

**Cub Scout Pack 207**  
**Boy Scouts of America**  
**By-Laws**  
**August 12, 2007**

**I. Purpose:**

These by-laws are established for the conduct of Pack 207 activities. These by-laws are to supplement and clarify the policies, rules and regulations of the Boy Scouts of America (BSA).

**II. Review:**

The Pack Committee (PC) will review and approve these by-laws annually before the August Pack Meeting.

**III. Changes:**

Changes to the by-laws and any attached policy letters will be approved by a simple majority vote of the Pack Committee. Three fourths of the PC must be present in order to take a vote. Revision or changes to the by-laws or attached policy letters may be submitted at any time, by a committee member, pack leader, parent or any other registered member of this pack.

**IV. Policy Letters:**

Policy letters will be used to establish guidelines in areas that are subject to change on a regular basis, or in response to a need for further guidance in an area not fully covered by the by-laws. Examples of these might be attendance at a council run event or what to bring to a pack or council special activity, such as the pinewood derby or rain gutter regatta. During the yearly review, it may be decided that a policy letter or amendment to the by-laws needs to be included in the main body of the by-laws.

**V. Pack Committee:**

***A. Membership:***

The Pack Committee will ideally consist of the Pack Committee Chairperson, Pack Secretary, Pack Treasurer, Youth Protection/Pack Training Chairman, Advancement Chairman, committee members and the Cubmaster and Assistant Cubmaster. Other than the Cubmaster and Assistant Cubmaster, the committee members should be made up of at least one parent from each den. If we cannot get a parent from a particular den to serve on the PC, the Den leader can perform that function.

**1. Pack Committee Chairperson:**

The Pack Committee Chairperson should be a member of the Chartered Organization but not the Chartered Organization Representative. This position is responsible for providing the agenda and to conducting each meeting. This person is responsible to the Chartered Organization to ensure the Charter Organizations objectives for the Pack are addressed and achieved.

The pack committee chair's job is to:

- Maintain a close relationship with the chartered organization representative, keeping this key person informed of the needs of the pack that must be brought to the attention of the organization or the district.
- Report to the chartered organization to cultivate harmonious relations.
- Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.

- Supervise pack committee operation by
  1. Calling and presiding at pack leaders' meetings.
  2. Assigning duties to committee members.
  3. Planning for pack charter review, roundup, and re-registration.
  4. Approving bills before payment by the pack treasurer.
- Conduct the annual pack program planning conference and pack leaders' meetings.
- Complete pack committee Fast Start Training and Basic Leader Training for the position.
- Ask the committee to assist with recommendations for Cubmaster, assistant Cubmasters, Tiger Cub Den leaders, Cub Scout den leaders, and Webelos den leaders, as needed.
- Recognize the need for more dens, and see that new dens are formed as needed.
- Work with the chartered organization representative to provide adequate and safe facilities for pack meetings.
- Cooperate with the Cubmaster on council-approved money-earning projects so the pack can earn money for materials and equipment.
- Manage finances through adequate financial records.
- Maintain adequate pack records and take care of pack property.
- If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and registered.
- Appoint a committee member or other registered adult to be responsible for Youth Protection Training.
- Develop and maintain strong pack-troop relationships, sharing with the troop committee the need for graduations into the troop.
- Work closely with the unit commissioner and other pack and troop leaders in bringing about a smooth transition of Webelos Scouts into the troop.
- Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops. Support the policies of the BSA.

## **2. Committee Secretary:**

- The Committee Secretary will maintain up-to-date information on membership, leadership, attendance, and advancement in the Packmaster Millennium computer program. This will take the place of maintaining the Pack Record Book.
- Maintain an inventory of pack property.
- Handle correspondence for the pack. This may include letters of appreciation and requests for reservations, or ordering supplies through the local council service center.
- Keep notes on business conducted at pack leader's meetings. Record only key items such as things needing follow-up or items for the history of the pack.
- Notify leaders of pack leader's meetings and other activities.
- Provide den leaders with records and forms for meetings.
- Provide den leaders instructions on how to use the den portion of Packmaster Millennium computer program.

## **3. Committee Treasurer:**

- Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
- Open or maintain a bank account in the pack's name and arrange for all transactions to be signed by any two of the Cubmaster, pack committee chair, secretary, or treasurer.
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The pack committee chair should approve all bills before payment.

- Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the financial section of the Pack Record Book.
- Provide a receipt for all money received by the pack. This can be done by scout for fundraisers, banquets, recharter, camp outs, etc.
- Be responsible for thrift training within the pack. Encourage each den leader to explain the pack financial plan to each boy and his family so that boys will accept responsibility for paying dues and family members will be alert to opportunities for the boys to earn dues money and develop habits of thrift.
- Periodically report on the pack's financial condition at the monthly pack leader's meeting. Make regular monthly reports to the pack committee at the pack leader's meeting, and report to the chartered organization as often as desirable on the financial condition of the pack.
- If unable to attend the monthly pack leader's meeting, responsible for contacting another committee member and providing the information for the monthly report so that an accurate report is made to the committee every month.
- Be responsible for ensuring the pack checkbook and receipt book are brought to all monthly pack meetings/events and committee meetings.
- Provide petty cash needed by leaders. Keep a record of expenditures.
- Guide the pack in conducting council-approved pack money-earning projects.
- Make regular monthly deposits. When money is collected for an event or fundraiser, a deposit of all funds collected is to be made within 10 days of the due date for the event/fundraiser.
- Oversee pack audits.

#### **4. Committee Advancement Chair:**

- Have a working knowledge of the Tiger Cub, Cub Scout, and Webelos Scout advancement plans.
- Help plan and conduct induction and advancement recognition ceremonies.
- Arrange for Tiger Cub graduation ceremonies with the Cubmaster and Tiger Cub den leader.
- Train parents, guardians, and pack committee members in ways to stimulate Tiger Cub, Cub Scout, and Webelos Scout advancement.
- Arrange for Webelos graduation ceremonies with the Cubmaster, Webelos den leader, and Scoutmaster.
- Promote the use of Tiger Cub, Cub Scout, and Webelos Scout den advancement charts to record advancement in the den and as an incentive for advancement.
- Promote the use of den doodles as a stimulus for advancement.
- Collect den advancement reports at pack leaders' meetings for use when ordering badges and insignia from the local council service center.
- Promote Boys' Life magazine as an aid to advancement.
- Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
- Promote the wearing and proper use of uniform and insignia.

#### **5. Committee Youth Protection/Pack Trainer:**

- Ensure all leaders have Youth Protection Training every three years.
- Ensure all leaders when they move up a position, they attend their corresponding Leader Specific Training.
- Ensure the Pack leadership maintains two deep trained leaders.
- Maintain a roster showing all leaders up to date training.
- Maintain a calendar of District training.

- Maintain communication with the District Trainer to ensure all leader positions are adequately trained.
- Ensure Fast Start video is watched by the new leaders within the first month after the Committee Chair approves their application.

#### **6. Cubmaster/Assistant Cubmaster:**

- Conduct a pack program according to the policies of the BSA.
- Complete Cubmaster Fast Start Training and position-specific Basic Leader Training. Attend monthly roundtables.
- 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.
- Help the pack committee with a year-round recruitment plan for recruiting boys into Tiger Cubs, Cub Scouting, and Webelos Scouting.
- Know about and use the appropriate and available literature, including Boy's Life and Scouting magazines, Cub Scout Program Helps, and the Webelos Leader Guide.
- See that the pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
- Work with the pack committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan.
- Guide and support den leaders. See that they receive the required training for their positions.
- Help organize Webelos dens and encourage graduation into a Boy Scout troop.
- Help establish and maintain good relationships with Boy Scout troops.
- Maintain good relationships with parents and guardians. Seek their support and include them in activities. Involve male relatives such as uncles and grandfathers so that Cub Scouts will have additional male role models.
- See that Tiger Cubs, Cub Scouts, and Webelos Scouts receive a quality, year-round program filled with fun and activities that qualify the dens and pack for the National Summertime Pack Award.
- Guide Cub Scouts in goodwill and conservation projects.
- See that the responsibilities specified for the assistant Cubmaster are carried out.
- Help the pack committee chair conduct the annual pack program planning conference and the monthly pack leaders' meetings.
- Work as a team with the pack committee chair to cultivate, educate, and motivate all pack leaders and parents or guardians in Cub Scouting.
- Take part in the charter review meeting and annual charter presentation ceremony.
- Request den chiefs for all dens and, after selection, see that they are trained. Recognize the den chiefs at pack meetings.
- Conduct an impressive graduation ceremony for Tiger Cubs.
- Meet with the unit commissioner, Webelos den leader, and Scoutmaster to establish plans for the Webelos Scouts' transition to Boy Scouting.
- Help plan and conduct impressive Webelos graduation ceremonies involving parents and guardians, the Scoutmaster, the Webelos den chief, the Webelos den leader, and the troop junior leaders.
- Conduct impressive Arrow of Light Award ceremonies.
- Encourage high advancement standards from all Cub Scouts.
- Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops.
- Support the policies of the BSA.

#### ***B. Responsibilities***

- Make recommendations to the charter organization for final approval of pack leadership.

