

## **Traditional Charter Organization Units Guidelines for Administration 8/26/2021**

Charters for new units may be granted only upon approval of the application in accordance with the guidelines of the Boy Scouts of America. Applications for unit charters, new and renewal, must be issued in accordance with the policies and guidelines of the Boy Scouts of America and may be granted only upon the favorable recommendation of the local council. Prior to approving the renewal of unit charters, the council should determine if the unit is offering the Scouting program in accordance with the Rules and Regulations, policies, and guidelines of the Boy Scouts of America. These Guidelines also include various resources, referenced throughout and provided at the end of this document, to help units administer the Scouting program.

Prior to approval of any new chartered organization, a review must be made as to the general objectives, purpose, character, intent, and programs of the prospective chartered organization and its compatibility with the aims and purposes of the Boy Scouts of America.

**Key leaders for Traditional Charter Organization Units** *(All key leaders should have position specific training)*

**Institutional Head** – The person who leads the charter organization is the Institutional Head. For example, it may be the pastor, priest, or rabbi at a place of worship, the principal at an educational institution, or the president of a local civic organization.

**Chartered Organization Representative** – The Institutional Head appoints an individual to serve as the Chartered Organization Representative, or “COR”, to have direct contact between the unit and the Chartered Organization. COR’s are also members of the district committee and voting members of the local council. The COR is responsible for appointing the unit committee Chair for the unit committee.

**Committee Chair** – The Committee Chair must be approved by the IH and the COR. The Committee Chair oversees the unit account and appoints the unit treasurer, adhering to the BSA Fiscal Policies and Procedures and Unit Money Earning Guidelines. The Committee Chair, with the support of the committee, is responsible for ensuring safe program practices and helps recruit other unit positions per BSA guidelines.

**Unit Committee** – Each chartered unit must be supervised by a unit committee consisting of three or more qualified adults, 21 years of age or older and selected by the Charter Organization. One member of the committee must be designated Chairperson. The unit must be operated under the guidance of the unit committee and in accordance with the Rules and Regulations, policies, and guidelines of the Boy Scouts of America.

**Unit Treasurer** – The Unit Treasurer handles all unit funds and secures proper authorizations for the unit. The Unit Treasurer pays bills, supervises money-earning projects, and reports back to the Unit Committee on the receipt and application of funds at each meeting.

**Unit Program Leaders** – Two registered adult leaders 21 years of age or over must attend all Scouting activities, including meetings. A registered adult female leader must attend any activity

involving female youth. In addition, age- and program-appropriate supervision must always be provided at Scouting activities.

In Cub Scouting, units may have a separate pack for boys or girls, or separate dens for girls and dens for boys in the same pack. A pack may also opt to be a Family Pack, where it contains both all boy dens and all girl dens within their Family Pack environment. In the case of troops, separate troops for boys and girls are required. Chartered organizations may have “linked troops,” which means a chartered organization can have a shared troop committee with separate troops for boys and for girls.

The chartered organization must select its COR and must approve unit leaders. The local council must process unit leader applications submitted on the proper form in accordance with guidelines established by the Boy Scouts of America. All units must be operated in accordance with the applicable policies and guidelines of the Boy Scouts of America.

### **Managing Unit Finances for Traditional Charter Organization Units**

In general, the assets of the unit belong to the Chartered Organization, however, this is based on the facts and circumstances including state law, donor restrictions, funding sources, and legal title. Unit leadership will work with the Charter Organization to manage unit finances and property in accordance with the fiscal policies of the Boy Scouts of America and the Charter Organizations. Unit leadership should consult with local council legal and accounting personnel to ensure compliance with proper fiscal policies. See [https://www.scouting.org/wp-content/uploads/2021/05/Fiscal\\_Policies\\_and\\_Procedures\\_for\\_BSA\\_Units\\_20210513.pdf](https://www.scouting.org/wp-content/uploads/2021/05/Fiscal_Policies_and_Procedures_for_BSA_Units_20210513.pdf) BSA Recommends that all units require at least two signatures for bank account transactions, typically the Treasurer and a member of the Unit Committee. Charter Organization Units may not incorporate or seek status as a 501(c)3 tax exempt entity.

### **Annual Unit Charter Fee for Traditional Charter Organization Units**

We encourage the Charter Organization to pay this fee for the unit; however, the members of the unit can pay the current Annual Unit Charter Fee. Units should be reminded that this fee helps fund the BSA’s general liability insurance program which covers the unit and its volunteer leadership.

Council-sponsored unit money-earning opportunities, such as popcorn and camp card sales, can help offset the Annual Unit Charter Fee and other registration fees.

## **Resources**

Units must use the Scouting program to accomplish their objectives in a manner consistent with the Bylaws, Rules and Regulations, guidelines, policies, and other publications available on the BSA national website located at [www.scouting.org/about/membership-standards/](http://www.scouting.org/about/membership-standards/)

- The Charter and Bylaws of the Boy Scouts of America [www.scouting.org/about/membership-standards/](http://www.scouting.org/about/membership-standards/)
- The Mission of the Boy Scouts of America <https://www.scouting.org/about/>
- The Rules and Regulations of the Boy Scouts of America [www.scouting.org/about/membership-standards/](http://www.scouting.org/about/membership-standards/)
- The Scout Oath and the Scout Law, including Duty to God <https://www.scouting.org/about/>
- BSA youth protection policies and guidelines, including mandatory reporting <https://www.scouting.org/training/youth-protection/>
- Fiscal Policies and Procedures [https://filestore.scouting.org/filestore/financeimpact/pdf/fiscal\\_policies\\_and\\_procedures\\_for\\_bsa\\_units.pdf](https://filestore.scouting.org/filestore/financeimpact/pdf/fiscal_policies_and_procedures_for_bsa_units.pdf)
- Application and Guide to Unit Money-Earning Activities <https://filestore.scouting.org/filestore/pdf/34427.pdf>
- The Guide to Safe Scouting <https://www.scouting.org/health-and-safety/qss/>
- SAFE Checklist <https://www.scouting.org/health-and-safety/safe/>
- Scouter Code of Conduct <https://www.scouting.org/health-and-safety/guidelines-policies/>
- Incident Reporting <https://www.scouting.org/health-and-safety/incident-report/>