

Cub Scout Pack 418 Bylaws

ARTICLE 1. PURPOSE OF CUB SCOUTING: The purpose is to provide an effective educational program designed to train in the responsibilities of practicing citizenship, providing growth in moral strength and character, and to enhance the development of physical, mental, and emotional fitness.

ARTICLE 2. CHARTER: Pack 418 is chartered by the Parents of Pack 418. The chartered organization provides a suitable meeting place and facilities for Pack meetings, adult leadership, supervision, and opportunities for a healthy Scouting life for the boys under its care. This also can be the responsibility of the Committee Chair.

ARTICLE 3. CUB SCOUT COMMITTEE ORGANIZATION (PACK COMMITTEE): The members of this committee shall consist of:

- Pack Committee Chair
- Pack Secretary
- Pack Treasurer
- Pack Advancement Chair
- Public Relations Chair
- Membership Chair
- Outings Chair

SECTION 1. VOTING: Each of these members may vote on proposals. In the event of a tie vote, the Pack Committee Chair will cast the tie-breaking vote.

SECTION 2. ELECTION OF EXECUTIVE BOARD MEMBERS:

- 3.2.1 Elections will be held at the regularly scheduled April Pack Committee meeting.
- 3.2.2 All Cub Scout families will be notified one (1) month in advance of the upcoming election.
- 3.2.3 Unopposed incumbents are automatically re-elected unless they resign.
- 3.2.4 Votes will be cast anonymously by written ballot at the Pack Committee meeting.
- 3.2.5 Only persons present at the Pack Committee meeting may vote.
- 3.2.6 Each Cub Scout family is allowed one (1) vote, regardless of the number of children they have in Cub Scouts.
- 3.2.7 Results will be tallied by two (2) non-candidate committee members, together at that same meeting.
- 3.2.8 The candidate receiving the most votes for a given position is elected.
- 3.2.9 Write-in candidates will be allowed if they agree before the vote to serve if elected.
- 3.2.10 An elected leader may be asked to step down if it is decided by a two-thirds ($\frac{2}{3}$) vote of the Pack Committee members present at any Pack Committee meeting that another person may better serve the interests of the Pack in that position.
- 3.2.11 If a position becomes vacant during the scout year, the position may be filled by complying with the above-stated procedures.

ARTICLE 4. CUB SCOUT COMMITTEE ORGANIZATION (LEADERSHIP

COMMITTEE): The members of this committee shall consist of, but are not limited to:

- Chartered Organization Representative
- Cubmaster
- Assistant Cubmaster(s)
- Den Leaders
- Webelos Leaders
- Pack Trainer
- Event-specific committees

Derbies

Popcorn

Blue & Gold Banquet

Scouting for Food

Scout Show

Community Service

ARTICLE 5. DUTIES: The duties of all leadership roles can be found in chapter 23 of the *Cub Scout Leader Book*.

ARTICLE 6: PACK TREASURY AND BUDGET

SECTION 1. ANNUAL BUDGET: Following the Annual Planning Conference, the Pack Committee Chair and Pack Treasurer will prepare the Annual Pack Budget, which will be presented and approved at the next regularly scheduled Pack Committee meeting.

SECTION 2: DUES: Pack 418 maintains itself through collected dues and money-earning projects.

6.2.1 BSA dues are set by the Boy Scouts of America. Currently annual BSA dues are \$10.00 per scout. This fee is scheduled to be paid in September of each year for the following year's membership (i.e., You pay \$10.00 in September for the following January through December membership.).

A scout, who joins any time other than September, will pay a prorated amount.

6.2.2 Pack dues are set annually by the Pack Committee Chair and Pack Treasurer according to budgetary needs. Currently our annual pack dues are \$40.00 per scout. If a family has more than one scout in the pack, the first scout pays \$40.00 and each additional scout pays \$20.00 per year. This fee is scheduled to be paid in September of each year (i.e., You pay \$40.00 in September for the upcoming school year [September – August] dues).

A scout, who joins any time other than September, will pay a prorated amount.

6.2.3 Den dues are set by Den Leaders, with the suggested amount of \$1.00 or \$2.00 weekly and are paid to the Den Leader.

SECTION 3: FINANCIAL REPORTING:

6.3.1 Monthly bank statements and cancelled checks must be reviewed by the Pack Treasurer and/or Pack Committee Chair.

6.3.2 The Pack Treasurer will maintain current records, a file of itemized receipts for all expenditures, and will issue receipts for all funds collected, if requested.

6.3.3 All records of receipts and expenditures will be retained for three (3) years.

6.3.4 The Pack Treasurer may not disperse any funds without prior approval. All reimbursements less than \$50.00 may be approved by the Pack Committee Chair. Reimbursements greater than \$50.00 shall be approved by the majority vote of the Pack Committee in attendance.

