

Cub Scout Pack 6028 Bylaws & Guidelines

Charter Organization: WM J Varney Post 862-American Legion

Charter Date: September 2017

Lake Luzerne, New York

*Be it known to all current and future members of the Pack, a set of guidelines is hereby established to ensure the participation of all members in the Pack functions. These guidelines are necessary to provide for the basic premise of the Cub Scout Program, which is that all members will grow as Scouts and have fun!!*

***Parent/Guardian: Please read the following and upon completion please detach page 10 and submit with your registration packet.***

**Section 1. Nature and Purpose of the Pack**

This Pack operates under the guidelines of Boy Scouts of America as incorporated on February 8, 1910, charted by Congress in June 1916, and redefined in February 2019 as Scouts BSA. A program which is to provide boys an effective educational program designed to build desirable qualities of character, responsibility, personal fitness and participation citizenship. Scouts and families shall work together to achieve the following objectives:

* Influence a boy’s character development and spiritual growth
* Develop habits and attitudes of good citizenship
* Encourage good sportsmanship and pride in growing strong in mind and body
* Improve understanding within the family
* Strengthen a boy’s ability to get along with others
* Foster a sense of personal achievement by developing new interests and skills
* Provide fun and exciting new things to try and do
* Show a boy how to be helpful and do his best.
* Prepare him to be a Boy Scout

**Section 2: General Policies**

1. This Pack shall be governed by the principles set forth in the Cub Scout Leadership book and all other applicable Scouts BSA guidelines. The Charting Organization, American Legion Post 862, has responsibility for providing Pack leadership, a meeting place, and ensuring the Pack operates within the BSA guidelines.
2. Each Parent/Guardian, by registering his/her boy in the Pack, assumes the following duties and obligations.
	1. Serving as an active member on one or more of a planning subcommittee for Pack events, dinners, ceremonies, camps, etc. Minimal participation can be at the den level.
	2. Understand the importance of his/her role in the Cub Scout Advancement Program. Expected to seek clarification and verification from Scoutbook and/or Advancement Chair when his/her Scout does not appear to be advancing.
	3. Ensuring his/her Scout(s) attends regularly scheduled Den and Pack meetings.
3. Our Pack primary uses Facebook and Scoutbook for event planning, advancement tracking and ongoing communication with you.

**Section 3: Pack Leadership (Roles and Responsibilities)**

1. A committee will be appointed to conduct Pack business, record Pack activities, ensure leader training, maintain accurate advancement and financial records, and coordinate other Pack programming.

1. The committee will at a minimum have a
	1. Committee Chairman
	2. Pack Cubmaster (approved by the Charter Organization)
	3. Secretary
	4. Treasurer & Advancement Chairman
	5. At a minimum 4 Den Leadership
2. Registered parents may sit on the committee as committee member participants.

Role: Committee Chairman

1. Supervising the Pack Committee operation, by calling and presiding the committee meeting, assigning duties, training and recruiting members.
2. Approving large purchases before payment / purchases by Pack Treasurer
3. Monitoring Den sizes and forming new Den if needed
4. Coordinating with Committee members and Council on money earning projects.
5. Ensuring that Pack activities and events are properly staffed, planned and executed.
6. Collaborate with the Committee Chair and Treasurer to recharter the Pack
7. Serve as the packs Youth Protection Officer
8. Voting rights

Role: Cubmaster (see attached job description)

1. Ensure Pack leadership is provided and properly trained
2. Plan the content and conduct Pack meetings
3. Ensure the Pack is properly funded
4. Conduct the annual pack planning conference
5. Hears and Resolves complaints and grievances (See section 14)

Role: Committee Secretary

1. Take minutes at all Pack committee meetings
2. Maintain and update bylaws, pack forms, and inventories as needed
3. Maintain Pack Incident and Near Miss Reports
4. In collaboration with the Advancement Chair, ensure Attendance, Hiking, Service, Camping, and other logs are being maintained in Scoutbook.
5. Voting rights

