

PACK 843 BY-LAWS

MISSION:

Cub Scout Pack 843 will effectively serve the Scouts and the South Fayette Township Community with dynamic personal service, exciting youth programs and through responsible financial management. Every effort of Cub Scout Pack 843 will be directed towards developing the boys into Cub Scouts, and Cub Scouts into Boy Scouts. Cub Scout Pack 843 recognizes that the Boy Scouts of America is an organization for the boys, with supervision and guidance by adults.

ARTICLE 1 – PACK COMMITTEE MEMBERSHIP:

- **Section 1:** The Pack committee will be derived from parents of Cub Scouts, members of the sponsoring organization, and persons interested in youth, as long as they are willing to devote the time and effort necessary to work as a Pack committee member and have obtained the permission of the Pack committee, the charter organization representative, and the district executive as required by Boy Scouts of America policy.
- **Section 2:** Pack committee members will be nominated and serve, based on recommendations of the Pack committee, and the chartering organization.
- **Section 3:** Membership of the Pack committee is contingent upon (1) approval of adult application for membership in the Boy Scouts of America, and (2) approval by the members of the Pack committee, as well as meeting requisite leadership qualifications and responsibilities as stated in the current Cub Scout Leader Book.
- **Section 4:** Each Den is required to have one registered representative, who shall serve as a committee member, either a parent of a Cub Scout in that Den or the Den leader at all regular committee meetings. If the Den representative is unable to attend a committee meeting it is expected they will send their Den leader for representation.
- **Section 5:** Only registered committee members present at the committee meeting shall have a vote on any issue brought to the committee for approval. On approval of the committee, Den leaders filling in for their Den representative will have one vote per Den on any issue brought to the committee for approval.
- **Section 6:** Any interested person from the Pack may attend any of the Pack Committee meetings, but may not have voting privileges.
- **Section 7:** It will be the committee's job to support the Cubmaster, Den leaders and their ideas, as long as those ideas are in accordance with the aims, methods, and purposes of Cub Scouting.

- **Section 8:** If a committee member misses 3 meetings in a row without a legitimate excuse, he/she may be asked to relinquish their duties by the Pack Committee.
- **Section 9:** No personal business promotions are permitted at any event pertaining to Cub Scouts.
- **Section 10:** For any vote to take place, a minimum of five committee members must be present.
- **Section 11:** In order for a committee member to vote, he or she must have attended at least one prior committee meeting.

ARTICLE 2 – COMMITTEE MEETINGS:

- **Section 1:** At all committee meetings the committee chairperson will be responsible for calling the meeting, leading meetings according to established rules of Parliamentary Procedure, possessing voting privileges in the need of a tie breaker, and address needs of subcommittees, and required committee reports. The committee chairperson shall not serve as a representative for any Den.
- **Section 2:** At a minimum, Pack Committee meetings will be held each month on the Tuesday after the District Roundtable and, when possible, prior to the established Pack meeting as determined by the committee. Meetings will take place from 7 p.m. until conclusion of business, not to exceed two (2) hours in duration. The committee reserves the right to adjust the meeting to meet at a different time, place or date if and when it is determined to be in the best interests of the Pack community.
- **Section 3:** The Committee Chairperson may call a special committee meeting when deemed necessary. The purpose of the special meeting shall be stated in the proposed agenda. When feasible, one calendar week’s notice shall be given.
- **Section 4:** Minutes with a list of attendance shall be taken at each meeting; they shall be distributed by the secretary in advance of the next meeting. The Pack secretary shall take minutes, and in their absence, a person appointed by the committee chairperson will take the minutes.

ARTICLE 3 – ONGOING LEADERSHIP:

The duties of the officers shall consist of the usual duties pertaining to these offices.

- A. COMMITTEE CHAIR RESPONSIBILITIES** include: Recruiting adult leadership to run the Pack with the Cubmaster and assisting the Cubmaster whenever necessary. Accepting applications and registration fees for new Cub Scouts and Adult Leaders to submit them to the Council. Maintaining the Pack’s electronic database of registered Scouts and

leaders. Helps in developing the Pack program plan with the Cubmaster and Den Leaders for presentation to the committee for approval and distributing the plan to all parents upon approval. Chairing the Pack Committee meetings on a monthly basis. Preparing the annual Pack re-charter documents and obtaining the necessary fees, signatures, and information to present the Pack charter to the Charter Organization and Council. Additionally the Committee Chairperson is responsible for ensuring Pack compliance with applicable Boy Scouts of America Guidelines.

