


ROWLETT CITIZEN CORPS COUNCIL ORGANIZATIONAL POLICY	
TITLE: Explorer Club 4701 Standard Operating Policy	
APPROVAL SIGNATURE: 	DATE: 07/13/2015
NAME: Whitney P. Laning	POLICY NO.: 15-133
TITLE: RCCC President/Club Sponsor	PROGRAM : Explorer Club
	SECTION: Operations
	PAGES: 4

Purpose:

The purpose of the Rowlett Explorer Club is to provide middle school aged young adults with guidance and direction for career and character development.

Authority, Name and Identification:

The name of this program shall be officially known as the **Rowlett Explorer Club 4701** (Club), an authorized program of the Rowlett Citizen Corps Council. The Official Club Logo (figure1) shall be used to represent the program.



Figure1: Rowlett Explorer Club 4701 Official Logo

Policy:

The Rowlett Citizens Corps Council (RCCC) shall support and operate its Explorer Club in accordance with the Explorer Leader Handbook published by Learning for Life. All members of the Club are expected to maintain a thorough knowledge of the policies, procedures, and guidelines provided in this policy, the RCCC Bylaws and other policies as they apply.

1. General Assumptions

- 1.1. The Club is a youth program sponsored by the Rowlett Citizens Corps Council in conjunction with Learning for Life (Boy Scouts of America).
- 1.2. The Club has a dual focus: Career Guidance and Character Development.
- 1.3. The intent of the Club is to ready members for career decisions made in High School while teaching concepts of good character.
- 1.4. The Club is not a disaster, emergency or crisis response unit. Members may, at the discretion of the Club Sponsor, attend or participate in RCCC events, activities, training or other community service opportunities.

2. Leadership

- 2.1. **Club Committee:** The Club shall fall under the Explorer Post 1 Committee for the purposes of fulfilling this leadership requirement.
- 2.2. **Explorer Sponsor:** The Explorer Sponsor shall be a member of the RCCC. The Sponsor will also be known as the Explorer Club Director and will serve as a RCCC Board Member for the Explorer Club.
 - 2.2.1. The Explorer Sponsor is the primary adult leader and is essential to the success of the Club.

- 2.2.2. The Explorer Sponsor is responsible for training, coaching, and developing the Explorer Associate Sponsors, helping them plan programs and activities, and obtaining resources through the Post Committee.
- 2.2.3. The Explorer Sponsor ensures that all activities are conducted safely and in compliance with Learning for Life, RCCC, and Club policies and procedures.
- 2.2.4. The Explorer Sponsor attends all Club meetings and activities, and all Explorer Post Committee Meetings. Should the Sponsor be unable to attend a meeting or activity, they will ensure that a qualified adult is present.
- 2.2.5. The Explorer Sponsor must successfully complete the Learning for Life training program, "Adult Explorer Leader Basic Training and Youth Protection."
- 2.2.6. The Explorer Sponsor will represent the Club to the BSA Circle Ten Council.

2.3. **Associate Sponsor:** Associate Sponsor shall be members of the RCCC

- 2.3.1. Associate Sponsors assist the Club Sponsor, support Club programs and activities, and provides additional adult leadership.
- 2.3.2. Associate Sponsors may be asked to assist in planning a program or activity, to serve as an instructor for Club training, or to fill in for the Explorer Sponsor when necessary.
- 2.3.3. The Associate Sponsors must successfully complete the Learning for Life training program, "Adult Explorer Leader Basic Training and Youth Protection."

3. Membership:

3.1. **Eligibility:** To be eligible for membership in the Club, individuals must meet the following criteria:

- 3.1.1. Reside within the Cities of Rowlett, Sachse or Garland (or apply for a special exemption from the COR).
- 3.1.2. Be at least eleven (11) years of age and have completed the fifth (5th) grade.
- 3.1.3. Be no older than fifteen (15) years of age, and completed the eighth (8th) grade.
- 3.1.4. Be enrolled and attending an accredited middle school.
- 3.1.5. Have a minimum of a "C" average on the most recent grade report, and maintain or exceed such level throughout their membership in the Club.
- 3.1.6. Accept the obligation to observe the Explorer Code, and comply with RCCC and Club policies and procedures.

3.2. **Application:** To apply for membership in the Club, individuals must complete the application and selection process as described below:

- 3.2.1. A completed application, including signatures and notary acknowledgements, shall be submitted to the RCCC Explorer Sponsor.
- 3.2.2. The Explorer Sponsor shall review applications.
- 3.2.3. No prospective member shall be disqualified because of race, color, creed, gender, or orientation in accordance with RCCC Bylaws and policy. Disqualified applicants shall have the ability of appeal to the COR in writing, who has the final authority on applicant issues.