Role: Treasurer & Advancement Chair

1. Maintain the financial books for all Pack activities
2. Account holder, with Charter Organization for the Pack bank account
	1. Pack account shall be maintained through Glens Falls National Bank
3. Maintain money earning applications, Journey to Excellence Service sheets
4. Maintain pack and council assistance forms
5. Prepare BSA Advancement forms when required
6. Prepare and provide Charter Organization with a monthly financial summary
7. Monitor and track Scouts Scoutbucks accounts
8. Prepare Annual Pack Budget for Committee and Charter review
9. Voting rights

Role: Committee Members and ancillary Den Leadership

1. New Member Coordinator will periodically contact all new and existing Scout families to check in and solicit feedback, concerns, questions, etc.
2. Den Leader(s), assist. Den Leaders, Denners, Den Chiefs (Troop Level), etc. plan and execute the Den activities. These members ensure Scouts are learning and having fun.
3. All ancillary committee members have voting rights
4. Training: All registered adults much take Youth Protection Training as well as position specific training within. YPT is required upon registration to Council and Position specific training is due within 30 days of acceptance. A one-time extension may be granted by the Committee Chairman, otherwise, it is known that the position will be surrendered to another adult leader.

National BSA policy and guidelines will always be strictly adhered to. The Pack Committee will appoint a Youth Projection Officer, who will have the responsibility for training and reeducating Pack leaders on BSA YPT guidelines and will ensure all registered adults have been shown the BSA YPT video and monitor expiration of such training.

**Section 4: Committee Meetings**

1. Committee meetings are held once a month at a time and place designated and (when appropriate, mutually agreed upon with members) by the committee chair. Intended purpose of the meeting is to review, summarize and/or finalize upcoming event preparations and to discuss advancement issues or other open topics presented on the agenda.
2. The Committee Chair must be present for all official Committee Meetings.
3. At a minimum, the Committee Chair, Secretary and Treasurer must be present for a voting quorum.
4. All ancillary committee members are not required at all meetings but should make at a minimum 1 per quarter in order to maintain committee privileges.
	1. Committee privileges is determined at the annual planning conference and *may* include paid trainings, paid dues, voting rights, ability to maintain committee position, etc.
5. Any Adult partners are welcome to join the committee meeting; however, only registered adult leader committee members may have voting rights.

**Section 5: Pack Meetings**

1. Pack meetings will be held monthly at a time and place designated by the Pack Committee or subcommittee who planned the event. Pack meetings are intended to display Den accomplishments, achievements, be a place for learning and to have fun. To be sure all participants can experience what is intended during a pack event, the following should be enforced:
	1. Our meeting place is lent to us, it is not ours, we should be respectful
	2. All children should remain in the designed area of the building or location being used for the Pack event.
	3. Siblings must be accompanied by an adult. It is not the responsibility of Pack leadership to watch siblings
	4. Observe Scout opening ceremony. Maintain respect and quiet during the Pledge of Allegiance, the Scout Oath and the Scout Law, or related flag ceremonies
	5. All Scouts, Adult leaders and parents, should be respectful while Pack leadership and/or guest speakers are present and trying to interact with the Scouts.
	6. When asked, Dens will be assigned specific duties at the Pack event. Adult partners are encouraged to respect such duties and remain at the event until the den’s assigned duties have been completed.

**Section 6: Financial Obligations**

1. An opening expendable balance, Scoutbucks balance, and proposed preliminary budget will be presented at the August Pack Planning Conference. This will officially start the new financial and attendance scouting season.
2. It is the goal of the Pack Committee to reduce if not eliminate all out of pocket expenses from families. To achieve this, high participation rates in all fund-raising function is required.
3. It is the goal of the Pack Committee to hold two BSA pre-approved fundraising activities in order to meet the annual budget needs. (i.e. Popcorn and Nut sales) In order to offer the Scouts the most beneficial and exciting program we encourage all parents/guardians to encourage participation in the fundraising activities.
4. When recommended by the Pack Committee Chair and/or Treasurer, additional fundraising activities will be applied for through Council and a subcommittee formed to execute such fund-raising activities. *A Scout earns their own way.*  We encourage Scout level participation in the Sub-committee planning.
5. Depending on opening expendable balance and upon a Committee vote at the Pack Planning Conference the following shall be voted on ***annually***
	1. Leadership Training Dollars (not to exceed $50)
	2. Family Paid Den Dues or Den Leader Petty Cash
	3. Cubmaster Petty Cash
	4. High-dollar Popcorn prizes
	5. Family paid single registration fee (intended to be on top of Scout BSA registration fee)
6. The cost of the Cub Scout uniform is the responsibility of the family. The Pack has established a Uniform Standard, as detailed in Section 11, which all Cub Scouts are expected to meet.
7. Recharter fees/dues and costs will be dependent on the generosity and giving of the Charter Organization.
8. Pack assistance forms and Scoutbucks Utilization forms are available all year round.

