

# Pack 211 By-Laws

## Amended 7/ 01/2008

**PURPOSE:** The purpose of these by-laws is to establish the policies and procedures pertaining to the running of Pack 211 in order to maintain consistency and continuity in the leadership of the Pack.

**OBJECTIVE:** The objective of Pack 211 is to carry out the spirit and intent of the program of Cub Scouting in accordance with the Constitution and By-Laws of the Boy Scouts of America.

### **PACK COMMITTEE**

#### RESPONSIBILITIES

The Pack Committee is responsible for the administration and operation of Pack 211. Its responsibilities include, but are not limited to, selecting a Cubmaster, recruiting Den Leaders, providing sufficient adult assistance to support Pack activities, and conducting annual recruitments to fill Pack Committee positions.

#### MEMBERS

The Pack Committee will normally consist of the following Standing Members:

Charter Organization Representative	
Committee Chairman	Treasurer
Cubmaster	Asst. Cubmaster(s)
Secretary	Fundraising Chairman(s)
Den Leaders	Camping Chairman
Activities Chairman	
Advancements Chairman	

#### MEETINGS

The Pack Leader/Committee Meetings will be held as defined by the Pack Calendar.

The Committee Chairman will be responsible for planning and conducting the monthly committee meetings. Committee meetings will be open to all adults interested in the operation or program of Pack 211. All positions must turn in a written report at the monthly leader/pack committee meetings to the Committee Chairman.

#### VOTING

Voting will be limited to Standing Committee Members. Tie votes will be decided by the Committee Chairperson. A simple majority of

2/3 of members in attendance at any official meeting will be sufficient to pass any measures, rules, funding etc. Discussion will be conducted prior to the vote.

#### PROGRAM

The Pack program will be planned for a twelve month period beginning in August and continuing through July. The program will attempt to follow the themes as outlined by the Boy Scouts of America; however, the Pack Committee may deviate from the suggested BSA themes as it deems necessary to develop an effective program. The planning meeting for the yearly program will normally be held in July and will be an open meeting.

### **LEADERSHIP**

The leadership of the pack is made up of adult volunteers and parental members. All Pack Leaders and Committee members must complete an Adult Leader Application form and be registered through the National Organization of the Boy Scouts of America. A criminal background check on all registered leaders and committee members will be performed to ensure the safety of children in the program. All registered leaders and committee members must make a commitment to uphold the standard of conduct and function within the guidelines, policies, and procedures of the BSA and Pack 211. Every registered leader MUST hold the Youth Protection certification card.

### **PACK MEETINGS**

#### TIME AND PLACE

The Pack Meeting will be held as defined by the Pack Calendar, normally at the First United Methodist Church on the 4<sup>th</sup> Mondays each month. Time and place will be listed on the Pack Calendar, as well as being announced one month in advance. When a change is made in the time, place, or date of the Pack Meeting, Den Leaders will be notified and will be responsible for informing the members of their den.

## **FINANCIAL RESPONSIBILITIES**

### **THE PACK COMMITTEE**

The Pack Committee is responsible for insuring that all Pack financial obligations are met and that sufficient funds are available to carry out Pack programs.

### **ADULT REGISTRATION**

The registration fee for each registered adult, who holds a trained position in Pack 211, will be paid by the Pack.

### **DEN DUES**

Den dues will be determined by the Den Leaders to cover expenses. Den leaders are responsible for keeping a financial record of their den's income and expenses. Each den is required to turn in a copy of their finances at each Pack Committee meeting to the Treasurer. If unable to attend, a copy needs to be e-mailed to the Committee Chairperson and the Treasurer.

### **FINANCIAL ASSISTANCE**

Financial need will not prevent a family from participating in scouting. As needs dictate and funds are available, the Pack Committee may elect to supplement or waive the fees for a Scout who needs financial assistance

## **MEMBERSHIP**

### **REQUIREMENTS**

Parents or guardians wishing to register their son(s) with Pack 211 must complete a Cub Scout application. The Pack Parent Talent Survey must be completed with the understanding that each family will help or chair at least one Pack event during the year. Pack membership records will be kept by the Committee Chairman.

