



Cub Scout Pack 30 Bylaws & Guidelines
Charter Organization:
Fairmount Elementary
July 2009

Preamble

The purpose of Cub Scout Pack 30 is consistent with Boy Scouts of America principles.

Mainly:

- Influencing the development of character and encouraging spiritual growth.
- Developing habits and attitudes of good citizenship.
- Encouraging good sportsmanship and pride in growing strong in mind and body.
- Improving understanding within the family.
- Strengthening the ability to get along with other boys and respect other people.
- Fostering personal achievement by developing new interests and skills.
- Showing how to be helpful and doing one's best.
- Providing fun and exciting new things to do.
- Preparing them to become Boy Scouts

These are the purposes of Cub Scouting. They are important because the activities planned by leaders and enjoyed by boys relate to one or more of these purposes. This is how we achieve the overall aim of the Boy Scouts of America.

By-Laws

1. Accompanying by-laws will govern and provide guidance to the pack leadership.
2. The Pack Committee shall conduct a review of the Pack Bylaws annually. Changes may be made at any time during the year. Changes will be read at the earliest possible Committee meeting, and then read at the next consecutive meeting with a vote taken at the second reading.

Amendments

1. Amendments to this Constitution must be submitted in writing at the committee meeting one month prior to being voted on.
2. Voting will take place at the following month's committee meeting.
3. To become effective, any proposed amendments to this constitution shall require an affirmative vote of 51% registered committee members.

Membership

1. Membership in Pack 30 will conform to the joining requirements of The Boy Scouts of America found on the Cub Scout Application. Our membership is typically, though not exclusively, comprised of boys attending Fairmount Elementary School and their families.
2. Boys wanting to join Pack 30 may be assigned to a Den or Patrol of their choice, if the Den/Patrol Leader agrees and the Den/Patrol size and leadership ratio rules are not violated.

3. The Cub Master will assign boys wanting to join Pack 30 with no preference to Den/Patrol assignment to a Den/Patrol.
4. Scouts and parents will be discouraged from moving from one den/patrol to another. Changing Dens/Patrols may be done only after the parents; present Den/Patrol Leader, Cub Master, and Committee Chairperson have met and discussed the reason. The transfer may occur if the gaining Den/Patrol Leader agrees to accept the transfer and the Den/Patrol size and leadership ratio rules are not violated.

General

1. Key Pack positions include the following:
 - Cub Master
 - Assistant Cub Master
 - Pack Committee Chairman
 - Secretary
 - Treasurer
 - Advancement Chair
 - Membership & Registration Chair
 - Training Chair
 - Historian
 - Unit Fundraising Chair
 - Tiger Leader(s)
 - Wolf Leader(s)
 - Bear Leader(s)
 - 1st and 2nd year Webelos Leader(s)
2. The responsibilities of each leadership position in Pack 30 are described in the accompanying by-laws. Where the job descriptions differ from the Cub Scout Leader Book, the By-Laws will take precedence.
3. Pack leadership will come from volunteers. The leadership requirements are found on the Boy Scout of America Leader Application form.
4. Upon volunteering for a position, final approval will be decided upon by a 2/3 vote from Cub Master, Assistant Cub Master and Committee Chair.
5. Pack leadership will meet the following requirements:
 - a. Attendance at greater than 50% of Committee Meetings over the past 12 months. An exception will be made for new leaders whose eligibility will be based their percentage of attendance from their date of BSA registration.
 - b. Must have completed Leader Training as explained in Training section of this document.
 - c. Must satisfy uniform requirements presented in Uniforms section of this document
6. The Pack cannot function without the active involvement of every parent. Accordingly, the Pack must ask each parent to volunteer for a committee or adult leader position, participate in organizing monthly Pack meetings and assist with special activities.
7. Volunteers do not need to have a child in the scouting program to participate.

