

Pack 1559

By-laws



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I. PARENT'S RESPONSIBILITIES

1. Parent Commitment. The Pack cannot function without the active involvement of every parent. Accordingly, the Pack must ask each parent to volunteer for a committee or adult leader position and participate in at least one outing or activity annually in a supervisory capacity.

2. Cub Scout Commitment. On an annual basis, by being registered with Pack 1559 every family commits to the following:

- a. Each Cub Scout is asked to attend the monthly Pack Meetings during the year.
- b. Each Cub Scout is asked to attend the Blue & Gold Dinner, Scout Sunday or Sabbath, Space Derby, Pinewood Derby, Rain Gutter Regatta, and Summertime Activities.
- c. Each Cub Scout is asked participate to the best of his ability in Scouting for Food and community service projects.
- d. Each Cub Scout is asked to attend all Den meetings.
- e. Each Cub Scout is asked to attend the Pack Camp-Out in the fall, spring and summer.

3. Annual Parent's Meeting. The Pack Committee Chairman or Cubmaster will convene an annual Parent's Meeting in June or August. The purpose of the meeting is to approve plans for the next Program Year including the next year's Activity Calendar, proposed budget and associated fund-raising activities, approve key committee members and adult leaders, and review the Pack's by-laws. Parents/guardians of all boys currently registered with the Pack should attend this meeting. Any registered leader who is unable to attend the meeting must notify the Committee Chairman in advance.

4. Transportation to Outings. Parents are responsible for transporting their sons to Pack activities unless otherwise noted on the permission slip for the activity. Carpools will be coordinated wherever possible; however the ultimate responsibility will lie with the parents. All carpool drivers must carry liability insurance of at least \$50,000 (each person), \$100,000 (each accident) and \$50,000 (property damage). All riders must wear seat belts while traveling.

5. Attendance at Pack Activities. A Parent or Guardian must to attend with the Cub Scout all Pack activities. The Parents and/or Guardian are responsible for the conduct, safety, and transportation of the Cub Scout to and from or during the activity.

II. PACK 1559 COMMITTEE RESPONSIBILITIES

1. Pack Committee Organization and Responsibilities

The Pack Committee is the pack's board of directors and supports the pack program. The Pack Committee does the following:

1. Ensures that quality adult leadership is recruited and trained. In case the Cubmaster is absent, a qualified assistant Cubmaster is assigned. If the Cubmaster is unable to serve, a replacement is recruited.
2. Provides adequate meeting facilities.
3. Advises the Cubmaster on policies relating to Cub Scouting and the chartered organization.
4. Supports leaders in carrying out the program.
5. Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
6. Obtains, maintains, and properly cares for Pack property.
7. Ensures the Pack has an outdoor program
8. Supports the Cubmaster in working with individual boys and problems that may affect the overall Pack program.
9. Provides for the special needs and assistance some boys and families may need.
10. Assists the Cubmaster and Den Leaders in handling behavior issues.

2. Key Committee Positions include the following:

- a. Pack Committee Chairman
- b. Cubmaster
- c. Assistant Cubmaster
- d. Pack Trainer
- e. Den Leaders / Assistant Den Leaders
- f. Secretary
- g. Treasurer
- h. Public Relations Coordinator
- i. Outdoor Program Coordinator
- j. Advancement Coordinator

- k. Fund Raising Coordinator
- l. Religious Programs Advisor
- m. Youth Protection Coordinator

Persons to fill these positions will be selected at the annual Parents' meeting. There shall be no limit to the number of terms for any of these positions. Any person selected to one of these positions is expected to serve through the next Program Year.

3. Committee Meetings. All registered Leaders shall meet monthly to discuss Pack Business. The Pack Committee Chairman or Cubmaster will provide a written agenda and schedule meetings. The meetings shall be open to all parents or guardians of registered members of Pack 1559. All Pack parents and other adults registered in Pack 1559 have the authority to vote, when a quorum exists. A quorum will exist when any at least half of the registered leaders are present and either the Cubmaster or the Committee Chairperson are present.

Meetings are permissible without a quorum; however, no matters requiring a vote may be decided.

5. Expedited Approval. Should a need arise to obtain committee approval of an expenditure not on the budget on an expedited basis, the Committee Chairman or Cubmaster shall be authorized to contact the other key committee officers by telephone or electronic mail to discuss the matter and conduct a vote. In any such instance where a telephone vote has been conducted, the results of that vote shall be ratified at the next regular Committee meeting.

