



# PEWAUKEE PACK 13 CUB SCOUT 13 BYLAWS & GUIDELINES

**CHARTER ORGANIZATION: PEWAUKEE VFW POST 9537**

*Updated: 3/19/19*

To all current and future members of Pewaukee Pack 13, these guidelines have been established to ensure the participation of all members in Pack functions. They are necessary and provide the foundation for our Scouting program.

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## **PART 1. NATURE AND PURPOSE OF THE PACK**

This Pack operates under the guidelines of Boy Scouts of America as incorporated on February 8, 1910, and chartered by Congress in June 1916, which is to provide for children an effective educational program designed to build desirable qualities of character; to train in the responsibilities of participating citizenship; and to develop personal fitness.

In Cub Scouting, families, leaders, and chartered organizations work together to achieve the following objectives:

- Influence a child'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 child'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 do.
- Show a scout how to be helpful and do his best.
- Prepare them to continue in Scouting.

## **PART 2. GENERAL POLICIES**

A. This Pack shall be governed by the principles set forth in the Cub Scout Leader book and all other applicable Boy Scouts of America guidelines.

B. Each Parent/Guardian, by registering his/her child in the Pack, assumes the following duties and obligations:

1. Active volunteer service in the Pack in one of the 3 following capacities.
  - a. Serving as an active member on the Pack Committee. Including Cubmaster, Committee Chair, Treasurer, Secretary, Advancement Chair
  - b. Serving as a Den Leader, Assistant Den Leader, or Assistant Cubmaster.
  - c. Serving as a volunteer in one of our many programs committees, such as:
    - Pinewood Derby Coordinator
    - Cub Scout Day Camp Pack 13 Coordinator
    - Summertime Activities Chair
    - Annual Community Project
    - Fall Fundraiser Coordinator
    - Annual Pack Camping Events
    - Blue and Gold Banquet

- Scouting for Food Drive
  - Religious Emblems Coordinator
  - Annual Kickoff Picnic
  - Pack 13 Health Coordinator
2. Understanding the importance of his/her role in the Cub Scout Advancement Program
  3. Ensuring his/her Cub Scout(s) attends regularly scheduled Den and Pack meetings.

### **PART 3. PACK MEETINGS**

A. Pack meetings will normally be held once a month at a time and place designated by the Pack Committee. Special events may be held on weekends at specified locations, Pack meetings are intended to be a display of Den accomplishments, a place of learning, and a place to have FUN!! As such, the Pack has established the following Behavior Policies which need to be learned and enforced:

1. Our meeting place is lent to us for the night and worthy of our respect. All children must remain in the area of the building being used for the Pack Meeting and not be allowed to run in the hallways or enter any of the other rooms not designated for Pack use. Use of non-Pack owned equipment is prohibited unless otherwise specified.
2. All Scouts and adults will be respectful of guest speakers and leaders addressing the Pack.
3. Observe the Cub Scout sign (right hand up with two fingers in a "V" shape) when raised and become quiet. Leaders will ensure each Cub Scout and adult knows what to do when the Cub Scout sign is shown.
4. Scouts and family should attempt to arrive 5 minutes before the starting time so that meetings can begin promptly.
5. A parent or designated adult must accompany a scout to the Pack meetings. Scouts will not be dropped off at Pack meetings.

B. Dens will be assigned specific tasks for each Pack Meeting. Tasks will include but not be limited to; greeters/setup, opening/closing ceremonies (including flag detail), skits, songs, cleanup. The den assigned for the Pack meeting should contact the Cubmaster 2 weeks prior to the meeting to coordinate his/her needs and allow sufficient time to prepare. However, all present are responsible for putting away their own chairs and cleaning their tables at the end of the meeting.

C. Pack meetings shall be held in accordance with the BSA Den & Pack Meeting Resource Guide.

## **PART 4. DEN LEADERSHIP AND DEN MEETINGS**

A. Each Den will have a designated Den Leader(s). Den Leaders are responsible for attending training designated for their leadership position. The ultimate goal of any Den Leader is to ensure their Cub Scouts have FUN through proper program planning and activities. Den Leaders will follow the Pack and BSA guidelines for advancement.

B. Den Chiefs should be requested from any of the nearby BSA Boy Scout Troops to help with the Den leadership. The Den Chief's role is to assist in den meetings, set a good example 'by attitude and uniforming', and be a friend to the Scouts in the den. They should have a commitment with the Den for at least one year.

