

**Greater St. Louis Area Council  
Venturing and Sea Scout Officers' Association  
Constitution and Bylaws  
Revised August, 2007**

**Article I. Authority to Organize**

The Venturing and Sea Scout Officers' Association is granted the authority to organize, and operate under the supervision and administrative authority of the Scout Executive of the Greater St. Louis Area Council, Boy Scouts of America, and to continue to operate and exist as long as long as the Scout Executive, under their sole discretion, finds such operation and existence to be in the best interests of Scouting.

**Article II. Mission Statement**

The Greater St. Louis Area Council (hereafter referred to as the Council) Venturing and Sea Scout Officers' Association (hereafter referred to as VSOA) enhances the Venturing and Sea Scout programs of the Council and its districts by promoting fellowship, personal growth, and leadership through social activities, service opportunities, youth training, and recognition of members of the Venturing and Sea Scout Programs.

**Article III. Purposes and Responsibilities**

- A. Organize, promote, and give leadership to all Council and District Venturing and Sea Scout activities, events, and trainings.
- B. Promote and support Venturing and Sea Scout training opportunities, especially Introduction to Leadership Skills, National Youth Leadership Training, University of Scouting, and Kodiak Challenge.
- C. Participate in and provide opportunities for service.
- D. Promote Venturing and Sea Scout camping opportunities, especially the Swift High Adventure Base.
- E. Provide recognition of youth, adults, and units through implementation and promotion of advancement and awards programs.
- F. Provide avenues of communication amongst council, district, and unit leadership.
- G. Act as a resource for district and unit Venturing and Sea Scout Programs.
- H. Provide youth leadership to council and district operating committees.
- I. Promote and support unit growth and membership retention throughout all activities, events, and trainings.

**Article IV. Organization**

There shall be elected VSOA officers for the Council and for each District within the Council. There shall also be officers for a Sea Scout Squadron (hereafter referred to as Squadron) representing all Sea Scouts within the Council as part of the VSOA. The officers of the Council VSOA, District VSOAs, and Squadron are referred to as the VSOA Cabinet.

**Article V. Membership**

- A. The membership of the Council VSOA consists of all elected Council Officers, District Officers, and Venturing and Sea Scout Unit Officers within the Council. Advisors and Professional Advisors for each of these levels serve as ex-officio members.
- B. The membership of each of the District VSOA consists of all District VSOA Officers and the officers of all Venturing Crews chartered within that district. Advisors and Professional Advisors for the District VSOA and Units chartered within the district serve as ex-officio members.
- C. The membership of the Squadron consists of all Squadron Officers and the officers of all Sea Scout Ships chartered within the Greater Saint Louis Area Council.

**Article VI. Council VSOA Leadership**

- A. Eligibility for Office
  - 1. At the time of election, be a registered participant in a Venturing or Sea Scout Unit chartered within the Council, and retain membership with a unit throughout term of the office.
  - 2. Willing and able to fulfill all responsibilities of elected position, including ability to participate in all meetings that the office is responsible to participate.
  - 3. Present at the time of election.
  - 4. Those running for election must file an application prior to the election.
    - a) The application, to be no more in length than one page, will include biographical information, awards and recognition history, leadership experience, trainings attended, general Scouting resumé.
    - b) Those applying must have parental/guardian approval.
    - c) A short statement of support from the applicant's Crew Advisor or Sea Scout Skipper, VSOA Council or District Advisor, or Squadron Commodore must accompany the application.
    - d) Applications must be approved by the Council Scout Executive or their designee prior to the election.
    - e) The application form and process for submittal will be coordinated by the VSOA Advisor and VSOA Professional Advisor. This is to be announced at least one month prior to the election.