6. Amending the By-laws. Interim amendments to the By-laws may be made by majority vote of the registered adult leaders after introducing the amendment at a Committee meeting and/or publishing the proposed amendment to the Pack in the Pack Newsletter. The amendment will be voted upon at the next committee meeting. Any interim amendment passed in this manner shall remain in effect only until the next Annual Parents Meeting, at which time it will be offered as a permanent change.

III. CUBMASTER'S RESPONSIBILITIES

1. Delivering the Promise. The Cubmaster is the adult leader responsible for the public image and program of the pack. The Cubmaster, Assistant Cubmaster, and Den Leaders work directly with the Cub Scouts. The importance of the Cubmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the pack. The head of the chartered organization appoints the Cubmaster. The Cubmaster's duties include:

- Train and guide Cub Scouts through an appropriate and engaging program.
- Work with other responsible adults to bring Cub Scouting to boys.
- Use the methods of Cub Scouting to achieve the aims of Scouting.
- Meet regularly with adult leaders to coordinate efforts in support of the program.
- Meet regularly with the Den leaders for training and coordination in planning Pack activities.
- Attend all Pack Meetings or when necessary, arrange for a qualified adult substitute.
- Attend Pack committee/leader meetings
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.
- Attend District Roundtable meetings or insure a responsible adult is present to represent the Pack.

2. Annual Planning. In June or August of each year, the Cubmaster shall arrange a meeting with the Den Leaders and the Pack Committee to plan the Program for the next year. This program will include but is not limited to campouts, the monthly themes for the pack meetings and den activities, derbies, special events, summer camp, etc. The Cubmaster is encouraged to discuss the financial issues related to the program with the Den Leaders.

3. Disciplinary Actions. Every Cub Scout is required to live by the Cub Scout Promise at all times when wearing the Cub Scout uniform, or present at any Pack 1559 outing or event. In particular, Pack 1559 has a "zero tolerance" policy regarding the following:

- a. The uses of foul or vulgar language, sexual innuendo, calling people names, ethnic jokes or disparaging remarks.
- b. The use of matches or flammable chemicals.

- c. Bullying, hazing, or any action that could result in injury to the Cub Scout or anyone else.

It is the discretion of the Cubmaster, the Assistant Cubmaster and Den Leader to determine if a violation of the zero tolerance policy has occurred. Violation will result in the following order of severity or recurrence:

- a. A verbal reprimand
- b. A conference with a Cubmaster and parents, in order to work out the problem, and set a course of better behavior.
- c. The Cub Scout is sent home from the activity. In the event this occurs, the Parents/guardians of the boy will be required to make arrangements to pick-up and take the boy away from the activity location. The Pack shall not be liable for any cost involved due to a conduct-related early termination.
- d. The scout is suspended from the Pack. Should this action be taken, the Cubmaster and the Committee Chair will work with the parents with the goal to integrate the youth back into the Cub Scouting program as soon as possible.

Disciplinary actions will be dealt with in strict confidence. The Cub Scout's parents will be fully informed of the issue. Together, the Pack Committee, parents, and Cubmaster will work toward a solution with the Pack's best interest in mind.

With regard to the above guidelines, the Committee Chair is empowered to act on behalf of the committee, so that disciplinary actions can be dealt with on a timely basis. The parent of a Cub Scout involved in a disciplinary action who is the child of the Cubmaster, outing leader involved, or the Committee Chair, shall defer to another leader or Committee member for problem resolution.

IV. SCOUT EXPENSES

1. Dues to join Pack 1559. The parents of each new Scout registering with Pack 1559 shall pay dues as published in the annual Pack Welcome Handbook and determined by the Pack Committee at the annual parents meeting). These dues are in additions to the BSA membership registration, annual insurance, and Boy's Life subscription.
2. Uniform. It is the parent's responsibility to provide a complete uniform for the Cub Scout, including shirt, pants or shorts, socks, hat, insignia's, web belt, neck chief and slide. Blue pants or plain blue jeans in good condition may be worn in lieu of official pants.
3. Cub Scout Dues. Den Leaders may collect nominal dues at their discretion to support the const of material used during den meetings. If a Den Leader collects such dues, he/she will inform the Pack's Treasurer of the amount collected.
4. Outing Costs. Each Cub Scout and family shall pay for their own participation and food for each campout or other activity unless previously coordinated by the activity chairman.

