in a Camper Savings account in the Crew Members name. Camper Savings may then be used for Crew or Scouting related activities, camping, equipment, or outings while a member of Crew 677. Receipts or intentions of use should be submitted on a Reimbursement Form to the Treasurer and, if applicable, Activity Chairman.

Unclaimed or remaining funds in camper savings after leaving Crew 677 will be placed in a High Adventure Support (HAS) Account to be used to allow Crew members who could not otherwise afford to attend a High Adventure Activity due to monetary reasons, to do so at a reduced rate.

M. High Adventure Support (HAS) Account

1. The Treasurer shall set up and maintain a High Adventure Support Account. The account will be used to allow any Crew Member who has a desire to attend a High Adventure Activity, to do so at a reduced rate if the only reason preventing the Crew Member from attending is monetary.
2. Funding; The HAS Account will be funded with money from abandoned Camper Savings accounts and may be supplemented by Crew funds if approved by a majority vote of Crew Officers, with all Officers in attendance. Said vote may only occur if it is deemed unanimously necessary by the Crew President, Treasurer, and the Crew Advisor.
3. Request for use of these funds may come from any Crew Member in good standing or a sponsor of said Crew Member by submitting HAS Form attached to these Bylaws. A sponsor may be any Crew Member, Adult Advisor, or Adult Committee Member.
4. Request shall be kept confidential and not discussed outside of closed Officer's meeting.
5. Qualifications for award of HAS funds;
 - a. The Member must be in good standing, membership dues up to date, and actively attend Crew meetings, outings and activities.
 - b. The member or sponsor must show valid need, examples including but not limited to;
 1. Severe financial hardship
 2. Inability to attend or lead fund raising activities for the Crew
 3. Inability to earn enough money in time for the High Adventure Outing.
 - c. Money shall only be used to fund high dollar, High Adventure, Summer Camp, or similar events lasting more than three days.
6. Officers may grant the funds without provision or may require that the Crew Member agree in writing to pay back all or part of the funds, without interest, after the event, as a requirement for obtaining the funds, should it be found that the need is schedule driven and the Member has the ability to fund his/her own way given a reasonable time period to do so. Returned funds shall be returned directly to the HAS Account and used for no other purpose.
7. Funds may be granted to the requesting Crew Member only by majority vote of the officers with 100% of the officers voting, (unless it is an officer requesting funds), by secret ballot in the absence of the requesting Member. If an Officer is requesting funds, a vote of the remaining officers shall be sufficient. The Crew member will be allowed to attend the meeting of the Officers when discussing the request in order to speak on his/her own behalf but must step out of the area when the vote is taken.
8. The Crew Member along with the Crew Advisor shall be informed of the pending vote at least 24 hours before the approximate voting time and the Crew Member along with the Crew Advisor shall be informed of the outcome of the vote within 24 hours. The Crew Member may appeal the vote one time to the Officers, if new information is available, but may not make a new request for the same outing.

N. Youth Drivers

1. The driver must be currently licensed and at least 18 years of age, except as listed below. In addition, an adult (at least 21 years of age) must be in the vehicle if there are passengers in the vehicle during an event. An event starts and stops at the final event site and does not include travel to or from the site.
2. When traveling to and from an area, regional or national Boy Scout activity or any Venturing event under the leadership of an adult (at least 21 years of age) tour leader, a youth member under the age of 18 may be a driver, subject to the following conditions:
 - (1) Have NOT been in an accident or received any violations for the past 6 months.
 - (2) Have written parental permission from parents of the passengers and drivers, as well as leaders.
 - (3) Have six months driving experience as a licensed driver (time under the use of a learners permit does not qualify).

O. Dress Code

1. For all meetings and private Crew events, the Class A1 or A2 uniform will be needed. For any event in the public eye where we are representatives of Crew 677, Living Word United Methodist Church, and/or Boy Scouts of America a Class A crew shirt MUST be worn. Along with the shirt, khaki colored shorts, pants, or jeans must be worn. Our objective is to look good and give a good presentation.
2. Uniforms can be one of the following:
 - a) Class A1 – Crew 677 green polo shirt with khaki shorts, pants, or jeans.
 - b) Class A2 - Green button collared BSA issued Venturing shirt with appropriate patches, with Gray BSA Venturing pants.
 - c) Class B uniforms for informal crew activities
 - (1) Venturing or Scout T-Shirts.
 - (2) Any T-Shirt that does not have reference to drugs, alcohol, sex, violence, or demeaning subjects.
 - (3) Adult committee has final review of uniform.

P. Co-Ed Behavior

1. 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:
 - a) Use common sense
 - b) Be respectful and considerate of each other
 - c) No entering the domiciles (tents, rooms, etc.) of the opposite gender
 - d) 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)
 - e) No public display of affection at ANY crew activities (i.e. kissing, Hand-holding, etc)
 - f) No co-ed "buddies", unless three or more members are present
 - g) The Guide to Safe Scouting shall be followed at all times.

III. CREW CONTRACT

- A. Upon registration, the new member must read and sign a contract stating that they have read and agree with these Crew 677 Bylaws. Failure to follow these Bylaws will result in suspension from all crew activities.
- B. Each outing permission slip must include reference to Crew Regulations and be signed by the parent/legal guardian and the Crew Member.