**B. Council VSOA Officers**

1. The Council VSOA Officers serve as the leaders of the VSOA. They carry out the responsibilities of the VSOA as is needed at the Council level. They also give leadership and set goals for the District VSOAs to fulfill the responsibilities of the VSOA within the Districts and the Squadron to fulfill the responsibilities for the VSOA for the Sea Scout Program.
2. Council VSOA President
  - a) The Council VSOA President shall ensure the responsibilities of the Council VSOA are carried out by leadership of the Council VSOA, District VSOA, and the Squadron.
  - b) To be eligible for the office of President, a youth member must have been an elected officer of the Council VSOA, a District VSOA, the Squadron, or a Venturing or Sea Scout Unit chartered within Council.
  - c) Roles and Responsibilities
    - i) Preside at all meetings of the General VSOA Membership and the Council VSOA Cabinet.
    - ii) Appoint and if necessary, remove all chairpersons of all standing and ad-hoc committees.
    - iii) With the advice of the Council Advisors, create agendas for all General Membership and Council VSOA Cabinet meetings to be distributed before the meeting.
    - iv) Represent the VSOA as a member of the Council Activities Committee.\*
    - v) Work as a mentor and resource to all District VSOA Presidents and the Squadron Boatswain to ensure the smooth operation of the VSOA within districts and Sea Scout Program.
3. Council VSOA Vice President of Administration
  - a) The Council VSOA Vice President of Administration shall serve as the Council VSOA Officer primarily responsible for the administrative responsibilities of the VSOA.
  - b) Roles and Responsibilities
    - i) Preside at all meetings of the General VSOA Membership and the Council VSOA Cabinet if the Council VSOA President cannot be present.
    - ii) Serve as chair of the Council VSOA Recognition committee.
    - iii) Serve as chair of the Council VSOA Training committee.
    - iv) Work as a resource and give leadership to District VSOA Vice Presidents of Administration and the Squadron Boatswain's Mate for Administration to ensure the District VSOAs and Squadron fulfill the administrative responsibilities of the VSOA.
    - v) Perform other duties as assigned by the Council VSOA President.

**4. Council VSOA Vice President of Program**

- a) The Council VSOA Vice President of Program shall serve as the Council VSOA Officer primarily responsible for the program of the VSOA.
- b) Roles and Responsibilities
  - i) Preside at all meetings of the General VSOA Membership and the Council VSOA Cabinet if the Council VSOA President and Council VSOA Vice President of Administration cannot be present.
  - ii) Serve as chair of the Council VSOA Service Committee.
  - iii) Serve as chair of the Council VSOA Camping Opportunities Committee.
  - iv) Serve as the chair or member of every activity and event committee of the Council VSOA.
  - v) Work as a resource and give leadership to District VSOA Vice Presidents of Program and the Squadron Boatswain's Mate for Program to ensure the District VSOAs and Squadron fulfill the program responsibilities of the VSOA.
  - vi) Perform other duties as assigned by the Council VSOA President.

**5. Council VSOA Vice President of Communication**

- a)** The Council VSOA Vice President of Program shall serve as the Council VSOA Officer primarily responsible for VSOA communication, both internal and external.
- b)** Roles and Responsibilities
  - i)** Preside at all meetings of the General Membership and the Council VSOA Cabinet if the Council VSOA President, Council VSOA Vice President of Administration, and Council VSOA Vice President of Program cannot be present.
  - ii)** Maintain a contact list of all council and district officers and advisors. This list shall include name, office, phone number, address, email address, and other information deemed pertinent. This list is to be created and distributed by the first meeting of the Council VSOA Cabinet following the election of officers and updated as necessary following.
  - iii)** Coordinate with District Officers and Squadron Officers to create and maintain a list of unit officers and advisors within the Council, including name, office, phone number, address, email address, unit election date(s), and other information deemed pertinent. District Officers shall be given a list of Venturing Units and Advisors at the VSOA Officers Training Weekend in order to maintain this list. The Council VSOA Vice President of Communication will create a process to receive updates from the District VSOA and Squadron Officers in order to maintain an up to date list within the Council.
  - iv)** Ensure that a VSOA website; publicizing VSOA events, activities, initiatives, and other VSOA information is created and maintained with up to date information.
  - v)** Coordinate the publishing within council newsletters of Council VSOA events, activities, and initiatives.
  - vi)** Take minutes of Council VSOA Cabinet meetings and General VSOA Membership meetings. These minutes shall be distributed to the members of the Council VSOA Cabinet and made available to members of the VSOA within a week following the meeting.
  - vii)** Ensure all meeting notifications of the Council VSOA Cabinet and Council VSOA activities and events are received by VSOA members in a timely manner. Set deadlines for committees to have mailings sent out and information published on the VSOA website.
  - viii)** Work as a resource and give leadership to District VSOA Vice President of Communication and the Squadron Boatswain's Mate for Communication to ensure the District VSOAs and Squadron fulfill the communication responsibilities of the VSOA.
  - ix)** Perform other duties as assigned by the Council VSOA President.

**C. Advisors**

**1. Council VSOA Advisor**

- a)** The Council Activities Committee shall appoint an Advisor to the Council VSOA on a three-year term coinciding with the term of Council VSOA Officers.\*\*\*
- b)** Roles and Responsibilities
  - i)** Work with the elected Council VSOA Officers to ensure the responsibilities of the VSOA are fulfilled.
  - ii)** Serve as a member of the Council Activities Committee.\*\*\*
  - iii)** Serve as an ex-officio member of the Council VSOA Cabinet
  - iv)** With the Council VSOA Professional Advisor, coordinate the VSOA Officers training to be held within one month of the election of VSOA Officers.
  - v)** Appoint all Associate Advisors for Council VSOA operating committees.
  - vi)** Work as a resource and give leadership to District VSOA advisors and Squadron Commodore to ensure smooth operation of a District VSOA in each district within Council and the Sea Scout Squadron.

