

# **CUB SCOUT PACK 4380 BYLAWS**

Established on May 18, 2017

## **ARTICLE 1. INTRODUCTION**

1.01 Cub Scout Pack 4380 ( "Pack") of the Boy Scouts of America (BSA) espouses the objectives and the principles of the Boy Scouts, as stated by BSA National Headquarters, Circle Ten Council and Northern Lights District. The Cub Scout Leader Book, enhanced by other BSA-produced instruction books and publications, Council, District and Pack 4380 policies and guidelines are the conduct of all Pack activities.

1.02 The purpose of these bylaws is to assist in the definition of roles and duties of the Pack, Dens, Leaders, Scouts and Parents. Any perceived conflict between these bylaws, Cub Scout Leader Book or BSA policy should be brought to the attention of the Pack 4380 Committee as soon as possible. These Bylaws and Pack Policies & Guidelines cannot override BSA Policy.

## **ARTICLE 2. CHARTER**

2.01 Pack 4380 is chartered by the Casey Joyce VFW Post #4380 in Plano, Texas (VFW). 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.

2.02 Pack 4380 is the Scouting Unit that conducts Cub Scouting for the VFW.

## **ARTICLE 3. PURPOSE OF CUB SCOUTING**

3.01 The purpose of the Boy Scouts of America – incorporated on February 8, 1910, and chartered by Congress in 1916 – is to provide an educational program for boys and young adults to build desirable qualities of character, to train in the

responsibilities of participating citizenship, and to develop personal fitness.

3.02 Since 1930, the BSA has helped younger boys through Cub Scouting. Cub Scouting is a year-round family-oriented part of the BSA program designed for boys who are in first through fifth grades (or are 7, 8, 9, and 10 years of age). Parents, leaders, and organizations work together to achieve the 10 purposes of Cub Scouting.

3.03 The Purposes of Cub Scouting are:

- Character Development
- Spiritual Growth
- Good Citizenship
- Sportsmanship and Fitness 2
- Family Understanding
- Respectful Relationships
- Personal Achievement
- Friendly Service
- Fun and Adventure
- Preparation for Boy Scouts

All the activities leaders plan and boys enjoy should relate to one or more of these purposes. These purposes help achieve the overall aims of the BSA of character development, citizenship training, and personal fitness.

#### **ARTICLE 4. ORGANIZATION AND RESPONSIBILITIES**

4.01 **No One on One contact with a scout is ever allowed. At no time, is any Scout to be left alone with a single Den Leader or Parent who is not that Scout's parent or adult guardian.** For purposes of this section, the term "Scout" means a Tiger, Cub Scout, Webelos Scout or Boy Scout. All Pack/Den Leaders/Parents are

**required to take Youth Protection every 2 years as required by BSA.**

A. Pack Committee Registered Positions -- The Pack Committee consists of, but is not limited to, the following registered positions who are voting members: Pack Committee Chairman, Cubmaster, Secretary, Treasurer, Advancement/Awards Chair, Camping/Outdoor Chair, Membership Chair, Fundraising Chair, Webmaster, Social Media Coordinator, Pack Trainer, Health & Safety Chair, Grubmaster and Chartered Organization Representative. A member of the Pack Committee must be a currently registered and trained adult leader who meets BSA requirements for a specific position. A registered leader must have submitted an Adult Application and have obtained all necessary approvals by the Pack, Chartered Organization and Circle Ten Council.

B. Non-Registered Positions -- Non-registered positions are defined as: Friends of Scouting Chair, Scouting for Food Chair, Popcorn Sales Chair, Pinewood Derby Chair, Camp Card Chair, Greenery Sales Chair, Pancake Breakfast Chair, and any other chairmanships created to help run the Pack that are not vital to the Pack's ability to recharter.

C. Voting -- All registered Committee leaders shall have an equal vote on Pack policies. (Leaders must be present at the Pack Committee meeting to cast a vote.) The Committee Chair may vote only in the case of a tie.