C. Dens will elect Denners to serve for a specified term as decided by all members of the Den. The Denner is the most important youth leadership positions in Cub Scouts. A Denner is a Cub Scout or Webelos Scout who is elected to be the temporary youth leader of his Den.

All Tiger Cub, Wolf, Bear, as well as Webelos Dens should elect a Denner. A Den may elect a new Denner every month, or other term. The Denner wears the gold double-strand Denner shoulder cord No. 00368 over his left shoulder.

D. Den meetings shall be held in accordance with the BSA Den & Pack Meeting Resource Guide.

E. Cub Scout Den meetings are usually held once a month. A regularly scheduled meeting day and time will result in better attendance. Some Dens meet after school, some meet in the early evening, and others meet on weekends. The Den leader chooses a suitable meeting day, time and place (a neutral location) after talking with all Den families.

F. Two-deep adult leadership is required to hold a Den meeting. No Den Leader may hold a meeting or outing without another adult in attendance. If there is only one Den Leader present, that Den Leader must coordinate with the Den parents to ensure that proper supervision and assistance is provided at the meeting.

G. A parent or designated adult must accompany a scout to the Den meetings. Scouts will not be dropped off at Den meetings unless approved by the Den leader.

H. The Pack will recognize advancement awards of individual Scouts at designated Pack meetings (Bobcat, Wolf, etc.). Progression toward advancement belt loops will be handed out at Den meetings.

I. Siblings must be accompanied by an adult at Den and Pack meetings. Pack leadership is not responsible for siblings.

## **PART 5. UNIFORM STANDARDS**

A. The Pack's goal is to have each scout and adult leader in complete uniform as described by Boy Scouts of America. The uniform for both the Cub Scout and adult leader is an important and meaningful part of the Cub Scout program. We recognize the cost involved to outfit each Cub Scout and leader. The minimum requirements for Cub Scout uniforms are found in the Cub Scout Handbook.

B. Adult leaders should provide the example of wearing their uniform to all Scout functions and especially to Pack meetings. Pack 13 will purchase Committee Members and Den Leaders uniform shirts and necessary patches. All other volunteers will receive a pack T shirt.

C. A uniform inspection will be conducted at least once during the Pack year by the Cubmaster to identify any uniform deficiencies.

## **PART 6. MEMBERSHIP, REGISTRATION, AND RECHARTERING**

A. Membership Recruitment activities are held during April and September to encourage Cub Scout-age children in the immediate local area to join our Pack.

B. A Cub Scout application must be completed for each child. This application will be accepted only after at least one parent or guardian attends an orientation meeting with a member of the Pack Committee to discuss Pack operation, Bylaws and parent/guardian participation requirements. Acceptance of the Bylaws, requirements will be proven by signature on the Pack Participation Statement attached.

C. All families will be required to fill out parts A and B of the BSA Annual Health Record when participating in activities. Committee Leaders will keep these forms on file for all registered scouts and adults. Committee Leaders will have them in whatever binder they carry to meetings, events, etc so that the information is handy at all times.

D. Children transferring into our Pack from another Pack must fill out a Cub Scout application with medical information.

E. Scouts are assigned to Dens based on school grade level, not age. Year round or traditional calendar does not matter.

- Lions - 5K/Kindergarten
- Tigers - 1st Grade
- Wolves - 2nd Grade
- Bears - 3rd Grade
- Webelos 1 - 4th Grade
- Webelos 2/Arrow of Light - 5th Grade

F. Den membership will generally be limited to ten children. However, Den Leaders will only be asked to take as many Scouts into his/her Den as he/she feels are manageable. Accepting more than ten Scouts requires the permission of both the Pack Chair and the Cubmaster. Membership in the Pack is directly controlled by the availability of adults to be Den leaders.

G. Rechartering- Each member wanting to continue with the Pack for another year has to recharter during the timeframe announced by the Pack. The full council fee, insurance fee, full Boy's Life fee (if applicable) and full Pack activity fee will be paid by the Pack at rechartering.

H. In general, the Pack discourages transfers between Dens. If a Scout requests a transfer, a meeting will be held with the current Den Leader, Cubmaster, Committee Chair, and the Scout's parents to try to determine the reason for the transfer. If there is a valid reason for transfer, the decision will be made by the Cubmaster, Committee Chair, and the new Den Leader.