B. PACK SECRETARY RESPONSIBILITIES include: Attending Committee Meetings and presenting written minutes of the previous meeting; taking minutes to present at the next meeting; sending out mailings requested by the Cubmaster or Committee Chairperson; and may be requested by an event chairperson to write up permission slips for the event.

C. PACK TREASURER RESPONSIBILITIES include: Attending the Pack Committee meeting and reporting monthly on the fiscal health of the Pack. The report will describe income and expenses for the committee's review and approval. Keeping signature cards (authorized signers) on the checking account up to date; and completing all money earning applications for Pack fundraisers and submitting them to the District Scout Executive. The treasurer is also responsible for all deposits to the Pack checking account, reconciling the checking account to the monthly bank statement; coordinating all cash payments, and obtaining receipts for the Pack records prior to reimbursement or payment when approved. Any reimbursements falling under budget for a previously approved Pack event do not need the Pack Committee vote again. However, if reimbursements exceed the previously approved budgeted amounts, reimbursements require approval by vote of the Pack Committee. The treasurer also helps the Committee Chair collect annual fees and Pack activity fee in a timely and orderly fashion. The Pack Treasurer is also responsible for ensuring all financial activities are conducted within generally accepted accounting procedures and compliance with Boy Scouts of America guidelines.

D. PACK ADVANCEMENT CHAIR RESPONSIBILITIES include: Attending the Pack Committee meeting; submitting to the Council the Den advancements for the month from reports directly from the Den leader or Den representative in the absence of the Den leader. Awards not obtained at the current Pack meeting will be carried over to the next Pack meeting. Prior to the Pack Meeting, the advancement chair compiles the Pack advancement report, goes to the council office and purchases patches and awards, or arranges for someone else to do so and turns all receipts over to the Pack Treasurer and

prepares a list of awards for each Pack Meeting. A recognition card for each award is then filled out and a Package is prepared for each boy. The advancement chair ensures that the Cubmaster has sufficient time to sign all recognition, award, and achievement cards, and sorts the awards by Den to speed the recognition process for the Den leaders.

- E. CUBMASTER RESPONSIBILITIES** include: Working closely with the Den leaders on a regular basis to help coordinate Pack activities. Attend the monthly District Roundtable and report back to the Den leaders and Pack committee any information gathered. Attend the Pack Committee meeting; plan and conduct the monthly Pack Meetings. The Cubmaster is also responsible for ensuring that all advancement, achievement and recognition items are properly signed. The Cubmaster assists the Committee Chairman with accepting applications and registration fees for new Cub Scouts and Adult Leaders to submit them to the Council and maintaining the Pack's electronic database of registered Scouts and leaders. Additionally the Cubmaster is responsible for ensuring Pack compliance with applicable Boy Scouts of America Guidelines.
- F. ASSISTANT CUBMASTER RESPONSIBILITIES** include: Working closely with the Cubmaster and helping with his duties as necessary. Represent the Cubmaster at the District Roundtable, Committee Meeting, Pack Meeting and any Pack activity when he is unavailable to attend. Help develop the Pack program plan with the Cubmaster and Den leaders. Additionally the Assistant Cubmaster is responsible for ensuring Pack compliance with applicable Boy Scouts of America Guidelines.
- G. DEN (TIGER, WOLF and BEAR) LEADER AND ASSISTANT DEN LEADER RESPONSIBILITIES** include: Being a registered leader of Pack 843 and working directly with the Cubmaster and other Den and Pack leaders to ensure their Den is an active and successful part of the Pack; planning, preparing for, and conducting Den meetings with the assistant Den leader and Den chief; leading the Den at the monthly Pack activity; attending basic leader and position specific training and remain current with their youth protection training. They are also required to arrange for a representative to attend monthly committee meetings. Coordinates shared leadership among the Cub adult partners. Ensures Den meetings and outings are planned, prepared for, and conducted by all adult partners on a rotating basis and that Den activities provide advancement opportunities for the boys in the Den. Leaders meet as scheduled for about one hour with a Den of five to ten boys. Leaders arrange location for Den meetings (after consultation with Pack Committee). They determine time, day, and location of Den meetings that is most convenient for him or her.