**2. Council VSOA Professional Advisor**

- a)** The Scout Executive of the Council shall appoint a member of the Professional Scouting Staff to serve as Professional Advisor to the Council VSOA.
- b)** Roles and Responsibilities
  - i)** Work with the elected Council VSOA Officers and the Council VSOA Advisor to ensure the responsibilities of the VSOA are fulfilled.
  - ii)** Serve as an ex-officio member of the Council VSOA Cabinet.
  - iii)** With the Council VSOA Advisor, coordinate the Council and District VSOA Officers training to be held within one month of the election of Council and District Officers.
  - iv)** Ensure a member of the Professional Scouting Staff is available to work with all activities, events, and meetings of the Council VSOA that require a Professional Advisor.
  - v)** Work with other Scouting Professionals to ensure an active VSOA in each district within the Council and the Squadron. Ensure that the other Scouting Professionals are aware of Professional responsibilities within and for the VSOA.

## Article VII. District VSOA Leadership

### A. District VSOA Officers

#### 1. Requirements for District VSOA Office

- a) District VSOA members must be registered youth members in a Venturing Unit chartered within the district they are seeking to be elected from, and must remain registered with a unit chartered within the district for the entire term of office.
- b) District VSOAs may set other standards for eligibility for office with the approval of the District VSOA Advisor and District VSOA Professional Advisor.
- c) A Council VSOA Officer may not also hold a District VSOA Office.

#### 2. There shall be four District VSOA Officers who will serve as members of the Council VSOA Cabinet.

##### a) District VSOA President

- i) The District VSOA President shall ensure the responsibilities of the District VSOA are carried out through leadership of the District VSOA including unit officers.
- ii) The District VSOA President shall have the following specific responsibilities:
  - a) Preside at all meetings of the District VSOA.
  - b) With the advice of District VSOA Advisors prepare agendas for District VSOA meetings.
  - c) Represent the District VSOA at the Council VSOA Cabinet and Council VSOA General Meetings.
  - d) Provide leadership and aid to the Council VSOA for Council activities and events when requested.
  - e) Appoint, and if necessary, remove chairs of District VSOA activities and events.
  - f) Represent the District VSOA as a member of the District Activities Committee.

##### b) District VSOA Vice-President of Administration

- i) The District VSOA Vice President of Administration shall serve to ensure the administrative responsibilities of the District VSOA are fulfilled.
- ii) The District VSOA Vice President of Administration shall have the following specific responsibilities:
  - a) Serve as substitute for the District VSOA President when he/she is not able to perform his/her duties.
  - b) Represent the District VSOA at the Council VSOA Cabinet and Council VSOA General Meetings.
  - c) Provide leadership and aid to the Council VSOA for Council activities and events when requested.
  - d) Organize and aid in trainings for District unit officers, in accordance with the training guidelines provided by the Council VSOA Training Committee.
  - e) Perform other duties as assigned by the District VSOA President.

##### c) District VSOA Vice-President of Program

- i) The District VSOA Vice President of Program shall serve to ensure the program responsibilities of the District VSOA are fulfilled.
- ii) The District VSOA Vice President of Program shall have the following specific responsibilities:
  - a) Represent the District VSOA at the Council VSOA Cabinet and Council VSOA General Meetings.
  - b) Provide leadership and aid to the Council VSOA for Council activities and events when requested.
  - c) Work to provide service opportunities to units within the District, possibly in conjunction with the Council VSOA.
  - d) Work to promote camping opportunities to units within the District, possibly in conjunction with the Council VSOA, specifically the John S. Swift Base.
  - e) Work with others in the District to provide for and promote at least one District VSOA activity or event annually.
  - f) Promote to unit members the programs of the Council VSOA.
  - g) Perform other duties as assigned by the District VSOA President.