8. Committee meetings will be held monthly (with the exception of July), and will include a Treasurer's report. Parents assisting with the Pack meeting during an assigned month will need to attend the Committee meeting prior to the Pack meeting.
9. Scout/Tiger Cub recruitment will be at a minimum in May and August.
10. Recharter of the Pack will be every January, as designated by the District.
11. Crossover from the Pack to the Troop will be in February at the Blue and Gold Banquet.
12. Pack meetings will include a flag ceremony, awards ceremony and a den skit/song. Families will be involved with and participate in setup and cleanup.

Administrative Guidelines

1. To vote on Committee one must be a registered member of the pack and satisfy pack leadership requirements and be in attendance.
2. All issues of dispute must be called for committee vote, with the final decision resting in a majority vote of 51% or higher.
3. In case of a tie, the issue will be presented to the Cub Master, Assistant Cub Master, and Committee Chair to vote, with final decision resting in a 2/3 majority vote.
4. Use of Pack funds for items other than stated in these by-laws must be discussed and voted on at a Committee meeting. If an immediate response is needed and the issue cannot wait until a Committee meeting, then there shall be at least three other committee members notified of the issue and allowed to discuss and make decisions accordingly. The top committee positions that need to be in on the decision making process is: Cub Master, Assistant Cub Master, Committee Chairperson, and Treasurer. If one of the people in these positions is the one making the request, he/she must contact three of the others. Two people living in the same household may only count as one voice.
5. All Den Leaders must complete an Awards request and turn it into the Awards Chairperson no later than one week before and reviewed at the monthly committee meeting prior to a Pack meeting. (see attachment)
6. Camperships (District helps pay a boy's way to camp) will be sent to district decided on a case by case basis and submitted to District for approval.
7. The Pack will maintain "experienced" uniform closet with shirts and neckerchiefs to help cut the cost of scouting for new boys. The uniform closet will consist of donations only and will not use pack funds to support.

Meetings

1. This organization will have one pack meeting or event per month during the school calendar year.
2. This organization will have at least one committee meeting per month during the school calendar year.
3. This organization will have den meetings regularly during the school calendar year.
4. Pack meetings will normally be held on the fourth Tuesday evening of each month at Fairmount Elementary School in the Cafeteria, unless announced otherwise by the Pack Committee. Special events are held on weekends at specified locations. Pack meetings are intended to be a display of Den

accomplishments, a place of learning, and a place to have FUN!! As such, the Pack has established the following Behavior Policies which need to be learned and enforced:

- a. Our meeting place is lent to us for the night and worthy of our respect. All children must remain in that portion of the building being used for the Pack Meeting and not be allowed to run in the hallways or enter any of the other rooms not designated for Pack use.
- b. All Scouts and adults will be respectful of guest speakers and leaders addressing the Pack.
- c. Observe the Cub Scout sign (right hand up with two fingers in a V-shape) when raised and become quiet. Leaders will ensure each Cub Scout and adult knows what to do when the Cub Scout sign is shown.
- d. Scouts and family should attempt to arrive 10 minutes before the starting time so that meetings can begin promptly.

Pack Leadership Roles

1. A committee will be appointed to conduct Pack business, record Pack activities, ensure leader training and coordinate other Pack Program committees. The committee will consist of a Cub master and not less than four (4) adults. The committee shall have an Assistant Cub Master, Committee Chairman, Treasurer and Advancement Chair as a minimum.
2. The **Pack Committee** is responsible for:
 - a. Making recommendations to the chartered organization rep for final approval of pack leadership.
 - b. Recruit the Cub Master and one or more assistant Cub Masters, with approval from the charter organization
 - c. Provide adequate and safe facilities for pack meetings
 - d. Coordinate the pack's program
 - e. Help with pack charter renewal
 - f. Help stimulate the interest of adult family members through proper programming
 - g. Supervise finances and equipment
 - h. Work closely with the Cub Master
 - i. Ensure that all Scouts receive a year-round, quality program
 - j. Complete pack committee Fast Start Training and training for position specific
 - k. Conduct, with the help of the Cub Master, periodic training for parents and guardians
 - l. Cooperate with other Scouting Units
 - m. Approving bills before payment by Pack Treasurer
3. The **Cub Master/Assistant Cub Master** is responsible for:
 - a. Plan and help carry out the Cub Scout Program in the pack. This includes leading the monthly pack meeting, with the help of other leaders
 - b. Help the pack committee with a year-round recruitment plan for recruiting boys.