H. WEBELOS DEN LEADER AND ASSISTANT WEBELOS LEADER RESPONSIBILITIES include:
Same as Cub Scout Den leader except work with older Webelos Scouts. Encourages periodic parent/son overnight campouts. Prepares boys for Boy scouts with emphasis on interaction with Boy scout troops.

ARTICLE 4 – VOTING COMMITTEE MEMBERS: Voting committee members shall include: registered committee members, Pack Secretary, Pack Treasurer, Pack Advancement Chair, Cubmaster, Assistant Cubmaster, Den Representatives (one from each Den) and a representative of the charter organization. Each individual shall only have one vote. The Committee Chairperson shall only vote in order to serve as a tiebreaker.

ARTICLE 5 – GRIEVANCES AND/OR CONCERNS:

- **Section 1:** Grievances by a Cub Scout, his parents or guardian will be addressed to the Pack committee chairperson. An effort will be made to resolve the difference by the committee chairperson. If the committee chairperson is unable to resolve the grievance, then the Pack committee shall conduct a full review of the issue. In the event the Pack committee is unable to resolve the issue to the satisfaction of the complainant, then a meeting shall be called involving those who have raised the concern, the full Pack committee, the Chartered Organization Representative, Unit Commissioner, District Commissioner, the District Executive, and all other involved parties will be in attendance if possible. All issues will be reviewed within a 14-day period.
- **Section 2:** Any grievances pertaining to an issue that was voted upon at a committee meeting where no representation from the respective Den submitting the concern will be reviewed solely at the committee's discretion.

ARTICLE 6 – PACK MEETINGS, OUTINGS & ACTIVITIES:

- **Section 1:** The Cubmaster will be in charge of all Pack meetings, outings and activities, unless he/she appoints the assistant Cubmaster or a committee member to take these responsibilities. The following items will be in the possession of the Cubmaster or the chairperson (if applicable) prior to and during the event: tour permit, Class 1 medical and as needed permission slips and short term camping applications. The Guide to Safe Scouting will have been read and be readily available. Any problems arising during these events will be the responsibility of, and handled by, the Pack representative in charge of the event.

- **Section 2:** All regular Pack meeting will begin at 7:00 p.m., and will be held in accordance with Pack 843's published Calendar of Events. Summer Pack meetings will be in the form of a Pack activity. The schedule for these events may vary from the above schedule and will be set at the Annual Planning meeting.
- **Section 3:** Monthly Pack activities will include but not limited to a Pinewood Derby in January, a Raingutter Regatta in April, a full meal Blue and Gold Banquet in February and advancement ceremony/graduation in May, a Scout Summer Program, Scout Recruitment Night in September, and Scouting for Food in March/April.
- **Section 4:** Pinewood Derby rules will be conducted with National, District and Pack regulations.
- **Section 5:** The committee must approve the changing of any date or time of Pack meetings, outings, or activities.
- **Section 6:** All Pack activities must be conducted in accordance with established Boy Scouts of America Guidelines.

ARTICLE 7 – DEN MEETINGS, OUTINGS & ACTIVITIES:

- **Section 1:** Cub Scout Dens will meet approximately twice a month. Once a month they will attend the Pack Meeting and once a month they may have a Den or Pack function that they can attend. Additional meetings are authorized.
- **Section 2:** Each Den will have a maximum of 10 cub scouts, and will have at least one (1) registered Den Leader, and one (1) Assistant Den Leader for two-deep leadership. All special circumstances to the above will be reviewed and voted upon by the Pack committee.
- **Section 3:** A record of place, day and time of each Den meeting must be on file with the Pack committee.
- **Section 4:** Plans for Den outings or trips must be approved in advance by the Pack Committee. Plans will include 1 adult for every 5 boys, with a minimum of two adults, in attendance. The following items (if applicable) will be in the possession of the Den Leader or Assistant Den Leader prior and during the event: tour permit, Class 1 medical and as needed permission slips and sort term camping applications. The Guide to Safe Scouting will have been read and be readily available. Any problems arising during these events will be the responsibility of, and handled by, the Cub Scout Pack representative in charge of the event.
- **Section 5:** Should a Cub Scout miss three (3) regularly scheduled Den meetings in a row without a legitimate excuse, the Den leader should follow up with the scout's parents to determine if a problem exists. A Cub Scout missing three (3) regularly scheduled Den

meetings shall not be considered as cause for the administration of discipline or removal from the Pack.