**d) District VSOA Vice-President of Communication**

- i)** The District VSOA Vice-President of Communication shall serve to ensure the communication responsibilities of the District VSOA are fulfilled.
  - ii)** The District VSOA Vice-President of Communication shall have the following specific responsibilities:
    - a)** Represent the District VSOA at the Council VSOA Cabinet and Council VSOA General Meetings.
    - b)** Provide leadership and aid to the Council VSOA for Council activities and events when requested.
    - c)** Maintain a contact list of unit officers and advisors within the District, including name, office, phone number, address, email address, unit election date(s), and other information deemed pertinent. District Officers shall be given a list of Venturing Units and Advisors at the Council and District VSOA Officers Training Weekend in order to maintain this list.
    - d)** If the District VSOA maintains a website, serve as the responsible officer for this website.
    - e)** Take minutes of all District VSOA meetings and make them available to units as requested by unit officers.
    - f)** Ensure all notifications of the District VSOA meetings, activities, and events are received by VSOA members in a timely manner. This may be done by setting deadlines for committees to have mailings sent out.
    - g)** Perform other duties as assigned by the District VSOA President.
- 3.** District VSOAs, with the approval of the District VSOA Advisor and District VSOA Professional Advisor, may elect additional officers. These officers shall serve as ex-officio members of the Council VSOA Cabinet.

**B. District VSOA Advisors**

**1. District VSOA Advisor**

- a)** The District Activities Committee shall appoint an Advisor to the District VSOA on a three-year term coinciding with the term of District VSOA Officers.
- b)** The District VSOA Advisor shall have the following responsibilities:
  - i)** Work with the elected District VSOA Officers to ensure the responsibilities of the District VSOA are fulfilled.
  - ii)** Provide leadership and aid to the Council VSOA for Council activities and events when requested.
  - iii)** Serve as a member of the District Activities Committee.
  - iv)** Represent the District VSOA at the Council VSOA Cabinet and Council VSOA General Meetings.
  - v)** Appoint all Associate Advisors for District VSOA events, activities, and committees, and work for the success of these committees.
  - vi)** Work with the District Training Committee to promote training opportunities for unit officers.

**2. District VSOA Professional Advisor**

- a)** A member of the Professional Scouting Staff for the District shall serve as the Professional Advisor for the District VSOA.
- b)** The District VSOA Professional Advisor shall have the following specific responsibilities:
  - i)** Work with the elected District VSOA officers and Advisor to ensure that the responsibilities of the District VSOA are fulfilled.
  - ii)** With the District VSOA Advisor, ensure that District VSOA Elections are held at the Fall Fun Rally.
  - iii)** Support the District VSOA events, activities, and trainings when the aid of a Professional Staff member is needed, especially when arrangements of a financial nature are needed.

## Article VIII. Council Sea Scout Squadron Leadership

### A. Squadron Officers

#### 1. Requirements for Squadron Office

- a) Squadron members must be registered youth members in a Sea Scout Ship chartered within the Greater Saint Louis Area Council, and must remain registered with a Sea Scout Ship for the entire term of office.
- b) The Squadron may set other standards for eligibility for office with the approval of the Squadron Commodore and Sea Scouting Professional.
- c) A Council VSOA Officer may not also hold a Squadron Office.

#### 2. There shall be four Squadron Officers who will serve as members of the Council VSOA Cabinet.

##### a) Squadron Boatswain

- i) The Squadron Boatswain shall ensure the responsibilities of the Squadron are carried out through leadership of the Squadron including ship officers.
- ii) The Squadron Mate shall have the following specific responsibilities:
  - a) Preside at all meetings of the Squadron.
  - b) With the advice of Squadron Commodore and Sea Scouting Professional prepare agendas for Sea Scout Squadron meetings.
  - c) Represent the Squadron at the Council VSOA Cabinet and Council VSOA General Meetings.
  - d) Provide leadership and aid to the Council VSOA for Council activities and events when requested.
  - e) Appoint, and if necessary, remove chairs of Squadron activities and events.

##### b) Squadron Boatswain's Mate of Administration

- i) The Squadron Boatswain's Mate of Administration shall serve to ensure the administrative responsibilities of the Squadron are fulfilled.
- ii) The Squadron Boatswain's Mate of Administration shall have the following specific responsibilities:
  - a) Serve as substitute for the Squadron Boatswain when he/she is not able to perform his/her duties.
  - b) Represent the Squadron at the Council VSOA Cabinet and Council VSOA General Meetings.
  - c) Provide leadership and aid to the Council VSOA for Council activities and events when requested.
  - d) Organize and aid in trainings for ship officers, in accordance with the training guidelines provided by the Council VSOA Training Committee.
  - e) Perform other duties as assigned by the Sea Scout Boatswain.

