

## **Cub Scout Pack #553 By-laws**

**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 553 is chartered by Crossroads Community Presbyterian Church. 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.

**ARTICLE 3. PACK COMMITTEE:** The members of this organization shall consist of a Committee Chair, Cubmaster, Assistant Cubmaster(s), Pack Secretary, Treasurer, Pack Advancement Chair, Den Leaders, Webelos Leaders, Parents and or Guardians. All registered scout parents and leaders are members of the Pack Committee.

**ARTICLE 4. DUTIES:** The duties of the officers shall consist of the usual duties pertaining to these offices.

SECTION 1. COMMITTEE CHAIR RESPONSIBILITIES include: membership on the Executive Board; recruiting adult leadership to run the pack with the Cubmaster; developing the pack program plan for presentation to unit leadership for approval and distributing plans to all parents upon approval; chairing the Pack Committee meetings on a monthly basis; assisting the Cubmaster whenever needed; presenting the pack charter to the charter organization annually, preparing the annual pack recharter documents and obtaining the necessary fees, signatures, and information to achieve first time processing.

SECTION 2. CUBMASTER RESPONSIBILITIES include: membership on the Committee; attending the monthly District Roundtable and reporting back to the Den Representative meeting; planning the monthly Pack Meetings with the assistant Cubmasters; conducting the monthly Pack Meetings and developing the pack program plan for presentation to pack leadership with the Assistant Cubmaster; and chairing the monthly Committee Meeting whenever needed.

SECTION 3. ASSISTANT CUBMASTER (S) RESPONSIBILITIES include: membership of the Committee; performing all duties as requested by the Cubmaster and Committee chair in planning the monthly pack meetings under the Cubmaster's guidance; planning advancement ceremonies and coordinating Webelos graduation with the Scout Troop, keeping abreast of the program changes via regular attendance at District Roundtables; and in the absence of the Cubmaster, conducting the Pack meetings.

SECTION 4. PACK SECRETARY RESPONSIBILITIES include: membership on the Committee; 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 Chairman; and may be requested by an event chairperson to write up permission slips for the event.

SECTION 5. PACK TREASURER RESPONSIBILITIES include: membership on the Executive Board; reporting monthly to the Executive Committee on the fiscal health of the pack in a report describing income and expenses for the committee's review and approval; keeping signature cards (authorized signers) on both the checking account and savings account up to date; and completing all money earning applications for pack fundraisers and submitting them to the District Scout executive. That person(s) is also responsible for all deposits to the pack checking and savings accounts, reconciling the checking accounts to the monthly bank statement; coordinating all cash payments, and obtaining receipts for the pack records prior to reimbursement or payment when approved. The treasurer also helps the Committee Chair collect annual fees in a timely and orderly fashion.

SECTION 6. Any leader seeking reimbursement for items of \$25.00 or more, the leader must attend a committee meeting and submit those items for approval. If the leader cannot attend the committee meeting, then no reimbursement will be given, all receipts must be submitted for reimbursement. Any leader wishing reimbursement for items of \$25.00 or less, receipts must be turned in to the treasurer for reimbursement.

SECTION 7. PACK ADVANCEMENT CHAIR RESPONSIBILITIES include: membership on the Committee, completing the Den advancements for the month from the den leader or representative. Awards not obtained at this 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. Then fills out a recognition card for each award, prepares a package for this card and the award for each boy, and sorts the awards by den to speed the recognition process for the den leaders.

SECTION 8. DEN AND WEBELOS LEADERS RESPONSIBILITIES include: being a registered leader of Pack 553 who leads the Cub Scout den and attends District Roundtable monthly. They attend monthly Committee meetings and Pack meetings.

**ARTICLE 5. MEMBERSHIP:** Pack 553 is open to all boys. It the policy of the Pack to encourage a boy to maintain an active interest in his religious preference.

SECTION 1. DUES: Every scout will have to pay yearly dues/registration of \$100 (\$108 for new scouts) and \$24 for Lions. The Pack will pay for boy's life/scouting magazine subscription. All dues and registration should prior to yearly rechartering. Recharting date is set by council.