## **PART 7. AWARDS**

A. Advancement awards will normally be presented at Pack Meetings. The Den Leader will submit lists of Cub Scout achievements to the Advancement Chair, preferably at the Committee Meeting prior to the Pack meeting or at a minimum a week prior to the Pack meeting at which the award is scheduled to be presented. It is left solely to the discretion of the Advancement Chair to accept late award list submissions, as the Advancement Chair needs to have adequate time to purchase the awards and complete the necessary paperwork. Awards will be presented in accordance with Pack customs.

B. Bobcat awards are required to be completed by the Blue and Gold held every February.

C. It is the goal of this Pack to have each Webelos II Scout obtain his Arrow of Light Award in February. This is a special recognition in the Cub Scout program and is the only award that can be worn on the Boy Scout uniform, excluding the religious award.

D. It is highly encouraged by the Pack that each Scout earns his faith's religious award sponsored in conjunction with BSA National. However, this is done completely outside of the Pack. The Scout works directly with his family, Priest, minister, Rabbi or spiritual leader. The Pack Religious Award chair is available for guidance. The family will be responsible for the purchase of the book and award. Scouts are encouraged to receive this award during Scout Sunday in February of each year. The Pack will recognize those scouts who received these awards at the Blue and Gold in February.

## **PART 8. COMMITTEE MEETINGS**

A. Committee meetings are held once a month at a time and place designated by the Committee Chair. All committee members, Den leaders, and applicable program committee members should be in attendance. These planning sessions finalize preparations for the current month's Pack meeting, initiate plans for future Pack meetings, and ensure all advancement awards earned by the Cub Scouts will be available for presentation.

B. While Committee Meetings are open to all Pack adults, only Council registered adults are eligible to vote at a meeting. Registration is accomplished by completing an Adult Leadership application. The Pack will pay the registration fee for any registered adult volunteer. All parents and guardians are eligible to become registered volunteer leaders, and are encouraged to do so.

## **PART 9. FINANCIAL OBLIGATIONS & FUNDRAISERS**

A. The budget for the year is generated through its annual fundraiser. This fundraiser is held in the fall and it is important that each family supports those efforts. Families are expected to participate in the primary fund-raisers as designated by the Pack Committee. Popcorn and coffee sales are our Pack's primary fundraiser. Additional fund-raisers may be called for depending on the state of the Pack treasury. Families not participating in the primary fund-raiser are encouraged to make a cash donation equal the cost of their child's participation. This amount is determined annually by the Committee.

C. A yearly \$15/scout allowance will be provided to Den Leader as the Den Fund. It is the Den Leader's responsibility to manage the fund and maintain a record of how it is spent that is available to any Den parent or the Pack Committee upon request.

D. The cost of the Cub Scout Uniform is the responsibility of the family. The Pack has established a Uniform Standard, as detailed in Part 5, which all Cub Scouts are expected to meet.

E. No reimbursements for costs incurred by leaders, parents, etc. will be provided unless the expenditure was previously authorized by the Committee Chair or Cubmaster. A Receipt must be provided for reimbursement.

F. Financial Policy: Any monies paid out by the Pack Treasury must be approved by a majority of the Pack Committee present at the Pack Committee meetings. The people authorized to issue money for payment of Cub Scout Pack materials in emergencies must include the Treasurer and one of the following: the Cubmaster, Committee Chairman, or the Pack Secretary. No vote is required for the payment of normal operating expenses (i.e. Insurance, Forms, etc.).

Reimbursement Requests: All requests for reimbursement must be submitted using an original receipt(s). All requests must be submitted within three (3) months of the original purchase date. Requests older than three (3) months will be denied unless by exception of the Pack Committee.

G. Annual Dues: Each registered youth member of the Cub Scout Pack will pay an annual amount for Pack dues. These dues (currently \$125.00) pay for the annual rechartering fees and subsidizes the Pack Treasury. These dues shall be paid out of each scouts fundraising sales or, if not enough in sales, the difference will be paid in one full payment by January



31st. These monies collected will support initial operating funds of the Pack while awaiting the collection of fund-raising monies to support the planned year of scouting. Dues for new members joining the Pack will use a prorated rate of \$12.50 per month remaining in the year, starting with the month they have joined. (June and July are excluded.)

H. Each registered Youth member of the Cub Scout Pack that participates in Pack Fundraisers will have a "Scouting Family Account" opened within the Pack. These "accounts" are paper records only - they are not a separate bank account. Any money deposited into the Cub Scout's account will take place after they meet wherever goals the Pack Committee has set so the Pack has enough money to function. The Pack Committee decides how much of the additional sales the Scout gets.