**c) Squadron Boatswain's Mate of Program**

- i)** The Squadron Boatswain's Mate of Program shall serve to ensure the program responsibilities of the District VSOA are fulfilled.
- ii)** The Squadron Boatswain's Mate of Program shall have the following specific responsibilities:
  - a)** Represent the Squadron at the Council VSOA Cabinet and Council VSOA General Meetings.
  - b)** Provide leadership and aid to the Council VSOA for Council activities and events when requested.
  - c)** Work to provide service opportunities to units within the Squadron, possibly in conjunction with the Council VSOA.
  - d)** Work to promote camping opportunities to units within the Squadron, possibly in conjunction with the Council VSOA, specifically the John S. Swift Base.
  - e)** Work with others in the Squadron to provide for and promote at least one Squadron activity or event annually.
  - f)** Promote to ship members the programs of the Council VSOA.
  - g)** Perform other duties as assigned by the Squadron Boatswain.

**d) Squadron Boatswain's Mate of Communication**

- i)** The Squadron Boatswain's Mate of Communication shall serve to ensure the communication responsibilities of the Squadron are fulfilled.
  - ii)** The Squadron Boatswain's Mate of Communication shall have the following specific responsibilities:
    - a)** Represent the Squadron at the Council VSOA Cabinet and Council VSOA General Meetings.
    - b)** Provide leadership and aid to the Council VSOA for Council activities and events when requested.
    - c)** Maintain a contact list of Sea Scout Ship Officers and Ship Adult Leaders within the Squadron, including name, office, phone number, address, email address, unit election date(s), and other information deemed pertinent. Squadron Officers shall be given a list of Sea Scout Ships and Ship Adult Leaders at the VSOA Officers Training Weekend in order to maintain this list.
    - d)** If the Squadron maintains a website, serve as the responsible officer for this website.
    - e)** Take minutes of all Squadron meetings and make them available to units as requested by unit officers.
    - f)** Ensure all notifications of the Squadron meetings, activities, and events are received by Squadron in a timely manner. This may be done by setting deadlines for committees to have mailings sent out.
    - g)** Perform other duties as assigned by the Squadron Boatswain.
- 3.** The Squadron, with the approval of the Squadron Commodore and Sea Scouting Professional, may elect additional officers. These officers shall serve as ex-officio members of the Council VSOA Cabinet.

**B. Squadron Adult Leadership**

**1. Squadron Commodore**

- a) The Council Activities Committee shall appoint an Squadron Commodore to the Squadron to serve three one-year terms coinciding with the term of Squadron Officers.
- b) The Squadron Commodore shall have the following responsibilities:
  - i) Work with the elected Squadron Officers to ensure the responsibilities of the Squadron are fulfilled.
  - ii) Provide leadership and aid to the Council VSOA for Council activities and events when requested.
  - iii) Serve as a member of the Council Activities Committee.
  - iv) Represent the Squadron at the Council VSOA Cabinet and Council VSOA General Meetings.
  - v) Appoint all Commodore's Mates for Squadron events, activities, and committees, and work for the success of these committees.
  - vi) Work with the Council Training Committee to promote training opportunities for Sea Scout officers.

**2. Sea Scout Professional Advisor**

- a) A member of the Professional Scouting Staff for the District shall serve as the Professional Advisor for the Squadron.
- b) The Sea Scout Professional Advisor shall have the following specific responsibilities:
  - i) Work with the elected Squadron officers and Commodore to ensure that the responsibilities of the Squadron are fulfilled.
  - ii) With the Squadron Commodore, ensure that Commodore Elections are held at the Fall Fun Rally.
  - iii) Support the Squadron, activities, and trainings when the aid of a Professional Staff member is needed, especially when arrangements of a financial nature

**Article IX. Election of Officers**

**A. The Council VSOA shall use the following procedure to elect officers.**

1. The election of Council VSOA Officers shall occur at the Fall Fun Rally.
2. The immediate-past Council VSOA President, or other suitable individual who is not running for office, shall emcee the election.
3. Every Venturing Crew and Sea Scout Ship of the Council in attendance is entitled to three (3) votes for each of the elected positions to be decided in a caucus of the unit youth members in attendance.
4. Upon entry to the area for elections, a representative for each crew or ship shall be issued 8 (eight) sets of three (3) ballots each. This number is adequate for up to two votes per each Council VSOA Office. Each ballot set shall be a unique color, clearly indicating which office the ballots are for.
5. Council VSOA Officers shall be elected by a majority of votes cast, with a run-off election, if necessary.
6. Beginning with the Council VSOA President, and repeating for each office, the election procedure shall be:
  - a) The emcee shall ask for those who previously applied and wish to run for the office at hand to come forward.
  - b) Each nominee must sign a statement that they understand the responsibilities of their position before proceeding.
  - c) Each candidate shall be given the opportunity to speak as to why they should be elected for no more than three (3) minutes.
  - d) After all the candidates have been given the opportunity to speak, the emcee shall ask for the units in attendance to vote. Each unit shall hold a caucus of youth members to determine how their votes shall be cast. When the votes have been determined the ballots shall be turned in to those counting.
  - e) The Council VSOA Advisor, Council Professional VSOA Advisor and their designees, including at least one youth member, shall count the ballots.
  - f) If no majority for one candidate is received, the emcee shall announce the two candidates who received the most votes and call for a runoff election between these two candidates, following the same procedure as noted above. The emcee may choose to allow another set of speeches or to forego these in the interest of time.
  - g) Once a majority vote for an officer has been received, the election results shall be announced. The emcee shall then begin the election process for the next officer. Those candidates that were not elected shall be given the opportunity to run for the next office
7. During elections, if a question of procedure arises that is not specifically addressed in these bylaws, or if a conflict in these bylaws regarding elections is found at a time that a bylaw change