IV. OUTINGS

- A. Permission Form (See Attached)
 - 1. Permission slips must be turned in to the Activity Chair at least two (2) weeks before the outing date unless otherwise specified on the permission form.
 - 2. The activity chair shall furnish a permission form to the crew at least one (1) Month or two (2) meeting dates prior to the event.
- B. When camping, at least one tent distance must be maintained between opposite sexes, where possible.
- C. All members of the crew and adults will participate in camping tasks as per direction of primary crew officer in charge.

V. REIMBURSEMENTS

All requests for reimbursement for expenses must be turned in using a completed reimbursement form and receipt no later than four (4) meetings or two (2) months after the event to the Crew Treasurer. All expenses are subject to approval by Crew Officers' and Adult Committee in order to insure that a reimbursement will be issued.

VI. ADVANCEMENT

- A. All Crew Members are encouraged to continue the advancement to Eagle or Gold (if applicable) and to pursue advancement in Venturing.
- B. The Vice President of Administration is in charge of all advancement records and promoting advancement in the crew.

VII. RECOGNITION

- A. Crewmembers will be recognized for advancement in Boy Scouts, Girl Scouts, and Venturing.
- B. Crew members may also be recognized for other achievements at the discretion of the Crew President or Crew Advisor

VIII. ADULT PARTICIPATION

- A. Adult positions within the Crew include;
 - 1. Crew Advisor
 - 2. Associate Advisors
 - 3. Committee Chair
 - 4. Committee Members
 - 5. Consultants
- B. Other adults may be appointed by the Crew President or Committee Chair

IX. ANNUAL REPORTS

- A. The following reports will be submitted at the conclusion of each fiscal year
 - 1. Program Report - Campout attendance, interest survey report, general interests of the crew
 - 2. Administrative Report Crew membership, members lost/gained, recruitment results, recognition and advancement of the past year
 - 3. Treasury Report - Fundraiser results, money gained/lost, financial standings

**APPENDIX A
THE CHARTER ORGANIZATION**

I. CHARTER ORGANIZATION (Sponsor)

- A.** The charter organization for Crew 677 from October 2004 to March 2008 was Ellisville United Methodist Church (EUMC), 15977 Clay ton Road, Ellisville, Missouri. In April 2008 EUMC changed their name to Living Word United Methodist Church (LWUMC) and moved the church to 17315 Manchester Rd., Glencoe, MO 63038.
- B.** The Chartered Organization Representative (COR) is selected by LWUMC from its membership and serves as liaison between the crew and LWUMC. The COR must approve the charter and all adult leader applications. The COR is responsible for recruiting adult leaders, including the Crew Advisor and the Committee Chair. The COR is also a voting member of the New Horizons District Committee.

II. TAX EXEMPT NUMBER

The crew sponsored by Living Word United Methodist Church (LWUMC), uses LWUMC's current tax exempt number from the State of Missouri. This number should be used for purchases requiring the payment of sales tax. A letter stating the tax -exempt status of LWUMC is available from the Committee Chair or Crew Treasurer.

Crew 677
Request for Reimbursement

(Please attach all receipts – form must be submitted within 60 days of outing or event)

Total Amount: _____ **Date:** _____

Payee: _____
Address: _____

Reason for Expense

Outing: _____

Date: _____

Other:
Amount: _____

Reason: _____

Mail To: Crew 2677
Treasurer
Address
Address

To be completed by Crew Treasurer:

Approved: _____

Check # Issued: _____

Crew 677 Permission Form: OUTING NAME

My son/ daughter _____ has my

expressed, full permission to attend the **OUTING NAME on DATE** I confirm that he/ she is in good physical condition and that he/ she will not attend if he is in any way ill. He/ she may also receive emergency treatment at my expense.

Signature of Parent or Legal Guardian: _____

Date: _____

Insurance Information

Name	Phone Number	Insurance Carrier	<u>Policy Number</u>
Comments regarding my Son's/ Daughter's health, needs, or special medications			

Payment Information

Cost/Venture: COST	Make checks payable to 'Crew 677'
Cost/Adult: COST	
Name of Adult(s) Attending: _____	

Please return this form by DUE DATE to ORGANIZER at a Crew meeting or mail to him/her at ADDRESS

ADDRESS

I confirm that I agree to follow the Venture Crew 677 rules and regulations, along with rules found in the Guide to Safe Scouting. I also agree to the coed behavior guidelines as written in the Crew 677 Bylaws.

Venturer Signature: _____ Date: ____/____/____

Outing Information:

Outing Location: LOCATION
 Cost: COST/ Crew Member, COST/ Adult
 Departure: DATE AND TIME
 Return: DATE AND TIME

High Adventure Support Funds Request

Requester's Name _____

Date _____

Outing to be funded _____

Date of Outing _____

Check One – This request is for a loan. Yes No

If yes, expected repayment date _____

This request is for a grant. Yes No

Reason for request: _____

Signature of Requestor or Sponsor: _____

Contract of Agreement

I, (printed name) _____ by signing this contract understand that I will follow the above rules and regulations of the bylaws of Venture Crew 677. I also understand the consequences that come if I do not follow and adhere to these guidelines.

Signature of participant; _____

I understand that by signing this contract my son/daughter will be responsible for his/her actions and understand the consequences that come with not following the above rules and regulations of the by laws of Venture Crew 677.

Signature of parent; _____

Printed name of parent _____

Date signed: _____