- **Section 6:** Den meetings, outings and activities should not conflict with any Pack meetings, outings or activities.
- **Section 7:** All Den activities must be conducted in accordance with established Boy Scouts of America Guidelines.

ARTICLE 8 – PACK FUNDS:

- **Section 1:** The signatures of at least two (2) of the following: committee chairperson, treasurer, or Cubmaster, are required on all checks for monies duly authorized for disbursement by the Pack committee. In the event of unfilled Pack positions, the Advancement Chair or Secretary may also be added to the account in order to maintain three individuals with signing rights. Proper approval from the Committee Chairperson and treasurer are still required for expenditure approval. Receipts of all transactions are mandatory in compliance with normal accounting procedures.
- **Section 2:** All Pack fundraising projects will be subject to authorization by the Pack committee and application made to the Scout Service Center as required.
- **Section 3:** All fundraising activities are required to meet guidelines as defined in the Guide to Safe Scouting and/or rules set forth by District or Council. Additionally, fundraising activities are required to be in compliance with all established Boy Scouts of America Guidelines.
- **Section 4:** Each Cub Scout shall be required to pay annual Pack dues in addition to Boy Scout of America registration fees.

ARTICLE 9 – PROSPECTIVE MEMBERS:

- **Section 1:** A boy and his family interested in joining the Pack may attend as a visitor one meeting prior to filling out registration paperwork and paying registration fees. After attending as a visitor, no further participation will be allowed until registration has been completed. A copy of the bylaws will be given to the new family.
- **Section 2:** A Scout Night will be provided for fall recruitment. The Cubmaster, Committee Chairperson, and Den Leaders representing each rank may attend.

ARTICLE 10 – NEW MEMBERS:

- **Section 1:** Any boy qualified by the registration requirements of the Boy Scouts of America for membership in the Cub Scout program is eligible for membership in this Pack and will be placed in a Den within two weeks of registration.
- **Section 2:** One family member of each boy is strongly encouraged to register as an adult member and actively participate in some function in the Pack.

ARTICLE 11 – REGISTRATION:

- **Section 1:** The initial registration fee charged to all new members should be sufficient to cover the cost of the following: national registration, Boys Life Magazine, badges and awards for 1 year, and Pack insurance. This cost shall be reviewed and approved annually by the committee to ensure its fairness.
- **Section 2:** No boy shall be Denied membership due to his lack of ability to pay the initial registration fees. Upon notification that such a situation exists, the Pack committee will decide one or a combination of the following actions:
 - A. Set up payment arrangements that are manageable for the family.
 - B. Waive all charges in excess of BSA annual registration fees.
 - C. Waive all or part of the fees and have the Pack sponsor, through the Pack's scout assistance fund or the Greater Pittsburgh Council's assistance fund, the boy and his family.
 - D. Waive all fees and ask the Chartered Organization to sponsor the boy and his family, including payment of Pack dues.

ARTICLE 12 – ADULT MEMBERSHIP:

- **Section 1:** All new adult members must complete Youth Protection Training as required by Boy Scouts of America.
- **Section 2:** All new adult members must complete Fast Start Training before meeting with scouts.
- **Section 3:** All new adult members will participate in New Leader Essentials Training preferably by November 30th.
- **Section 4:** All adult members should be position trained preferably by November 30th.
- **Section 5:** All registered adult members of the Pack should make every effort to attend all training that they have not previously attended that is offered for Cub Scouters by the District or Council.

- **Section 6:** All registered adult members are encouraged to have CPR, First Aid and BALOO training.