cannot be made before upcoming elections, the question shall be decided by the Council VSOA Advisor, in consultation with the Council Professional Advisor.

**B. District VSOA Elections**

1. District VSOAs shall hold elections at the Fall Fun Rally following the Council VSOA elections.
2. Districts VSOAs shall follow a procedure for elections approved by the District VSOA Advisor and the District VSOA Professional Advisor. All Venturers who are members of Venturing Crews in the district shall be included as a part of the election of officers. Sea Scouts shall participate in elections with the Sea Scout Cluster.
3. District VSOA candidates must be made aware of their responsibilities as stated in these bylaws before accepting the nomination to run.
4. District Advisors or their designee shall report the results of the election including complete contact information for all District VSOA Officers to the Council VSOA Advisor before the end of the Fall Fun Rally.
5. In the event that a district cannot complete elections at the Fall Fun Rally, the District VSOA Advisor may request approval from the Council VSOA to hold elections at a later date. These elections must be completed within two weeks of the Fall Fun Rally, and must be open to all members of units in the district to participate.

**C. Sea Scout Squadron Elections**

1. The Squadron shall hold elections at the Fall Fun Rally following the Council VSOA elections.
2. The Squadron shall follow a procedure for elections approved by the Squadron Commodore and Sea Scout Professional. All Sea Scouts who are members of Sea Scout Ships within the Council shall be included as a part of the election of officers.
3. Squadron candidates must be made aware of their responsibilities as stated in these bylaws before accepting the nomination to run.
4. The Squadron Commodore or their designee shall report the results of the election including complete contact information for all District VSOA Officers to the Council VSOA Advisor before the end of the Fall Fun Rally.
5. In the event that a district cannot complete elections at the Fall Fun Rally, the District VSOA Advisor may request approval from the Council VSOA to hold elections at a later date. These elections must be completed within two weeks of the Fall Fun Rally, and must be open to all members of ships in the Squadron to participate.

**Article X. Removal of an Officer**

**1. Council VSOA Officers**

- a) Council VSOA Officers shall resign their elected position upon missing two Council VSOA Cabinet or General Membership meetings without being excused.
  - i) If an officer wishes to be excused from a meeting, a majority vote of the members in attendance at that meeting will excuse them. They are responsible for notifying the presiding officer of the meeting as to why they are not in attendance. The presiding officer will then raise the possibility of excusing the officer at the meeting and call for a vote.
  - ii) If an officer cannot attend a meeting for a personal matter of great importance, the Council VSOA Advisor may excuse the officer from this meeting. If the issue is an ongoing one that will interfere with the Officer performing his/her duties the Advisor must recommend that the Officer resign.
- b) Council VSOA Officers shall resign their elected position upon the request of any two (2) of the following parties: Council VSOA Advisor, Council Professional Advisor, Council Activities Committee, or Council Scout Executive.

**2. District VSOA Officers**

- a) District VSOA Officers shall resign their elected position if they can no longer fulfill the duties of their position.
- b) District VSOA Officers shall resign their elected position upon the request of any two (2) of the following parties: District VSOA Advisor, District Professional Advisor, District Activities Committee Chair, Council Scout Executive.

## Article XI. Replacement of an Officer

### A. Council VSOA Officers

1. In the event a vacancy arises in the term of any Council VSOA Officer, except the Council VSOA President, the Council VSOA President shall name a replacement officer with the consent of the Council VSOA Advisor, within 1 month of notification of vacancy. If the Council VSOA President does not, this duty shall fall to the next Council VSOA Officer in the order of succession.
2. In the event of a vacancy in the office of Council VSOA President, the Council VSOA Vice President of Administration shall become the Council VSOA President, and fill the position of Council VSOA President of Administration as noted previously.