- Recruit the Cubmaster and one or more assistant Cubmasters, with the chartered organization's approval.
- Provide adequate and safe facilities for pack meetings.
- Coordinate the pack's program and the chartered organization's program through the chartered organizations representative.
- Help with pack charter renewal.
- Help stimulate the interest in adult family members through proper programming.
- Supervise finances and equipment.
- Work closely with the Cubmaster.
- Ensure that all Tiger Cubs, Cub Scouts and Webelos Scouts receive a year-round, quality program.
- Complete pack committee Fast Start Training and Basic Leader Training for the position.
- Conduct, with the help of the Cubmaster, periodic training for parents and guardians.
- Cooperate with other Scouting units.

### ***C. Meetings***

The Pack Committee will meet every first Thursday of the month.

### ***D. Annual Program***

The Pack Committee is responsible to approve the annual program for the pack. This program will be developed by the Cubmaster, Assistant Cubmaster and the Den Leaders in accordance with the Longhorn Council and Leon District calendars and established guidelines as set forth by the BSA. The program plan will be presented to the Pack Committee by the Cubmaster and Assistant Cubmaster in enough time for the Pack Committee to approve and finalize prior to the August Pack meeting. The program plan will be submitted to the Pack Committee even if the council and district calendars are not finalized.

### ***E. Budget***

The Pack Committee, with input from the Charter Organization, will approve an annual budget for the year beginning in August and ending in July. After approval the budget will be available to interested parties on request. The budget will be based on a "pay as you go" philosophy, with funds to be provided by dues and pack fundraising events. The budget can be amended by a majority vote of three-quarters of the Pack Committee in response to unforeseen expenses, and/or Pack Committee approved expenditures. The Pack Committee must approve any purchase made on behalf of the pack in advance.

### ***F. Audits of Pack Funds***

The Pack will conduct audits of finances semi-annually. The audits will be completed in February and August. The Pack Treasurer will oversee these audits, but the actual auditing will be conducted by three parent volunteers from the pack which will make up an auditing committee. The pack will select three different volunteers each time the audits are conducted. If the auditing committee finds cause for an external audit, they will notify the Pack Committee and a Certified Public Accountant will be sought and paid for by pack funds.

## **VI. Pack Operations:**

### ***A. Membership***

Membership in Pack 207 is open to all boys and adults meeting the requirements established by the Boy Scouts of America. These requirements include such items as the scout must be in first grade to enter Cub Scouts but cannot be past the fifth grade. Adult membership must be at least 21 years of age.

## ***B. Dues***

Pack membership dues are set at \$30.00 and are due at the end of February so they are available for Pack Recharter in March of each year. This fee covers registration, Boys' Life magazine, insurance and a limited number of pin/patches.

During Roundups and other times boys and leaders join the Pack, the dues will be broken down and prorated by the remaining month(s). The following chart shows how the fees are prorated.

**MEMBERSHIP/DUES**

| <b>Month</b> | <b>Membership</b> | <b>Boys' Life</b> | <b>Insurance</b> | <b>Dues</b> | <b>Total</b> |
|--------------|-------------------|-------------------|------------------|-------------|--------------|
| April        | \$10.00           | \$12.00           | \$1.25           | \$6.75      | \$30.00      |
| May          | \$9.35            | \$11.00           | \$1.25           | \$6.25      | \$27.85      |
| June         | \$8.50            | \$10.00           | \$1.25           | \$5.75      | \$25.50      |
| July         | \$7.65            | \$9.00            | \$1.25           | \$5.25      | \$23.15      |
| August       | \$6.80            | \$8.00            | \$1.25           | \$4.75      | \$20.80      |
| September    | \$5.95            | \$7.00            | \$1.25           | \$4.25      | \$18.45      |
| October      | \$5.10            | \$6.00            | \$1.25           | \$3.75      | \$16.10      |
| November     | \$4.25            | \$5.00            | \$1.25           | \$3.25      | \$13.75      |
| December     | \$3.40            | \$4.00            | \$1.25           | \$2.75      | \$11.40      |
| January      | \$2.55            | \$3.00            | \$1.25           | \$2.25      | \$9.05       |
| February     | \$1.70            | \$2.00            | \$1.25           | \$1.75      | \$6.70       |
| March        | \$0.85            | \$1.00            | \$1.25           | \$1.25      | \$4.35       |

As an example, if a scout or adult leader joins the pack after a round-up in September, the scout will owe \$12.95 for membership and Boys' Life, \$4.25 dues and \$1.25 insurance for a total of \$18.45. Then in April they will owe the full \$30.00 registration fee which would be paid in March and turned in during recharter.

Adults who volunteer to become leaders will pay the initial registration and insurance fee along with their application. However, as long as they remain ***active*** leaders, the pack will pay for their membership fee during annual Recharter.

Den leaders can ask for den dues as needed for supplies for craft projects such as birdhouses or to cover snacks given at den meetings.

## ***C. Fundraising***

This pack will participate in fundraising events presented by the council and district. Currently the pack participates in the Trail's End Popcorn Sales in the fall. Participation in this event is necessary to fund the pack activities during the year. The popcorn sales have prizes for highest sales person by the Council. Pack 207 recognizes and rewards the three highest sellers in popcorn.