V. PACK 1559 EXPENSES

1. Major Expenses. The Pack shall be responsible for paying the following expenses from the general fund:
 - a. Pack Re-Charter Registration (annually)
 - b. Pack Insurance (annually)
 - c. Pack equipment (as needed - Committee Approval required)
 - a. Pinewood Derby Track
 - b. Space Derby Track
 - c. Flags
 - d. Decorations
 - d. Webelos Activity Badges, Cub Scout rank patches & arrow points, Instant Recognition Kits for Den leaders.
 - e. Basic Leader Training fees for registered adult leaders from the Pack.

2. Routine Expenses. In addition, the Pack has ongoing expenses, which are normally paid from the general fund:

- a. Bank charges and check printing
- b. Office Supplies
- c. Copying and postage

3. Cubmaster's Fund. A fund of \$25.00 per month (non-cumulative) is provided to the Cubmaster to be used specifically to support the Pack Program. This fund shall be used for monthly pack meetings, training, event refreshments, and other expenses specifically to support the monthly pack meeting. The Cubmaster shall submit receipts to the Treasurer for all expenditures.

4. Expenditure Approval. A vote of the key committee members will be necessary to approve any expenditure of Pack funds beyond the major and routine expenses described above or not on the approved annual budget statement or the discretionary \$25.00 per month (non-cumulative) allotted to the Cubmaster. Approval must occur prior to the expense, or the individual assumes the risk of non-approval and non-reimbursement.

VI. PACK 1559 FINANCING AND FUND RAISING

1. Goals of the Pack Financing Plan. The Pack Financing Plan has been designed to provide funds to operate the Pack on an annual basis. The program is intended to encourage the parents to have their sons participate in fundraising events with the goal of having them pay for 100% of the costs of operating the Pack. The program is intended to reward those scouts that participate in Fundraisers by having the funds collected reduce their contribution to the program.
 2. Fiscal Year. The Pack 1559 Fiscal Year is defined as September 1 through August 31.
 3. Annual Budget. The Cubmaster will prepare a proposed budget for the coming year to be presented during the Pack's Annual Parents Meeting in June or August. The annual budget will be reviewed and approved by the Committee prior to the annual parents meeting.
 4. Annual Dues. The annual dues for the next year will be established by determining a per capita cost of the program provided. For example, a Wolf will have lower dues than a Webelos due to the higher cost of awards earned by the typical Webelos.
 5. Cub Scout's Fund. The Treasurer will create an Individual Scout Account for each Cub Scout. Contributions to this fund will be made by the scout's share of individual fundraising events. The Cub Scouts share will be 50% of the profit earned by the scout's own sales/labor. The treasurer will make this information available at the Parents Meeting and when requested by any parent/guardian. The Individual Scout Account may be used by parents/scouts to pay for any Cub Scout fee or expense. Individual Scout Account money earned by any Cub Scout and not used by the time that Cub Scout leaves the Pack shall be transferred to the Troop that the Cub Scout crosses over to minus program fee expenses up to cross-over. Any Cub Scout that drops out of Pack 1559 or wishes not to join a Troop will forfeit the Individual Scout Account to the Pack 1559 General Fund at the time of Re-Charter.
 6. Fund raisers. The Pack encourages Fundraising events to allow the Scouts to pay for the Program Fee and supplement the cost of Cub Scout Activities. The success (and failure) of this endeavor rests with the parents by encouraging the Cub Scouts to participate. The parents should encourage the Cub Scouts to participate in every fundraiser. In this way, the costs of the program can be borne by those who gain from it -- the Cub Scouts.
- The Fund Raising Coordinator shall supervise the fund raising activities, but all parents are encouraged to participate. These activities will include participation in the Council-sponsored fundraisers (i.e., Trails End Popcorn) and other activities suggested by the Fund Raising Coordinator, the parents, or the Pack Committee and agreed to by the Pack Committee Officers and approved by the chartered organization and Council Office.
8. Adult Leaders. Pack 1559 cannot function without the adult leaders. The parents or interested adults who feel they can provide a service to Pack 1559 are encouraged to register as Adult leaders. In recognition of this commitment, the Pack will fund the registration and insurance fees for all registered adult leaders.

Adult leaders commit to completing any required training to be certified as trained in their current position within six months of registration.

VII. INQUIRIES AND COMPLAINTS

1. All complaints and/or inquiries regarding the operation of Pack 1559 or these by-laws shall be directed to the Committee Chairman or Cubmaster.

VII. RATIFICATION

The By-laws as set forth above were reviewed by the Pack 1559 Committee and approved by a majority vote during Leaders Meeting on_____.