Scouts can use money in their accounts for scouting program activities only (no physical items can be reimbursed): Annual Pack Dues, Outings, Going to Scout Camp / Day Camp. (Please see 9 F. for reimbursements) Scouts will not hold a negative balance in their Scouting Family Account and any excess funds will be paid by the family at the time of the payment for an event.

I. Regular spending of monies for advancement items to include badges of rank, pins, belt loops, patches, certificates, and special awards will be done by the Pack Treasurer and the Advancement Chair, and/or the Cubmaster. The purchaser must submit to the Treasurer an itemized Council receipt for items purchased for advancement so the total amounts can be applied against the Council's Unit account maintained at the Council office. Opening and closing balances and all major purchases will be quoted at Pack Committee meetings and available upon request at Pack Meetings.

J. Any committee members who have a fiduciary responsibility to the Pack (Treasurer, Cubmaster, Committee Chair, etc) will need to make any required payments to the Pack including but not limited to dues, fees, payments, etc to another member of the committee that is not related or residing in the same residence.

K. Each registered youth is expected to participate in Pack Fundraisers (individual & group fundraisers). For individual fundraisers the Pack Committee will determine a minimum sales goal that each scout is expected to sell. This minimum can be attained in one (1) fundraiser or as a combination of fundraisers held in the same calendar year. Group fundraisers (school dances, movie nights, car washes, etc will not count towards an individual's sale goal, but are expected to participate as part of good service to the Pack.

Parents of Scouts that do not reach the minimum sales will be expected to pay out the shortage of the sales goal and actual sales numbers as determined by the Pack Committee by 1/31 of that year in scouting. Failure to do so will result in your scout to no longer be in good standing with the Pack.

L. Scouts leaving the Pack will not be able to take their remaining funds in their Scouting Family Account with them. Remaining funds will remain in the general funds of Pack 13.

## **PART 10. PACK AND DEN OUTINGS**

A. Cub Scouting is Fun! It is Pack 13's goal is to have one Pack sponsored outing each month.

B. Each Den/Den Leader will be assigned responsibility for planning one Pack outing per year.

C. One or more parents from the assigned Den will take responsibility for planning the outing under the guidance of the Den Leader.

D. Pack outing budgets and activities must be submitted for approval by the Pack Committee at least 90 days in advance of the outing.

E. Outings must be in compliance with the Guide to Safe Scouting.

F. Carpooling is discouraged, as it requires that all vehicle information is provided ahead of time along with insurance and a roster of who will ride in what car. If parents drive only their own scouts then this paperwork is not required.

## **PART 11. CUB SCOUT DAY CAMP AND RESIDENT CAMP**

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

## **PART 12. CAMPING AND/OR OVER NIGHTS**

A. All Dens who plan overnight camp outings will follow strict adherence to BSA camp guidelines. This includes the requirement that an adult member must accompany each child from his own immediate family or by an adult approved and designated in writing by the child's parent/guardian. In the case of scout siblings, only one parent/guardian is required to attend. Exceptions to the one family adult per child are made for District or Council sponsored camp outs when the District or Council so indicates.

B. Only Webelos Dens with properly trained leaders may camp as a Den. All other Dens that camp must be family campouts with parents present.

C. Webelos Scouts should participate in a minimum of one overnight outing each Pack year such as the Council Resident Camp.

## **PART 13. PACK SERVICE PROJECT**

A. It is the goal of this Pack to be "Service Oriented". Each year the Pack Committee will choose a Pack Service Project in which all members of the Pack are expected to participate. The importance that each Cub Scout learns to serve his community or fellow man cannot be overemphasized. Each member of the Pack may suggest Service Projects to the Pack Committee members at any time during the year. Dates of Service Projects will be given to each Pack member.