### **DENS**

Den membership will normally be limited to eight (8) boys. If the number needs to exceed (8) boys it must be done with the approval of the Den Leader and Cubmaster. Adult membership in each den must include at least one registered, trained Den leader and at least one registered, trained Assistant Den Leader. Two-deep leadership must always be followed at all den meetings and activities.

### **ASSIGNMENT**

Boys will be assigned to dens at school night or by the Membership Chairperson and/or the Committee Chairman.

## **AWARDS**

### **PACK RESPONSIBILITIES**

The Pack will pay for the awards earned by the boys, as listed in the Cub Scout handbooks and belt loops and pins as listed in the Academic and Sporting Program. These awards will be presented at the Pack Meeting following the completion of requirements for the award. One parent or guardian must be present at the Pack Meeting in order for the boy to receive his award.

### **DEN LEADER RESPONSIBILITIES**

The Den Leaders will keep records of each boy's advancements and will turn in a written record of boys who have completed the requirements for their badges. These advancement records must be turned into the Advancements Chairperson **NO LATER** than the Pack Leader/Committee Meeting. **Awards turned in late will be given at the next month's Pack Meeting.**

### **SCOUT RESPONSIBILITIES**

All Scouts need to be in uniform (or what is required by Pack 211) to receive their awards.

### **PARENT'S RESPONSIBILITIES**

In order to foster the boys' sense of accomplishment, and to emphasize the family focus of the Cub Scout program, a parent or guardian will be expected to accompany each Scout to the monthly Pack Meeting. Awards will be held until at least one member of the family can stand up with the Cub Scout as he receives his award. Unusual circumstances requiring exception to this policy can be discussed with the Cubmaster. After two months, awards will go back to the Den Leader for distribution.

## **LITERATURE AND TRAINING MATERIALS**

The Pack will purchase, within limits set by the Pack Committee, training materials, literature, handbooks, forms, and other supplies necessary to the operation of the Pack. These materials will remain the property of Pack 211.

## **TRAINING**

Because we are all interested in a quality program for our Scouts, all Den Leaders and Committee Members will be required to attend trainings applicable to their position.

Training information will be given out on the Pack calendar and/ or information flyers.

Den Leaders and Committee members will be encouraged to attend additional training opportunities offered at monthly Roundtables and the University of Scouting.

## **DEN MEETINGS**

BSA policy mandates that two (2) adults must be present at all Den meetings and activities.

Written permission should be obtained by the Den Leader from the parent or guardian of each boy attending any field trips outside of den meetings when parents are not in attendance.

This application does not apply to Tigers as the adult partner is to always be in attendance at all Tiger meetings, activities, and trips.

## **ACTIVE MEMBERSHIP**

A Scout will be considered to be an active member of Pack 211 as long as

- (1) The Scout has not missed more than three consecutive Den Meetings
- (2) The Scout has not missed more than two consecutive Pack Meetings
- (3) His conduct is that of a Scout.

Leaders will contact parents about problems as they occur.

Failure to resolve the situation will result in notification of the Cubmaster.

When it becomes necessary to place a Scout on the inactive membership list, the Committee Chairman will write the family a letter stating:

1. The reason why the Scout is being dropped from the active roll.
2. How the Scout can be reinstated.

The Scout will not be allowed to participate in Pack or Den functions until he has been reinstated. He may continue to work in his handbook, but all awards will be held until he has been an active member for at least one month as a sign of his renewed commitment to Scouting.

## **UNIFORMS**

Pack 211 would like to see all Scouts in a complete uniform, but understand that sometimes it can be a financial hardship.

The minimum uniform requirement for Pack 211 is a Cub Scout shirt with appropriate insignia, applicable Cub Scout neckerchief, slide, and Cub Scout belt.