3.2.4. Once an individual is accepted as a member of the Club, he/she must be officially registered with the BSA as an Explorer in the Club. Registration fees are the responsibility of the member and must be paid annually.

3.3. **Standing:** To remain a member in good standing, Explorers must:

3.3.1. Comply with the Explorer Code, RCCC and Club policies and procedures.

3.3.2. Be responsible, mature and courteous at all times, including:

3.3.2.1. Using appropriate language.

3.3.2.2. Being prompt to meetings, events and functions.

3.3.2.3. Using sound judgment and decision making skills.

3.3.2.4. Being attentive and enthusiastic during classroom exercises.

3.3.3. Attend at least 75% of the regularly scheduled Club meetings during any six (6) month period. Attendance shall be calculated by determining the number of meetings scheduled and attended during the proceeding six-month period, measured from the most recent Club meeting.

3.4. **Uniform and Identification:**

3.4.1. Identification Cards will be issued by the RCCC upon request from the COR. These ID cards remain the property of the RCCC and must be surrendered upon resignation, termination or request of any RCCC or Explorer leadership.

3.4.2. Issued uniform items that are embroidered or printed with the name or logo of the RCCC or any sponsored program (including Explorers) represent RCCC interests and are considered RCCC property. Such items are worn on approved activations, events, functions or activities and should not be considered daily wear items. Care should be taken to not wear these items to unapproved activities where endorsement, approval or solidarity may be inferred by attendance. These items are restricted to use by members and not for general public wear.

4. Meetings:

4.1. Regular Club meeting times and places will be announced as scheduled as necessary.

4.2. The Explorer Sponsor and/or an Associate Sponsor shall attend each meeting. Two adults must be present at each meeting or activity.

4.3. All members are expected to attend each meeting unless excused by a Sponsor.

5. Corrective/Disciplinary Actions:

1.1. Corrective or disciplinary actions may be initiated for failure to comply with the standards of performance or conduct applicable to members of the Club.

1.1.1. Corrective actions may include oral counseling and written counseling.

1.1.2. Disciplinary actions may include, but are not limited to: written reprimand, temporary suspension of privileges, and temporary or permanent suspension from the Club.

1.1.3. Disciplinary actions may be appealed in writing to the COR in accordance with the RCCC Bylaws Grievance Policy.

1.2. **Hazing and Bullying:** Explorer Club 4701 and the RCCC are committed to promoting an environment that is just, open, disciplined, and caring. This philosophy supports the educational mission of the Club and our standards for co-curricular activities that facilitate Explorers' development. Explorer Club 4701 and the RCCC are opposed to and strictly prohibit any activity that involves the hazing of any member of the Club or community.

1.2.1. Definition of Hazing: Hazing is defined as: any action taken or situation created as part of initiation to or continued membership in a group or organization, which 1) produces or has the potential to produce mental or physical discomfort, harm, or stress; embarrassment; harassment; or ridicule; or 2) which violate Explorer, Club or RCCC policy, or local laws. This applies to behavior on or off Club or RCCC premises.

1.2.2. Definition of Bullying: The use of force, threat, or coercion to abuse, intimidate, or aggressively dominate other. Bullying is often repeated and habitual and can sometimes be related to an imbalance in social or physical power. This includes "Cyber-Bullying" or using electronic means to inflict emotional or mental harm on another.

6. Honor Code:

2.1. The Explorer Honor Code is simple but demanding. Because of the situations that Explorers are placed in and the image they represent, it is of the utmost importance that the Public Trust and the trust of Team Members is maintained at all times to ensure integrity and the safety of the Club.

2.2. To Wit: The word of an Explorer is bond and should not need to be questioned.

2.2.1. "An Explorer will not lie, cheat, or steal, nor tolerate those who do."

2.2.1.1. LYING: Explorers violate the Honor Code by lying if they deliberately deceive another by stating an untruth or by any direct form of communication to include the telling of a partial truth.

2.2.1.2. CHEATING: A violation of cheating would occur if an Explorer fraudulently acted out of self-interest or assisted another to do so with the intent to gain or to give an unfair advantage.

2.2.1.3. STEALING: The wrongful taking, obtaining, or withholding by any means from the possession of the owner or any other person any money, personal property, article, or service of value of any kind.

2.2.1.4. TOLERATION: Explorers violate the Honor Code by tolerating if they fail to report an unresolved incident with honor implications to proper authority within a reasonable length of time. "Proper authority" includes Sponsors, RCCC leadership, Law Enforcement, or Parents.

2.3. To have violated the honor code, an Explorer must have lied, cheated, stolen, or attempted to do so, or tolerated such action on the part of another Explorer. The procedural element of the Honor System examines the two elements that must be present for an Explorer to have committed an honor violation: the act and the intent to commit that act.