**Section 7: Membership**

1. Membership Recruitment activities are held twice a year to encourage Cub Scout-aged boys in the immediate local area to join our Pack. Our two most popular is the Kindergarten Round-Up in the Spring, and September Back to the Pack event in the Fall. However, let it be known that boys may join our Pack at any point during the year.
2. A Scout BSA application and registration fees will be completed and collected for each boy. The application should be collected only after at least one Adult partner for that boy attends an orientation meeting to review Pack bylaws, participation requirements and reviews the parent skills survey and medical forms.
3. Boys transferring into our Pack from another Pack must fill out the Cub Scout registration forms, medical forms, and pay any applicable transfer fees set forth by Council. In the event, the Pack registration fees were voted yes for the current scout year, the fees will be prorated.
4. Den membership should be limited to the number of boys the Den Leader(s) can safely manage while still providing a fun scouting experience. The den size should not exceed 8 boys. If a single Den wishes to have more than 8 boys, the Committee Chairman and Cubmaster shall review and approve the request.
5. No new boys will be accepted into the Pack if leadership cannot be recruited or maintained.

**Section 8: Awards**

1. Den Leaders should approve advancement loops and awards in Scoutbook and collaborate with the Advancement Chair prior to each Pack meeting. Advancement Awards will normally be presented at Pack Meetings. However, loops and awards may be handed out at Den meetings if the Scout was not present for the last Pack meeting.
2. The Cubmaster will present advancement and awards at the Pack Meeting.
3. It is left solely to the discretion of the Advancement Chair to accept late award list submissions, as the Chair needs to have adequate time to purchase and complete the necessary paperwork for the awards.
4. For no other reason other than ample time for purchasing of awards, all Scouts should have completed their rank requirements at least 2 weeks prior to the Pack’s determined date for the Crossover Ceremony in May/June. Arrow of Light rank shall by completed with at least two weeks prior to the Blue and Gold Ceremony.
5. All awards, loops, pack or event patches, fun patches, unique activity patch, metals, knots etc. will be at the cost of the Pack.
6. Pinewood Derby Cars and Rain gutter Regatta boats are at the cost of the Pack.
7. As part of the Duty to God loop for all ranks, all Scouts are encouraged to earn his faith’s religions award sponsored in conjunction with National Scouts BSA. The efforts are completed outside the Den/Pack, with his family, but awards are provided for by the Pack u[on completion.

**Section 9: Cub Scout Day Camp & Resident Camp**

Attending summer camps is one of the highlights of Scouting and is closely linked to retention of membership. It is the goal of our Pack that each Cub Scout attends either a Day or Resident Summer Camp each Scouting year. It is the job of the Den Leader to promote attendance and built enthusiasm for one or both camps.

**Section 10: Camping and/or Overnights & other Outings**

1. All Pack or Den(s) who plan overnight camp outings will follow strict adherence to the Scout BSA camp guidelines. This includes the requirement that an adult partner must accompany each boy from his own immediate family or by an adult approved and designated in writing by the boy’s parent/guardian. In the case of scout siblings, only one parent/guardian is required to attend.
2. A minimum of two deep leadership shall be assigned for all outings.
3. A Baloo trained Adult Leader is required on all camping and overnight outings.
4. Webelo/AOL Scouts should participate in a minimum of one overnight outing each Pack year.
5. All camping and overnight outings, locations, conditions will adhere to all BSA policy and guidelines.