### B. District VSOA Officers

1. In the event a vacancy arises in the term of any District VSOA Officer, except the District VSOA President, the District VSOA President shall name a replacement officer with the consent of the District VSOA Advisor.
2. In the event of a vacancy in the office of District VSOA President, the District VSOA Vice President of Administration shall become the District VSOA President, and fill the position of District VSOA President of Administration as noted previously.

### C. Sea Scout Squadron Officer

1. In the event a vacancy arises in the term of any Squadron Officer, except the Squadron Boatswain, the Squadron Boatswain shall name a replacement officer with the consent of the Squadron Commodore.
2. In the event of a vacancy in the office of Squadron Boatswain, the Squadron Boatswain's Mate of Administration shall become the Squadron Boatswain, and fill the position of Squadron Boatswain's Mate of Administration as noted previously.

## Article XII. Operating Committees

### A. Operating committees shall consist of:

1. A Chair appointed by the President of the Council VSOA, District VSOA, or Sea Scout Squadron who may also be a VSOA Officer.
2. An Officer of the VSOA at the level of the committee, i.e., a Council Committee would have a Council VSOA Officer. If the chair of the committee is an officer, an additional one need not be part of the committee.
3. An Advisor appointed by the Advisor of the Council or District, or Commodore of the Squadron.
4. In some cases a Professional Advisor to be appointed by the Scout Executive or his/her designee.
5. Members of the VSOA, who must be approved by the chair of the committee.

### B. There shall be permanent standing operating committees for the Council VSOA. These committees must be formed within one month of the election of the Council VSOA Officers.

1. Training – The VSOA Training committee will coordinate and conduct Venturing youth trainings at the Council level, as well as promote youth trainings such as National Youth Leadership Training, National Advanced Youth Leadership Experience, Kodiak, Introduction to Leadership Skills, and SEAL. This committee will work with the Council Training Committee when appropriate. The VSOA Training committee will evaluate annually which trainings shall be held by the Council VSOA and District VSOAs and distribute this guideline to the Council VSOA Cabinet at the March meeting.
2. Service – The VSOA Service committee will coordinate and conduct opportunities for service within the VSOA. These may include both service within Scouting and in the community, such as Scouting for Food.
3. Camping Opportunities – The VSOA Camping Opportunities committee will promote Venturing and Sea Scout camping opportunities. These should include High Adventure programs available to Venturers and Sea Scouts. This will specifically include the Swift High Adventure Base should be promoted to Venturing and Sea Scout units within Council on an ongoing basis throughout the year.
4. Recognition – The Recognition Committee promotes the recognition available to Venturers and Sea Scouts including, but not limited to, the Venturing Leadership Award, Venturing Advancements, and Sea Scout Ranks. If these awards require a committee to decide receipt of the award, this shall be a subcommittee of the Recognition Committee. The Recognition Committee shall be responsible for an annual activity to recognize those receiving Venturing Recognitions within Council. They shall promote, plan, execute the activity, and report back to the Council VSOA Cabinet at the end of the activity.
5. There shall be a standing committee for each activity and event of the Council VSOA to plan, promote, execute the activity or event, and report back to the Council VSOA Cabinet at the end of the activity or event.

### C. An ad hoc committee may be formed by a simple majority vote of the Council VSOA Cabinet or District VSOA. The committee will expire with the term of the officers creating the committee.

### **Article XIII. Meetings**

#### **A. Council VSOA Cabinet**

1. A meeting of the Council VSOA Cabinet shall consist of the Council VSOA Officers, District VSOA Officers, Sea Scout Squadron Officers, chairs of council standing and ad-hoc committees, and ex-officio advisors of these officers.
2. Meetings of the Council VSOA Cabinet are open to all members of Council Venturing and Sea Scout Units.
3. The Council VSOA Cabinet shall have six regularly scheduled meetings:
  - a) The Council and District VSOA Training Weekend to be held within one month following the election of officers.
  - b) The fourth Thursday of November, January, March, May, and August.
  - c) If any of these meetings conflict with a national or religious holiday or scheduled event or activity on the Council calendar, these dates may be moved to a near date by a majority vote of the VSOA Cabinet, provided adequate notification of the change in date can be provided.
4. The President of the Council VSOA may call a special meeting of the Council VSOA Cabinet with:
  - a) Approval of the Council Advisor and Council Professional Advisor.
  - b) Notice of at least twenty-one (21) days prior to the meeting being communicated to all members of the Council VSOA Cabinet.