- c. Work with the Pack committee on program ideas, selecting and recruiting adults leaders and establishing a budget plan
 - d. Guide and support den leaders. See that they receive required trainings.
 - e. Help organize Webelos dens and encourage graduation into a Boy Scout troop
 - f. Guide Cub Scouts in goodwill and conservation projects
 - g. See that the responsibilities specified for the assistant Cub Master are carried out
 - h. Help the pack Committee Chair conduct the annual pack program planning conference and conduct the monthly pack leaders' meetings
 - i. Take part in the charter review meeting and annual charter presentation ceremony
 - j. Request Den chiefs for dens
 - k. Meet with the unit commissioner, Webelos den leader, and Scoutmaster(s) to establish plans for the Webelos' transition into Boy Scouts.
 - l. Encourage high advancement standards for all Cub Scouts
 - m. Support the policies of BSA
4. The **Pack Committee Chair** is responsible for:
- a. Maintain a close relationship with the chartered organization representative
 - b. Report to the chartered organization to cultivate harmonious relations
 - c. Confer with the Cub Master on policy matters relating to Cub scouting and the chartered organization
 - d. Supervise pack committee operation by calling and presiding at pack committee meetings, assigning duties to committee members and planning for pack charter review, roundup and registration.
 - e. Conduct the annual pack program planning meeting
 - f. Ask committee to assist with recommendations for Cub Master, assistant Cub Master and den leaders as needed.
 - g. Cooperate with the Cub Master on council-approved money-earning projects.
 - h. Manage finances through adequate financial records
 - i. If the Cub Master is unable to serve, assume active direction of the pack until a successor is recruited
 - j. Develop and maintain strong pack-troop relationships
 - k. Work closely with the unit commissioner and other packs and troop leaders in bringing a smooth transition of Webelos into the troop
 - l. Support the policies of BSA
5. The **Pack Treasurer** is responsible for:
- a. Help the pack committee and Cub Master establish a sound financial program for the pack with a pack budget plan
 - b. Open or maintain a bank account in the pack's name and arrange for all transactions to be signed by any two of the Cub Master, Pack Committee chair, Outings chair, advancement chair or treasurer.
 - c. Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The pack committee should approve

bills not in the budget before payment. All payments for expenditures will be accompanied by the pack detailed expense form.

- d. Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack record book.
- e. Encourage each den leader to explain the pack financial plan to each boy and his family
- f. Periodically report on the pack's financial condition at the monthly pack leaders' meeting. Make regular monthly reports to the pack committee at the pack committee meeting, and report to the chartered organization as often as desirable on the financial condition of the pack.
- g. Guide the pack in conducting council-approved pack money-earning projects

Dens

1. Two adults (2 deep leadership) will be required for any meeting. If 2 adults are not present, the meeting or activity will not take place. Parents are responsible for checking with the leader to ensure 2 deep leadership is in place before leaving their scout.
2. Den dues policy will be decided by each den individually.
3. Permission slips will be required for field trips.

Training

1. All Pack Leaders and Committee members are encouraged to attend monthly roundtables, Pow Wow, and position specific Outdoor Leader training.
 - a. The following unit positions require Youth Protection, New Leader Essentials and Job (Position) Specific Training Committee Chairman, Cub master, Asst. Cub master, Tiger Den Leader, Den Leaders, Asst. Den Leaders, Webelos Den Leaders, and Asst. Den Leaders.
 - b. Training is to occur within the first 12 months of assuming role to continue fulfilling role past one year.
 - c. All other Committee members are required to attend Youth Protection, New Leader Essentials, and Pack Committee Training.