6.3.5 The Pack Treasurer will provide a written report of the treasury balance and all transactions for the past month at each Pack Committee meeting.

SECTION 4. ANNUAL AUDIT: The fiscal year of Pack 418 is July 1 - June 30. An Audit committee will conduct an audit of the Pack 418 books each year prior to the Annual Planning Conference. A minimum of three (3) people, chosen by the Pack Committee Chair, will sit on this committee. No person having access to pack finances or a relative may be a member of this committee.

ARTICLE 7. MEMBERSHIP: Pack 418 is open to all boys. It is the policy of the Pack to encourage a boy to maintain an active interest in his religious preference.

SECTION 1. STEPS IN JOINING: When a boy and his family desire to become a part of the Pack they should contact any member of the Pack who can then direct them to the Cubmaster or Committee Chair.

SECTION 2. TRANSFER: Transfers will be accepted on the same basis as new Cub Scouts and will be welcomed at the next Pack meeting. It is particularly important that transferring Cub Scouts obtain transfer papers or other documents from their old Pack, which will certify the record of advancement so that proper credit can be given.

SECTION 3. SCHOLARSHIP POLICY: No boy shall be turned away because of a financial hardship.

7.3.1 To be considered for eligibility in the use of scholarship funds, a letter or email needs to be sent to the current Committee Chair and Cubmaster. No specific format is required and no financial numbers are required in the letter. Just an explanation of who wants to join scouting, why they need assistance, and why they want to join is required.

7.3.2 The current Committee Chair and Cubmaster will review the application letter/email and decide if scholarship funds will be used for the applicant. If it is decided to pay the fees for the applicant, the Committee Chair will contact the Pack Treasurer to have a check in the required amount attached to the applicants scouting registration papers. The Committee Chair will then alert the Pack Committee at the next Pack Committee meeting of his/her use of the scholarship fund. Any discussion will take place then.

7.3.3 Covered expenses include uniform and required patches.

ARTICLE 8. ATTENDANCE: All Cub Scouts and their parents are encouraged to support their Den and Pack through active participation in Den and Pack activities. A parent or designated guardian is required to join their son at Pack meetings. The entire family is welcome at Pack meetings and many outings are intended for the families.

ARTICLE 9. DEN ASSIGNMENTS: Dens are organized by locality. Dens are kept to no more than eight (8) to nine (9) boys per den. The goal of the Pack is for your son to be able to follow the Cub Scout motto: "DO YOUR BEST". If at any time during the Scout year a parent feels there is a problem within the den, the following steps should be taken:

1. If possible, discuss the problem with the person (s) involved. If it is another person in the Den, contact the Den Leader first.
2. If the problem is with the Den Leader or Assistant Den Leader, meet with that person if at all possible.
3. If the problem is not resolved or if you are not comfortable talking with the Den Leader or Assistant(s), contact the Cubmaster, Assistant Cubmaster, or Pack Committee Chair. If you do not contact the Cubmaster directly, the person you talk to will notify the Cubmaster.
4. Whenever possible, a meeting of all parties involved will be held in order to resolve the issue.

ARTICLE 10. CONDUCT: A Cub Scout is expected to behave himself at all meetings and outings. Disruptive behavior, fighting, and use of bad language are some examples of behavior which will not be tolerated at Den meetings, Pack meetings, or outings. On those rare occasions when discipline is necessary, the following action will be taken:

1. Verbal Reprimand: The Den leader or Assistant will take the boy out of the activity and talk with him about what he has done wrong. The boy will then rejoin the activity.
2. Time Out: The boy will again be taken out of the activity and spoken to but he will not be allowed to rejoin the group or complete the particular project or activity. He can rejoin when they move on to the next activity.
3. Call the Parent: If the boy does not correct the behavior, his parents will be asked to take him home. If the parent is present, they will be asked to leave with their son immediately. If a parent is not present, their son will call them.

ARTICLE 11. FAMILY/PARENT RESPONSIBILITIES: Cub Scouting gives families an opportunity to spend quality time together. It is the leader's role to provide interest, skill, and time in developing a good program. The family provides help and support for the Den and Pack. Families can help in many different ways, which may vary from family to family, depending upon family structures and other family responsibilities. Some of the examples of family involvement include:

- Working with their Cub Scout on achievements and electives.
- Attending the Den and Pack meetings with their Cub Scout.
- Presenting advancement awards to the Cub Scout at Pack meetings.
- Helping at occasional den meetings on a specific project or an activity.
- Providing refreshments.
- Providing transportation.
- Assisting with the Den outings.
- Telephoning.
- Helping teach a Webelo activity badge.