5. Notifications of all meetings shall be given at the earliest possible date to all members of the Council VSOA Cabinet. All meetings should be publicized in appropriate Council publications and on the VSOA website.
6. Minutes of all Council VSOA Cabinet meetings should be distributed to members of the Council VSOA Cabinet following meetings, and published on the VSOA website. The publication of these minutes are subject to the review and approval of the Council VSOA Advisor.

#### **B. District VSOA**

1. A meeting of a District VSOA shall consist of District VSOA Officers, Officers of Units chartered within the district, and ex-officio advisors of these officers.
2. District VSOA meetings are open to all members of Venturing units chartered within that district.
3. Every District VSOA shall hold at least four (4) meetings annually.
4. District VSOA meetings shall be scheduled by the District VSOA Officers in conjunction with the District VSOA Advisors and the District Activities Committee.

#### **C. Sea Scout Squadron**

1. A meeting of a Sea Scout Squadron shall consist of Sea Scout Squadron Officers, Officers of Sea Scout Ships chartered within the district, and ex-officio advisors of these officers.
2. Sea Scout Squadron meetings are open to all members of Sea Scout Ships chartered within that district.
3. Every District VSOA shall hold at least four (4) meetings annually.
4. District VSOA meetings shall be scheduled by the District VSOA Officers in conjunction with the District VSOA Advisors and the District Activities Committee.

#### **D. General VSOA Membership**

1. A General VSOA Membership meeting shall consist of all Council and District VSOA officers, all officers of Venturing and Sea Scout Units within the Council, and ex-officio adult leaders of these officers.
2. General VSOA Membership meetings shall be open to all members of Council Venturing and Sea Scout Units.
3. There shall be a General VSOA Membership meeting at all Council VSOA activities and events at the discretion of the Council VSOA President and Advisor.

#### Article XIV. Activities and Events

##### A. Council Activities and Events

1. There shall be one Council event (multiple day, overnight programs) scheduled annually in the fall of the year to be titled the Fall Fun Rally.
2. There shall be one Council event (multiple day, overnight programs) scheduled annually in the fall of the year to be titled the Explore Venturing.
3. There shall be between one to two Council activities (short-term, single day programs, usually not overnight) to be scheduled annually by the Council VSOA Cabinet at the January meeting for the next VSOA year.

##### B. District Activities and Events

1. Every District VSOA shall hold at least one District activity (short-term, single day programs, not overnight) or event (multiple day, overnight programs).
2. A District VSOA may only hold one event, unless prior approval from the Council Activities Committee has been attained. Requests for such variances must be approved at the April meeting of the Activities Committee prior to the event.

#### Article XV. Policies and Finance

- A. The Rules and Regulations and program manuals of the Boy Scouts of America and the Policies and Procedures of the Council guide the Venturing and Sea Scout programs and the VSOA. No action of the VSOA may be contrary to this guidance.
- B. All activity or funds of the VSOA shall be handled through the Council's offices, in accordance with the Council's accounting procedures. The VSOA shall not keep separate accounts or treasuries. All financial obligations of the VSOA shall be settled through the Council's offices. No funds shall be collected or expensed without an approved budget. Moneys shall not be carried over years or from one event or activity to another.

#### Article XVI. Non-Specified Matters

Matters not specifically stated or clarified in these bylaws are left to the Council VSOA Cabinet, to be decided by majority vote of those present at a meeting of the Council VSOA Cabinet.

#### Article XVII. Bylaw Revision

##### A. Amendments

1. Amendments to these bylaws shall be presented in writing to the Council VSOA Cabinet at a regularly scheduled meeting by any officer of the Council VSOA Cabinet. The Council VSOA President or other presiding officer shall officiate the discussion of the proposed amendment. There shall not be a vote on this amendment at this meeting.
2. At the next scheduled meeting of the Council VSOA Cabinet, the officer presenting the proposed amendment shall once again present their proposed amendment. After a period of discussion, the Council VSOA President or other presiding officer shall call for a vote.
3. A roll-call vote shall be taken with each voting member of the Council VSOA Cabinet voting 'yes' or 'no' on the amendment. The amendment must receive the votes of at least 2/3 of the voting members present to be adopted.
4. Following the passage of an amendment, the Council VSOA Vice-President of Administration shall update the bylaws and distribute a copy of the revised bylaws to each of the Council VSOA Cabinet members.
5. All amendments are subject to the approval of the Scout Executive. The amendment shall have no force until it is so approved.

##### Adoption and Revision History:

- Approved by the Council VSOA Bylaw Committee: Aleksander Mansdoerfer – Chair, Caleb Bertels, Christa Waterwiese, Ellie Wright, Ethan Bazzell, Jessica Friz, Jeff Abernathy – Advisor, Bobbie Sue Hill – Advisor