If the Pack Committee does not have a Fundraising Chair, a person will be needed to chair each fundraising activity the Pack participates in. This person can then form a committee to help run the fundraising activity. If the Pack Committee does have a Fundraising Chair, that person can form a committee to help run the different fundraising functions.

Pack 207 will participate in other District or Council fundraisers on a case by case basis as determined by the Pack Committee.

#### ***D. Uniforms***

Each scout needs to have a scout shirt, hat, neckerchief, slide and belt by December. In addition, the pack has chosen to design a pack T-shirt. This can be worn to any scouting event except the Blue and Gold Banquet and the Crossover Ceremony. At these two events the official blue or tan shirt must be worn. The uniform or t-shirt will be worn to all den and pack meetings as well as district and Council events and at other times as deemed appropriate by the Cubmaster, such as to church on Scout Sunday. Blue jeans or blue jean shorts are authorized instead of purchasing scout uniform pants.

The uniform will be worn in a neat manner at all times. The shirt will be tucked into the pants. The neckerchief will be worn under the collar with the correct neckerchief slide or slides made by the cub during den or pack activity. If the scout is in shorts, the socks will be the correct BSA color socks according to the shirt color.

Leaders are under the same guidelines for uniforms as the scouts are. If a female leader is wearing a skirt, the socks will match the BSA guidelines.

#### ***E. Handbook***

Each scout will have the official handbook for their current status in the Cub Scout Program (Tiger, Wolf, Bear or Webelos). The book must be brought to all den meetings. Parents are required to read the parent section of their boys' handbook.

Each Den Leader will have the official Leaders Handbook for their current status as a Leader. When the Leader advances to a Webelos den leader position, the den leader will have the Webelos Leaders Handbook also. The Pack will provide the official Leaders Handbook to the new leader within a month after the Committee Chairperson approves the application.

#### ***F. Attendance***

Scouts are expected to attend all den meetings, pack meetings and pack events. Parents are encouraged to attend the same meetings with their scout. Tiger Cubs must have an Adult Partner present at all times during their meetings and outings. **Scouts are not allowed to be dropped off or picked up from any meeting or event without a face to face contact between the leader and the parent.** Absences will be considered excused when the absence is for a family activity (vacation, wedding, family reunion) or for illness (scout or family member). The Den Leader must be contacted as soon as possible in all cases of absence. After the second consecutive absence with no contact made by the scout's family, the Den Leader will contact the scout's family and determine why the scout was absent. Attendance during the summer months are more relaxed and scheduling of meetings during June and July are at the discretion of the PC, Cubmaster and Den Leaders.

#### ***G. Advancement***

Each Cub Scout will actively pursue advancement, awards and other recognition. The goal is for each Scout to advance to the next level by the time of crossover in March for Senior Webelos and May for all other scouts. Advancements are the responsibility of the scout team, i.e. the scout, his den leader and his parent. A requirement that has been completed toward advancement that was achieved in the presence of the child's parent needs to be initialed by the parent and the scout needs to present this to his den leader and state how he achieved that goal. All Advancements need to be presented to the Advancement Chairperson no later than the 7<sup>th</sup> day of the month preceding the presentation of the award to give that person time to order the advancement pin/patch. All advancements are presented at the monthly pack meetings on the third Monday of the month.

The Pack will purchase Arrow of Light plaques for all Scouts who earn the award, as the cost will be calculated into the annual budget.

#### ***H. Discipline***

**Any Scout involved in a physical altercation or any other form of inappropriate behavior at any scouting event will be placed on probation as determined by the Pack Committee.** A second incident of misbehavior could result in removal from the pack. Scouts misbehaving or disrupting a den meeting will be warned that their behavior is not becoming of a Scout. At the second warning the parents will be called to pick up the scout from the den meeting early. If the scout continues to misbehave the scout's parent or parents will be required to accompany the scout to all meetings until the misbehaving stops. The Den Leader will notify the Cubmaster when the second warning occurs and the reason for sending the scout home early. If it becomes necessary to have the parents attend den meetings, the pack committee chairperson and Cubmaster will notify the offending scout's parents that their presence is required at the den meetings if the scout is to continue attending meetings.

#### ***I. Charter Organization's Responsibilities***

The Charter Organization is responsible for paying the Charter dues each year in March, for providing a meeting place for pack meetings and a scout bulletin board/awards wall.

#### ***J. Pack's Responsibility to the Charter Organization***

The pack will participate in semi-annual community service projects for the Charter Organization. These community projects will be designated by the Cubmaster to specifically benefit the Charter Organization. Additional community service projects will be scheduled by special request from the Charter Organization throughout the year. These projects will be considered Pack functions and **100% involvement of the pack is required unless excused by the Cubmaster.**