ARTICLE 12. UNIFORM: Blue and Gold are the Cub Scout colors. They have special meaning: The blue stands for truth and spirituality, steadfast loyalty, and the sky above. The gold stands for warm sunlight, good cheer and happiness. Webelos have the option of wearing the blue or the khaki colored shirt.

SECTION 1. MINIMUM REQUIREMENTS: The minimum uniform requirement for Pack 418 is a uniform shirt, required patches, neckerchief, neckerchief slide, blue uniform belt, and uniform belt buckle. A rank-specific hat is optional. The shirts (and many other supplies) can be purchased at one of the area Scout Shops or from the Pack Committee Chair.

SECTION 2: COLORS BY RANK: Tiger Cubs wear an orange scarf with the Tiger Cub or Cub Scout logo scarf slide. Wolf Cubs wear a gold scarf, Bear Cubs a blue scarf, and the Webelos wear a blue, green, red and gold plaid scarf. The Wolf and Bear Cubs wear the Cub Scout logo scarf slide and the Webelos wear the Webelos logo scarf slide or any other acceptable tie slide. Webelos also wear "colors" on their right sleeve where they wear the activity pins they earn.

SECTION 3: UNIFORM INSPECTION: Your den may hold inspections and inspections will also be part of the Pack meetings. A boy is expected to wear his uniform clean and neat.

ARTICLE 13. MEETINGS

SECTION 1. DEN MEETINGS: Each Den Leader determines when and where Den meetings are held. Den meetings are generally held two (2) or three (3) times per month (depending on rank). Parents are asked to attend with sons (depending on need and rank level). Den meetings are planned and run by the Den Leader with the help of an Assistant Den Leader(s). Den meetings are planned around the monthly theme. The location of the Den meetings can be at home, library, etc.

SECTION 2. PACK MEETING: Pack meetings are usually scheduled for the last Friday evening of each month at Groves Elementary from 7:00 p.m. to 8:00 p.m. The entire family is encouraged to attend the Pack meeting and support the Cub Scouts in their advancement. Pack meetings are not held during the months of June, July, and August, but summertime events are planned. The Pack meeting program includes opening and closing ceremonies, recognition of boys who have earned awards, presentation of skits and stunts by Dens. The Pack meeting is planned around a monthly theme and is led by the Cubmaster with the help of other Pack Committee members.

SECTION 3. PACK COMMITTEE MEETING: Pack Committee meetings are scheduled once a month on the Sunday evening prior to the monthly Pack meeting with the Pack Committee members and Cubmaster. The purpose of the Pack Committee meeting is to plan Pack events and activities, vote on financial issues, announce upcoming Scout advancements, and discuss Cubmaster's needs for upcoming Pack meetings.

SECTION 4. LEADERSHIP COMMITTEE MEETING: Meetings are held once a month on the Sunday evening prior to the monthly Pack meeting. The purpose of the Leadership Committee meeting is to assign job duties for the upcoming Pack meeting, discuss Den activities, and discuss upcoming special events.

ARTICLE 14. FUNDRAISERS: The Boy Scouts of America has specific guidelines in place for selecting and carrying out money-earning projects. Any parent may submit money-earning project ideas to the Pack Committee. The Pack Committee will submit approved ideas to the local council for their consideration by submitting the Unit Money-Earning Application, no. 34427. This application must be approved at least two (2) weeks before the date of the money-earning project.

The local council has already approved Friends of Scouting and Popcorn Sales as annual fundraisers.

SECTION 1. FRIENDS OF SCOUTING: This is an annual fundraising program that is coordinated by the Circle Ten Council. The funds raised are used to maintain the programs, leadership training, and camping programs that are run by the Circle Ten Council. Our Pack is a member of the Circle Ten Council. A District Representative will give a presentation at the Blue and Gold Banquet about this program. This is a national program.

SECTION 2. POPCORN SALES: Cub Scouts Pack 418 has a popcorn sale each year to raise funds for the Pack to pay for awards, trips, etc. The sale begins in September after Join Scouting Night and the popcorn is generally delivered the week before Thanksgiving. Payment shall be collected when orders are placed.

ARTICLE 15. DISCLOSURE: If any of these bylaws are in violation of BSA state or federal rules and regulations, than the appropriate rules or regulations will preside over the bylaws. These bylaws can be amended by majority vote of the Pack Committee with notice given at the prior Pack Committee meeting.

Revision History:

<u>Date</u>	<u>Author</u>	<u>Changes</u>
05/01/2008	Wendy Gibbons Sonya Rhodes	original concept defined Pack Committee and Leadership Committee; added Annual Audit; modified uniform requirements; added BSA's policy on fundraising.
06/01/2008	Pack Committee	Reviewed document; made recommendations and changes.
06/01/2008	Sonya Rhodes	Added suggested changes for review by Pack Committee for final adoption.
07/20/2008	Sonya Rhodes	Pack Committee voted to adopt Bylaws.