

# Venture Crew 27 Standard Operating Procedures

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## I. Preamble

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 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.

## II. Crew Standard Operating Procedures (SOPs)

### A. Crew Objectives

1. Have fun.
2. Boldly go where no Venturer has gone before.
3. Maintain a youth-run Crew.
4. Try exciting, new, and different activities.
5. Continue education in Venturing skills.
6. Use these bylaws to guide Crew business.
7. Plan our outings to include a broad range of activities
8. Continue to serve our community.
9. Encourage Venturers to attain the Venturing awards.
10. Go on at least one outing per month.

### B. Membership

1. Membership shall be open to all of the young adults who live in the surrounding area and are 14 years of age, or 13 years of age and completed of the eighth grade. Youth are free to continue as members until their twenty-first birthday. No prospective member shall be disqualified because of race, color, creed, or gender. All members must be registered as Venturers and agree to the crew code and SOPs.

2. An "active member" is defined as a member who attends 50% or more of the meetings and one outing during a three month period. Active members must also keep their dues current.

### C. Officers

1. The "key elected officers" shall be president, administrative vice president, program vice president, secretary, and treasurer. The president, with the approval of the majority of the active members present, may create and fill or delete other positions such as non-key officers and/or activity chairs . The duties of the key officers shall be as prescribed in the Appendix A.
2. The normal term of office shall be for six months. Elections will be held during the month of the winter court of honor (usually March) and the month of the fall court of honor (usually September); the new officers will be installed at the next Court of Honor.
3. No member shall serve more than two successive terms in the same office.
4. The secretary shall notify the membership of an upcoming election and collect nominations from any active member of Crew 27 starting two weeks prior to the election. Self nomination is permitted. Candidates must agree, if elected, to serve to the best of their abilities and should attend 75% of the meetings and one outing per month or be able to justify their absence. In the event that an officer is going to be absent from a meeting they should ask another officer take over their duties at the meeting. While candidates need not be present on the night of the election, they can submit a written statement to the Advisor that can be read at the meeting. If they are nominated and not present they should make it known that they will agree to the conditions above. Only active members can be nominated.
5. At the election, nominations may be presented from the floor by any active member. If the candidate agrees to serve, he or she must be included on the ballot.
6. All contested ballots shall be secret. Only active members can vote. Any active member may vote by absentee ballot, verifiable e-mail, text, or phone call. Absentee ballots, e-mails, text and phone calls should be sent to the Advisor by 6pm on the night of voting.
7. Any officer or Advisor/Associate Advisor can move for the removal of another officer on one or more specific issues. After the removal has been moved and seconded, three impartial crew members are assigned by the advisor to the review committee. The committee reviews the officer's record and decides which of the issues are valid and would constitute an offense worthy of removal. The information is presented to the Crew and a vote is taken on whether or not the person should be removed. The vote is decided by a 2/3 majority of the active members plus the approval of the advisor and one associate advisor. In the event of a presidential removal, the Administrative Vice President will assume the presidency.
8. In the event of a vacancy, an election for the vacant officer's slot will be held within two meetings. If no candidates arise, the responsibilities of the post will be distributed among the remaining officers for the remainder of the term.

#### **D. Crew Business**

Crew business will be advised by the principles outlined in Robert's Rules of Order. Voting on all issues will be by simple majority of active members present, with the exception of changes or amendments to the SOPs and removal of officers, which will require a two-thirds vote of active membership. Voting may be done in person, or by phone call, text message, or email to the Advisor. A quorum shall consist of 50% of the active membership for votes on routine business. Changes to the bylaws require the crew be notified with at least 1 month advance notice of the changes before a vote.

#### **E. General Meetings**

General meetings will be held during the first and third Tuesdays of the month. Special meetings will be convened as needed. Special meetings, other than planning and activity meetings, must have at least 4 days prior notice.

## **F. Officers' Meetings**

Officers' meetings must be held at least once a term. The first meeting should be held within two months of installation. At the first meeting of the officers during each term there must be a review of the bylaws.

## **G. Dues**

Dues will be paid quarterly or at any time within the quarter. Members only active during the summer quarter need only pay for that quarter. Members delinquent in dues payments for six months or more will be ineligible for crew activities.

## **H. Money Earning Projects**

All money-earning projects must be approved by a majority vote of active crew members present. Members who do not participate in a project are not entitled to any benefits of the funds earned. All money-earning projects must be approved by the Advisor and meet Crew 27 Code. Money earning projects for specific major events, such as "super trips" must be approved by 50% of the crew members that are attending the event. All fund raising must follow national BSA standards and be approved by the council.

## **I. Approval**

Throughout the SOPs, where Advisor's approval is required, if the Advisor does not respond within three weeks of his or her being informed in writing, it is assumed that he or she approves.

## **J. Dispute resolution between Crew members and the Advisor or Associate Advisors.**

If a dispute arises between any member of the Crew and the Advisor or any of the Associate Advisors, the specific issues may be brought to the officers and discussed. It may also be taken directly to the Venturing Committee Chair. If it is deemed a serious offense or if any area of the Guide to Safe Scouting is being violated, the officers should immediately inform the Venturing Committee Chair. The Committee Chair must follow the Guide to Safe Scouting and in addition may reprimand and/or remove the Advisor or Associate Advisors following a presentation of the issues to the Parent Committee and a vote of the Parent Committee.