B. The Pack Service Project is considered a Pack Outing and should be planned in accordance with Part 10.

## **PART 14. PACK LEADERSHIP**

A. Pack Committee. A committee will be appointed to conduct Pack business, record Pack activities, ensure leader training and coordinate Pack programs. The committee will consist of a Chairperson, Cubmaster, Den Leaders, Treasurer/Secretary, Pack Trainer, Advancement Chair. It is discouraged that a committee member shall hold more than one position on the committee at a time. All committee members shall be registered as adult leaders in the BSA. The duties of the committee are:

1. Make recommendations to the chartered organization for final approval of Pack leadership.

2. Recruit the Cubmaster and one or more assistant Cubmasters, with the chartered organization's approval.
3. Provide adequate and safe facilities for Pack meetings.
4. Coordinate the Pack's program and the chartered organization's program through the chartered organization representative.
5. Ensure Pack charter renewal.
6. Help stimulate the interest of adult family members through proper programming.
7. Ensuring Pack leadership is provided and properly trained.
8. Supervise finances and equipment.
9. Work closely with the Cubmaster and Pack Leaders.
10. Ensure that all Tiger Cubs, Cub Scouts, and Webelos Scouts receive a year round, quality program.
11. Ensure all Pack activities are conducted in accordance with National BSA guidelines.
12. Ensure the Pack is properly funded.
13. Conducting an annual Pack program planning conference.
14. Complete Pack committee Fast Start Training and Basic Leader Training for the position.
15. Conduct, with the help of the Cubmaster, periodic training for parents and guardians.
16. Cooperate with other Scouting units.

B. Cubmaster. Everything the Cubmaster does is aimed at helping the individual scout. Securing strong leaders, planning Den and Pack activities, advising other leaders and adult family members—these are all ways in which the Cubmaster affects the kind of Cub Scouting each child in the Pack is offered.

The Cubmaster directly influences the lives of individual scouts by keeping in mind that children can become better through Cub Scouting. The Cubmaster is at least 21 years old, subscribes to the Declaration of Religious Principle, and agrees to abide by the Scout Oath or Promise and the Scout Law. Possesses the moral, educational, and emotional qualities that the Boy Scouts of America deems necessary to afford positive leadership to youth.

The Cubmaster does not need to be an expert in all Cub Scout activities, but should be a leader who is able to communicate well with adults as well as Scouts. Should be able to delegate responsibilities and set a good example through behavior, attitude, and uniform. Should believe in the values and purposes of Cub Scouting.

Selected and appointed by the Pack committee with the approval of the chartered organization, and registered as an adult leader of the BSA. The Cubmaster's responsibilities are to:

1. Conduct a Pack program according to the policies of the BSA.
2. Complete Cubmaster Fast Start Training and position-specific Basic Leader Training. Attend monthly roundtables.
3. 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.
4. Help the Pack committee with a year-round recruitment plan for recruiting children into Tiger Cubs, Cub Scouting, and Webelos Scouting.
5. Know about and use the appropriate and available literature, including Boys' Life and Scouting magazines, Cub Scout Program Helps, and the Webelos Leader Guide.
6. See that the Pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
7. Work with the Pack committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan.
8. Guide and support Den leaders. See that they receive the required training for their positions.
9. Help organize Webelos dens and encourage graduation into a Scout Troop.
10. Help establish and maintain good relationships with Scout Troops.
11. 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.
12. 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.
13. Guide Cub Scouts in goodwill and conservation projects.
14. See that the responsibilities specified for the assistant Cubmaster are carried out.
15. Help the Pack committee chair conduct the annual Pack program planning conference and the monthly Pack leaders' meetings.
16. 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.
17. Request Den chiefs for all dens and, after selection, see that they are trained. Recognize the Den chiefs at Pack meetings.
18. Meet with the unit commissioner, Webelos Den leader, and Scoutmaster to establish plans for the Webelos Scouts' transition to Boy Scouting.

19. 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.
20. Conduct impressive Arrow of Light Award ceremonies.
21. Encourage high advancement standards for all Cub Scouts.
22. Help bring families together at joint activities for Webelos dens (or Packs) and Scout Troops.
23. Support the policies of the BSA.

C. Pack Committee Chair. The Pack Committee Chair is appointed by the chartered organization and registered as an adult leader of the BSA. The Chair is a person of good character, familiar with organization procedures, with a deep concern for the Pack's success.

The Pack Committee Chairperson's job is to:

1. 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.
2. Report to the chartered organization to cultivate harmonious relations.
3. Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
4. Supervise Pack committee operation by Calling and presiding at Pack leaders' meetings.
5. Assigning duties to committee members.
6. Planning for Pack charter review, roundup, and re-registration.
7. Approving bills before payment by the Pack treasurer.
8. Conduct the annual Pack program planning conference and Pack leaders' meetings.
9. Complete Pack committee Fast Start Training and Basic Leader Training for the position.
10. 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.
11. Recognize the need for more dens, and see that new dens are formed as needed.
12. Work with the chartered organization representative to provide adequate and safe facilities for Pack meetings.
13. Cooperate with the Cubmaster on council-approved money-earning projects so the Pack can earn money for materials and equipment.