ARTICLE 13 – ANNUAL PLANNING:

- **Section 1:** Prior to the Annual Planning meeting, the Cubmaster with the assistance of the Den leaders, and the chairperson should plan monthly themes and schedule each Den's part at each Pack meeting. These plans should incorporate the monthly themes established by BSA and are subject to approval by the Pack committee at the annual planning meeting.
- **Section 2:** The annual planning meeting will occur during the June committee meeting with final approval of the plan to occur no later than August 31st each year to plan the yearly activities for the Pack. Those in attendance shall be committee members, the Cubmaster, Den Leaders or an informed representative and interested parents.

ARTICLE 14 – AWARDS:

- **Section 1:** All awards and advancements must be turned into the Advancement Chair at the committee meeting prior to the Pack meeting or other deadline to be established by the Advancement Chair. All awards not turned in by that time will wait until the following month, with an explanation to the boy and his parents by the Den leader.
- **Section 2:** All awards and advancements must be turned in on the appropriate awards/advancement report forms for the awards to be processed by the Advancement Chair.
- **Section 3:** Awards will only be received at the Pack meeting. Scouts must be members in good standing to receive any awards or advancements. Exceptions will be made under special circumstances.
- **Section 4:** Cub Scouts should advance in rank each year. Parents are advised that it is their responsibility to work with sons to attain rank. The boys cannot do it without their parent's support and help.

ARTICLE 15 – CONDUCT/DISCIPLINE:

- **Section 1:** If a Cub Scout demonstrates unacceptable conduct at a Den/Pack meeting, outing or activity, the Scout's parents will be notified and he will be sent home. If he is sent home 3 times, it could result in being dropped from the Pack and in order to be reinstated, he and his parents will have to have a conference with the Cubmaster and Den Leader.
- **Section 2:** Parents are responsible for their children's behavior at the Den/Pack meeting, outings and activities. Disruptive and/or disrespectful behavior is not allowed and will not be tolerated.
- **Section 3:** Any Cub Scout using foul or filthy language in uniform will be reported to his parents and the Cubmaster.
- **Section 4:** Any parent or guardian demonstrating unacceptable conduct at a Den/Pack meeting, outing or activity will be asked to leave.

ARTICLE 16 – UNIFORMING:

- **Section 1:** Because the uniform is an important part of the Scouting program, all Cub Scouts and registered leaders will be encouraged to wear the uniform to all Scout meetings, outings and activities unless advised otherwise by the person in charge of the activity.
- **Section 2:** The uniform parts required by Pack 843 are:
 - A. An official uniform shirt with all appropriate and properly placed insignia.
 - B. An appropriate neckerchief and slide.
 - C. Neat dark trousers, shorts or jeans (Clean, no holes, etc.).
- **Section 3:** In cases where a Cub Scout's family is financially unable to secure a uniform, the Pack committee will consider procurement of the uniform for the Cub Scout, using Article 12, Section 2 of these bylaws as guidelines.
- **Section 4:** All Cub Scouts and Adult leaders will properly wear their uniforms. A Cub Scout and his uniform should be neat and clean at all times.
- **Section 5:** To participate in a flag ceremony, the Scout must be in the Pack specified uniform.

ARTICLE 17 – CHANGES OR AMENDMENTS IN THE BYLAWS:

- **Section 1:** These Bylaws may be changed or amended at a committee meeting with the approval of 2/3 of all registered committee members in attendance. The by-laws shall be posted on the Pack website. The Committee Chairperson and Cubmaster shall each maintain one copy of the by-laws.

- **Section 2:** Special circumstances deviating from these bylaws may be considered by the Pack committee on a case-by-case basis. Any deviation must have the approval of a majority of all registered committee members in attendance.
- **Section 3:** Any changes or amendments must be submitted in writing at a Pack committee meeting. These written changes or amendments will be voted on at the following Pack committee meeting.

ARTICLE 18 – INSURANCE:

- **Section 1:** Liability insurance is acquired through the local Boy Scout Council during the annual re-chartering process each February. Each registered individual is covered by a Mutual of Omaha Insurance Policy.
- **Section 2:** Additional insurance coverage for high-risk activities will be obtained as appropriate through the Tour Permits Office at the Greater Pittsburgh Council Office.

ARTICLE 19 – DISSOLUTION:

In case of dissolution of the organization, funds in the treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of the assets will become assets of the charter organization.

These Bylaws are hereby affirmed by duly adopted motion of the Committee this ____ day of _____, 2010.

Committee Chair

Charter Organization Representative