Uniforms

1. Display of uniform for boy and leaders, and awards will be as follows:
 - a. Field uniform (Old Class "A") is required at all Pack meetings and official Scout functions. Clarification - Official Scouting function means any sanctioned group event such as summer camp, den meetings, pack meetings, den/pack field trips. Allowances can be made due to circumstances (e.g. weather, physical activity).
 - b. Activity uniform (Old Class "B") is not required but is encouraged at all scouting activities where a Field uniform (Old Class "A") is not required.
2. Placement of awards on the uniform is to be done in compliance with BSA policy (see the Cub Scout Handbook).

3. Field uniform (Old Class “A”) will be required by both the Scout and Leaders. All required patches are to be appropriately displayed on the Field (Old Class “A”) uniform.
 - a. Field (Old Class “A”) uniform:
 - i. **Boys:** consists of Cub Scout Shirt (blue until Webelos, either blue or tan Boy Scout shirt as a Webelo), blue jeans (blue jean shorts are acceptable in summer) or Scout pants/shorts, matching Cub Scout belt and buckle, Cub Scout neckerchief appropriate to rank, tie slide, and if desired: Cub Scout or Webelos hat.
 - ii. **Leaders:** Tan Boy Scout shirt (women have the option of a yellow Den Leader shirt), blue jeans (blue jean shorts are acceptable in summer.)
4. Activity uniform (Old Class “B”) consisting of a Scouting T-shirt may be worn during appropriate camp activities

Advancement and Awards

1. All advancement awards will be paid for by the Pack. Presently they are:
 - a. **Patches:** Tiger, Bobcat, Wolf, Bear, Arrow Points, Webelos, Compass, Arrow of Light, World Conservation Award.
 - b. **Pins:** All Parent Pins, Summertime Activity Award, Webelos Advancement Pins (including Compass Points), Year Pins.
 - c. **Tiger Cub Belt Totems**
 - d. **Immediate Recognition Kits**
(Any other advancement award toward rank as designated by BSA in the future will be paid for by the Pack)
2. All Optional awards will be paid for by the Cub Scout's family.
 - a. Optional awards recognized and awarded by Pack 30 include: Academics and Sports Pins* and Belt loops*, Religious Knot, any other Religious medals.
(*Indicates this award may be awarded only once per category - e.g. soccer pin only once, baseball loop only once)
3. All advancement awards will be presented at Pack meetings to Scouts in Field Uniform. This includes adult leadership awards and recognition.
4. Any clarifications to established BSA policy or procedure will be handled by the Advancement Chairperson as assisted by the Cub master and committee chair.
5. Progress awards (beads and special den awards) will be presented in individual den meetings
6. Any award to be presented at a Pack meeting must be submitted to the Advancement Chairperson no later than the Committee meeting prior to the Pack meeting. The Advancement Chairperson will follow established BSA policy and guidelines. Any payment required by the Scout will be made with the submission for approval. Individual Dens may elect to pay for optional awards via Den dues.

Expenses

1. Bank Account:
 - a. There shall be at least two names on the Pack's bank account. All checks written on the Pack's account shall bear one of the following person's signatures: Pack Treasurer, Committee Chairperson, or Cub Master. Detail of the expenditure from this fund shall be included in the annual financial statement.
2. Annual Financial Statement:
 - a. An audit report shall be given annually by the Treasurer at the August Committee Meeting. This report shall include details of all Pack accounts and budget variance analysis.
3. Parent's expenses will include:
 - a. Scout uniform
 - b. Scout book
 - c. Council re-charter fees
 - d. Pack annual dues
 - e. Book for Religious award(s)
 - f. Boy's Life Magazine (if wanted)
4. Pack expenses include:
 - a. Registration Fee for all Trained Adults
 - b. Training for the basic training BSA course
 - c. Neckerchief
 - d. Awards and pins
 - e. Awards include all belt loops/activity pins earned while a registered Cub Scout
 - f. Prizes/Awards for fund-raiser
 - g. Food (partial) for campouts/dinners
 - h. Pinewood Derby (or other race) kits/ trophies/patches/medals
 - i. Facility cost as needed