The Pack will conduct a uniform inspection at the discretion of the Cubmaster at a Pack Meeting. All Scouts should wear their uniform to every Pack Meeting. The uniform inspection is an encouragement to all Scouts to take pride in wearing their uniform.

## **DRUG, ALCOHOL, AND SUBSTANCE USE AND ABUSE**

**The Boy Scouts of America and Pack 211 prohibit the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members. Adult leaders should support the attitude that young adults are better off without tobacco and may not allow the use of tobacco products at any BSA activity involving youth participants. A designated smoking area will be established at camping functions. Those not adhering to these policies will be asked to remove the items. If they do not oblige, they will be asked to leave the function.**

## **PACK 211 LEADERSHIP STRUCTURE**

### **PACK COMMITTEE**

The Pack Committee is made up of willing parents who accomplish the behind the scenes tasks of making a Pack go. The committee is led by a chairman. The committee plans the annual program, pack meetings, and selects leaders.

### **COMMITTEE CHAIRMAN**

Chairs annual planning conference, assists with School Night Roundup, and chairs the monthly Pack leader/committee meeting. Ensures that enough parents are recruited to do behind the scenes work. Doesn't vote at the committee meetings unless it's to break a tie. Maintains pack membership records. Provides orientation for new leaders and ensures that leaders are trained.

(Pack 211 Leadership con't.)

#### **CUBMASTER**

Helps plan and carry out the Pack program with the help of the pack committee. Assists with annual planning conference, School Night Roundup, emcees monthly Pack Meeting, and attends pack leader/committee meetings, and attends monthly roundtable meetings.

#### **ASSISTANT CUBMASTER**

Helps Cubmaster and pack committee carry out the Pack program. Assists monthly Pack Meeting, and attends pack leader/committee meetings and monthly Roundtable meetings.

#### **TREASURER**

Keeps all financial records for the Pack, including pack bank account, etc.  
Attends pack meetings and pack leader/committee meetings. Assists with School Night Roundup and processes Re-charter package with the Committee Chairman.

#### **ADVANCEMENTS**

Maintains advancement records. Orders and obtains all awards for the Pack. Assists Treasurer and Committee Chairman with Re-charter.

#### **CAMPING**

Develops and coordinates pack camp-outs. Ensures that program, personnel, and finances are adequate. Promotes Council camping events. Attends Pack Meetings and pack leader/committee meetings.

#### **SECRETARY**

Keeps the minutes of the monthly pack leader/committee meetings. E-mails or provides a copy to all leader and committee members. Attends Pack meetings and pack leader/committee meetings.

#### **ACTIVITIES**

##### **(SAFETY/ PACK TRAINER/PUBLICITY)**

Assists with School Night Roundup, provides orientation for new leaders, and ensures that leaders are trained. Promotes Council training sessions. Helps form temporary committees for all Pack activities based upon Pack Parent talent Surveys and Pack needs. Attends Pack meetings and pack leader/committee meetings.

#### **DEN LEADERS**

Leads the dens at weekly or bi-weekly meetings and assists at monthly Pack Meetings. Attends the monthly pack leader/committee meetings. (It is **STRONGLY** suggested that Den Leaders do not hold other Pack positions). Assists with School Night Roundup.

#### **FUNDRAISING**

Appointed by the Committee Chairman and pack committee. Insures all fund raising activity meets BSA guidelines. Attends the monthly pack meetings and pack leader/committee meetings during their duration. Organizes scouts and parents to assist in fund raising activities. Submits Money Earning Application to Council Office for all fundraising projects other than approved popcorn and coupon sales. Tracks hours worked and funds earned.

#### **SHORT – TERM COMMITTEES**

Functional chairman positions are auxiliary to the Pack committee and perform “one shot” program jobs such as, but not limited to, coordinating Scouting for Food, Pinewood Derby, Blue & Gold Banquet, Family Fest, Pack Graduation, and Cub Scout Day Camp. These jobs are of a short duration and are coordinated by the Committee Chairman.