



## **CHARTER RENEWAL PROCEDURES – 2014-2015**

HEART OF AMERICA COUNCIL, BOY SCOUTS OF AMERICA  
COMMISSIONER BEST PRACTICE MEMORANDUM, 2014, No. 009 (CBP 14-009)  
(Prepared by: Keith Sickendick, Council Commissioner)

**I. DESCRIPTION:** To establish a procedure to ensure the on-time charter renewal of all units within the Heart of America Council, Boy Scouts of America (HOAC).

**II. BACKGROUND AND NEED SERVED:** Since 1916, when Congress granted a charter to the Boy Scouts of America, Scouting has granted charters to organizations. Scouting renews its national charter by reporting to Congress annually. Likewise, chartered organizations report to Scouting once each year to renew their local charters. Commissioners are in the best position to help chartered organizations carry out their trust and renew their privileges and obligations in the Scouting program. Accordingly, the commissioner is responsible for the on-time charter renewal of all assigned units.

### **III. RESPONSIBILITIES:**

The council commissioner and commissioner cabinet will provide necessary training and support for district and unit commissioners to ensure that all units successfully renew their charters on-time.

Each district commissioner is responsible to ensure that every unit in the district is assigned a unit commissioner. The district commissioner is also responsible to ensure that each unit commissioner has necessary training and support to successfully ensure the on-time charter renewal of his or her assigned units.

Unit commissioners are responsible for the on-time charter renewal of all assigned units.

### **IV. PROCEDURES:**

Chapter 12 of the *Commissioner Field Book for Unit Service* describes the national charter renewal plan. The phrase “unit renewal date” as used in the *Commissioner Field Book for Unit Service* refers to the date by which a unit must complete its charter renewal before the unit charter expires and the unit is dropped as a chartered Scouting unit. In this best practice “drop date” refers to the day the current charter for the unit is no longer in effect and the unit is effectively dropped. In HOAC drop dates are January 1, for traditional units in Blue Elk, Big Muddy, Thunderbird, and North Star; February 1 for traditional units in Lone Bear, Northern Tier, Red-Tailed Hawk, Trailhead, Trails West, Kaw, Pelathe, Pioneer Trails, and Twin Rivers, and July 1 for

all others. HOAC has been authorized to open internet charter renewal 30 days earlier than provided by the national charter renewal plan. The following table establishes the schedule for charter renewal in the HOAC.

| Number Days Before (-) or After (+) Unit Drop Date | Action or Procedure  | Responsible                                       |
|--|--|---|
| D -120   | Unit renewal packages distributed. Institutional head visits begin. Units select renewal processor.  | District Executive (DE)                           |
| D -120   | Units select renewal processor (RP).   | CC (Committee Chair or other unit representative) |
| D -120   | Charter renewal training begins. All registered adults are encouraged to complete Youth Protection Training every even numbered year.  | DC, UC  |
| D -90  | Unit Inventories completed. Charter renewal training complete. Unit RPs log-into internet renewal site. UCs identify units that require computer support to complete charter renewal and report to DCs.  | UC, CC, RP  |
| D -60  | DCs provide computer resource at Roundtable, or if internet access is not available at the Roundtable site at a local library or other location where internet access is available. Computer resource should include capable UCs, ACCs, or senior Scouts who can assist units complete the charter renewal process. 75% of units complete. | DC  |
| D -45  | Unit charter renewal meetings completed. Corrective actions for defects. 90 % of units complete.   | UC, CC, RP  |
|  |  |   |
| D -30  | Charter renewal completed for 100%. Corrective actions for defects.  | UC  |
|  |  |   |
| D  | 100% of defects resolved. Registration input 100% complete.  | UC, Registration                                  |
| D +30  | Charter renewal presentation each unit.  | UC, CC  |

**V. REPORTING:**

Unit commissioners are responsible to report charter renewal status for each assigned unit to the district commissioner or assigned assistant district commissioner. Challenges that may prevent on-time renewal that cannot be resolved by the unit commissioner will be reported to the district commissioner or the assigned assistant district commissioner at the earliest opportunity to permit timely resolution.

District commissioners report charter renewal status for units in the district to the assigned assistant council commissioner.

**VI. REFERENCES:**

*Commissioner Field Book for Unit Service*, No. 33621, chapter 12 (2012).

**VI. PROPOSED REVISIONS:** Please report proposed revisions to the person who prepared this memorandum.