SECTION 2. FINANCIAL HARDSHIP: In the case of a financial hardship, requests for grants/loans must be presented to and approved by the committee.

SECTION 3. PERSON LEAVING OUR PACK: Once the Pack has recharted no refunds will be given. Requests for refunds must be made to the committee prior to recharting.

**ARTICLE 6. TRANSFER:** Any new scout/transfer will pay a prorated program fee.

**ARTICLE 7. ATTENDANCE:** All Cub Scouts and their families are encouraged to support their Den and Pack through active participation.

SECTION 1. Sign in/Sing out: Parents of Lions and Tigers are required to stay for meetings. Parents of Wolves, Bears, or Webelos dropping their children off, must sign in their scouts when they arrive to the meeting and sign out their boys at the end of the meeting. The sign in/sign out sheets will be on the appropriate table of rank.

**ARTICLE 8. CONDUCT:** A Cub Scout is expected to behave himself at all meetings and outings. On those occasions when discipline is necessary, the following action will be taken:

SECTION I. 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.

SECTION 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.

SECTION 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.

SECTION 4. If the behavior continues then the issue will be brought to the Committee.

**ARTICLE 9. ADULT CONDUCT:** All adults are expected to conduct themselves appropriately at all meetings and outings to set a proper example for our scouts. Any inappropriate behavior will be immediately referred to the Committee.

**ARTICLE 10. 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:

- Recruitment
- Fundraising
- 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.
- Providing refreshments.

**ARTICLE 11. 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 553 is a uniform shirt, neckerchief, and neckerchief slide.

**SECTION 2: COLORS BY RANK:** Lion Cubs wear a gold shirt, Tiger Cubs wear a orange scarf, Wolf Cubs a gold scarf, Bears 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. Pack 553 will do a uniform inspection at most Pack meetings, so come in uniform ready for inspection. The uniform must be neat and clean. Also, patches should be located in the correct position; finger nails cut, clean hands, clean face, clean shoes, dark socks, with blue jeans, and a belt. These are our requirements during uniform inspections.

**ARTICLE 12. MEETINGS:**

**SECTION 1. DEN MEETINGS:** Each Den Leader determines when and where Den meetings are held on a consistent schedule. All Den meetings are expected to meet 2 - 3 times per month. Parents are asked to attend with sons. 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. Each Den chooses the structure of their own Den. This includes the day, time and location of their meetings which needs to be approved by the Committee.

**SECTION 2. PACK MEETING:** Pack meetings are usually scheduled for the third Thursday evening of each month at Crossroads Community Presbyterian Church 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, and presentations by Dens. The Pack meeting is planned around a monthly theme that is led by the Cubmaster with the help of other adult Pack Leaders.

**SECTION 4. PACK COMMITTEE MEETING:** Meetings are normally held once a month from 8:00 p.m. to 9:00 p.m. on the Thursday evening after Den Meetings. Important to the successful operation of the Pack is the Committee Meeting, a group of adults who manage such things as record keeping, finance, leadership, and registration. Our pack will continue to grow as long as we have adults who are willing to share their time, ideas and experience.

**ARTICLE 13. SCHEDULES:** The committee will hold a yearly planning meeting by the end of August each year. The events and dates will be available on the Pack 553 website.

**ARTICLE 14. FUNDRAISERS:**

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

**SECTION 2. POPCORN SALE:** This is a national ran fundraiser with a percentage of the total sales going to our individual Pack.

**SECTION 3.** Other fundraisers are offered to support the general fund.

**ARTICLE 15. PACK ACCOUNT:** The Pack has an account or general fund, which allows us to pay for all items that the committee determines, such as: awards, derby vehicles, trophies, paying for our Charter, and several others.

**ARTICLE 16. DISCLOSURE:** These bylaws do not supersede any BSA Policy or State/Federal laws. These bylaws can be amended by the majority vote of the Pack Committee.