14. Manage finances through adequate financial records.
15. Maintain adequate Pack records and take care of Pack property.
16. If the Cubmaster is unable to serve, assume active direction of the Pack until a successor is recruited and registered.
17. Appoint a committee member or other registered adult to be responsible for Youth Protection training.
18. Provide a training program for adult family members.
19. Develop and maintain strong Pack-Troop relationships, sharing with the Troop committee the need for graduations into the Troop.
20. Work closely with the unit commissioner and other Pack and Troop leaders in bringing about a smooth transition of Webelos Scouts into the Troop.
21. Help bring families together at joint activities for Webelos dens (or Packs) and Scout Troops.
22. Support the policies of the BSA.

#### D. Secretary/Treasurer

1. Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new Den leaders by telling them what resources are available.
2. Acquaint Den leaders with the contents of the Pack Record Book so they will know how to supply the information that should be recorded there.
3. Maintain up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book.
4. Maintain an inventory of Pack property.
5. Handle correspondence for the Pack. This may include writing letters of appreciation and requests for reservations, or ordering supplies through the local council service center.
6. Keep notes on business conducted at Pack leaders' meetings. Record only key items such as things needing follow-up or items for the history of the Pack.
7. Notify leaders of Pack leaders' meetings and other activities.
8. Provide Den leaders with records and forms for meetings.
9. Help the Pack committee and Cubmaster establish a sound financial program for the Pack with a Pack budget plan.
10. 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.

11. Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The Pack committee chair should approve bills before payment.
12. Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Record Book.
13. Periodically report on the Pack's financial condition at the monthly Pack leaders' meeting. Make regular monthly reports to the Pack committee at the Pack leaders' meeting, and report to the chartered organization as often as desirable on the financial condition of the Pack.
14. Provide petty cash needed by leaders. Keep a record of expenditures. Guide the Pack in conducting council-approved Pack money-earning projects.

E. Advancement Chair: Serves to record, purchase and present awards needed for scouts to the Cubmaster and Den Leaders when requested. It is expected that awards required are submitted at least 1 week in advance of the meeting needed.

F. Pack Trainer: Maintains up to date training for all adult leaders in the Pack. Maintains records of training required and addresses deficient leaders who need to complete training. If leaders fail to maintain required training for their position the Pack Trainer will present those adults to the Pack Committee meeting. It is a goal that Pack 13 maintains 100% YPT at all times.

## **PART 15. RETENTION OF MEMBERSHIP IN THE PACK**

A. Retention of membership in Pack 13 is predicated upon a full understanding by the parent/guardian(s) of their responsibilities toward the Pack program and their active support of it. The Den(s) and Pack are not in any position to carry out the Cub Scouting functions that are the parent/guardian(s) responsibilities alone. However, Pack discipline and program accomplishment are the Pack Committee's responsibility. A Cub Scout will be dropped from the program for the two following reasons:

1. Infractions of the Bylaws or other inappropriate behavior by either the Parent or Cub Scout deemed severe enough to warrant action if no resolution can be worked out.
2. Continuous refusal by a Cub Scout or family member to obey instructions at Den or Pack meetings.



B. The provisions listed above will not be invoked except as a last resort. Den Leaders are to discuss problems with parent(s)/guardian(s) and Cub Scouts as they occur. When no satisfactory conclusion can be arrived at, Den Leaders will refer the problems to the Pack Committee. The Committee Chairman or Cubmaster will contact the family in an effort to reach a mutual understanding before the final action is taken.

## **PART 16. REVISION OF PACK BYLAWS**

A. These Bylaws will be reviewed at least once each year at an announced meeting open to all adult leaders and parents of the Pack. Only the Pack Committee members will vote upon changes.

B. These bylaws are not meant to contradict or supersede any official BSA policies or the Charter and Bylaws and Rules and Regulations of the Boy Scouts of America. In the event of a conflict, the official BSA policy will rule and Pack 13 Bylaws will be modified to comply.

## **PART 17. PARENT/GUARDIAN BYLAW PACK PARTICIPATION STATEMENT**

I have received the Bylaws for Pack 13 for the Pack year 2018-2019 and agree to abide by them. I agree to be an active member of the Pack Committee, realizing that if each parent/guardian takes on a small part of the program responsibility, the Program can be that much more fun for all.