**Section 11: Uniform Standards**

1. Since the Cub Scout uniform is important and meaningful part of the program, the Pack’s goal is to have each boy and registered adult leader in complete uniform from the waist up as described by Scouts BSA.
2. We recognize there is a cost involved to outfit a Scout and Leader. When applicable, a Class B uniform can be worn to Scouting events. The Pack Committee will not refuse volunteers solely on their inability to afford a uniform. Speak confidentially to the committee chair and/or treasurer if there is a financial need and a requirement for you to be in uniform.
3. Class A is the official BSA uniform
4. Class B is the Pack shirt, sweatshirt or any Scouting related shirt.
5. Class A should be worn at all Pack meetings and formal Pack events. Class B may be worn to outdoor Pack meetings or casual Pack events.
6. Our Pack does not conduct Uniform inspections; however, it should be encouraged and it’s meaning reminded frequency during the Scout year. As Boy Scouts, it shall be known and required.

**Section 12: Pack Service Projects**

It is the goal of our Pack to be “Service Oriented.” Each year the Pack Committee will choose service. Conservation, or other type project which all members of the Pack are expected to participate. The importance of each Cub Scout to learn service to their community or fellow man cannot be overemphasized. All service hours are collected and logs, and unique patches provide for above and beyond service efforts.

**Section 13: Retention of Membership in the Pack**

Retention in Pack 6028 is predicted upon a full understanding by the parent/guardian and Scout of their responsibilities and duties said within these bylaws, toward the Pack program and Scouting expectations. Den Leaders and Committee Members are not in any position required to carry out Cub Scouting functions that a Scout or family have no consistent interest in participating in. For example, make up events, activities, or meetings will be offered only if the Den Leader feels it’s necessary and meaningful to advancement. Scouts/families will not be dropped from the program, but advancement may not be possible for the current rank. Only upon the following reason(s) could a Scout be dropped from Pack 6028’s scouting program:

1. Infractions of the Bylaws by either the Parent/Guardian or the Cub Scout deemed severe enough to warrant action if no resolution can be worked out;
2. Continuous refusal by the Cub Scout or family member to obey instruction at the Den or Pack meetings, outings or other functions.

Such provisions listed above will not be invoked except as a last resort, a discussion with the committee, and/or when necessary, a consultation with Council support members.

**Section 14: Complaints & Grievances**

At any time, a Scout, a Scouting family member, a member of the Charter Organization, community member, etc. can raise a complaint or grievance to the Pack Cubmaster. In order to protect the confidentially of the concern and those involved, the Cubmaster will attempt to rectify the complaint or grievance with minimal knowledge of other committee members.

In the event, the Cubmaster needs additional support, he/she may inquire with committee members, Council, etc. to rectify the concern or grievance.

All complaints & grievances should be summarized at the monthly Committee meeting to be documented in the minutes with actions taken or corrective actions intended to be taken.

**Section 15: Scoutbucks and Leadership Training Bucks**

Scoutbucks are dollars earned through fundraising efforts, bottle sorting, donations, etc., unique to each scout, and is maintained by the Committee Treasurer. Scoutbucks are updated on a regular basis in Scoutbook for review and monitoring of the Scout adult partners. Scoutbucks follow your scout through their Scouting Career.

* For Scouts not continuing into a Troop, designed Scoutbucks not used by the Blue and Gold Ceremony will be surrendered to the Pack.
* For Scouts continuing into a Troop, designated Scoutbucks will follow your Scout at the Troop level. Once contact has been initiated between the Pack and Troop treasurer or other committee designee, and monies will be transferred over to the Troop.
* Leadership Training Bucks not used by Crossover of each year will be surrendered to the Pack.

**Section 16: Revision of Pack Bylaws**

These Bylaws will be reviewed at least once a year at an announced meeting open to all adult leaders and parents of the Pack. Only the Pack Committee members will vote upon changes. It is designed to have the Bylaws reviewed at the end of each Scout year as s reflection on the year which just took place, and to correct any discrepancies in the Bylaws before the new Scout year opens in the fall.

PARENT/GUARDIAN PACK PARTICIPATION STATEMENT

CUB SCOUT PACK 6028 BYLAWS

*(Intended to be read and completed at the time of Pack Registration)*

I have received and read the Bylaws for Pack 6028 and was provided ample time for questions and/or clarifications. I agree to abide by the bylaws, to be an active member of the Pack Program, encourage participation from my son and understand that overall compliance with the spirit of these bylaws will only enhance mine and my son’s Scouting experience.

Parent/Guardian Signature Date

Committee Member Signature

CUB SCOUT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank at Registration (circle one): Lion Tiger Wolf Bear Webelo AOL