In order to have a quorum to vote, there must be 7 members present at the meeting. Registered leaders serving in more than one position may only cast one vote.

If the Committee Chair determines that an electronic vote needs to be accomplished between regularly scheduled meetings, he may ask the Secretary to initiate an electronic vote to all the specified members of the Pack Committee with a request to Reply All in the responses sent. The Committee members will be given a 72 hour period beginning with the date/time stamp on the email in which to respond with their vote. Affirmative majority vote of those responding within that time frame will be accepted as the vote outcome and be entered into the minutes of the next meeting.

D. Pack -- The Pack will provide a well-planned, year-round program of activities

that meets the aims of Scouting, and more specifically, the purposes of Cub Scouting. The Pack will provide trained, qualified and enthusiastic leadership for all Den and Pack meetings and activities. The Pack will make efforts to support Circle Ten Council activities and programs, within reason.

E. Pack Committee – The Pack is under the supervision of the Pack Committee who is responsible for assuring that trained leaders are in place in the Boy program.

F. Pack Committee Chair – Should be recruiting potential adult leadership with the assistance of the Cubmaster, checks references of all adult submitting leadership applications, 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 Cubmasters whenever needed.

G. Secretary –Presents written minutes of the previous meeting, taking minutes at the current meeting, maintaining up to date information on membership, leadership and attendance, maintaining inventory of all pack property, handling correspondence for the Pack, maintaining forms for reservations or contracts, keeps the Pack calendar current and accurate and works with the Webmaster and Facebook coordinator to keep communications timely with the Pack parents

H. Membership –Circulates Cub Scout recruiting fliers and brochures to invite boys to join. Along with the Pack committee promotes new membership. Coordinates with the Webmaster and Social Media coordinator to publicize what the Scout Pack is doing. Additional responsibilities are contacting scouts who may have left the Pack to determine if they might rejoin, plans meet the Pack activities in the Spring and Fall and recruits year round..

I. Cubmaster – Attends the monthly District Roundtable and reports back to the Pack Committee meeting; planning the monthly Pack Meetings; conducting the monthly Pack Meetings, works with the Committee Chair in developing the Pack program plan for presentation to Pack leadership and chairs the monthly meetings in the absence of the Committee Chair whenever needed. The Cubmaster also plans the advancement ceremonies and, keeps abreast of the

program changes. Den assignments will not be modified without Cubmaster approval. Meeting on a regular basis with the Den/Assistant Den leaders to assure continuity and mentoring as the scouts move from rank to rank.

J. Social Media Coordinator -- Primary responsibility is to publish the Pack 4380 information on Social media. Coordinates notices for upcoming events and pictures and activities from past events.

K. Pack Treasurer—Reports monthly to the Committee on the fiscal health of the Pack in a report describing income and expenses for the committee's review and approval; and keeping signature cards (authorized signers) on both the checking account and savings account up to date. 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. All reimbursements less than \$100.00 may be approved by the Committee Chair. Reimbursements greater than \$100.00 shall be approved by the majority vote of the Pack committee in attendance. The treasurer also helps the Committee Chair collect annual fees in a timely and orderly fashion. The Treasurer also assists the Fundraising Chair with any needs.

L. Pack Awards/Advancement Chair—Attends the Pack Committee meeting; completes the Den advancements for the month from the Den leader or representative. Awards not obtained at this meeting will be given to the Den leaders or 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.

M. Outdoor Activity/Camping Chair –Is responsible for helping the boys develop a love for the outdoors. Specifically, the Outdoor Activity/Camping Chair with help from the Cubmaster plan and arrange for outdoor activities, arrange for safe transportation when needed, assist Webelos Den leaders to plan overnight

campouts and arrange for pack equipment as needed, arrange for Safe Swim Defense implementations for all outings involving swimming, plan outings to help pack and dens qualify for the National Summertime Pack Award and Cub Scout Outdoor Activity award, help inform parents about opportunities for family camping, ensure that at least 1 BALOO trained leader is present on every campout, ensure that in order to take a Webelos den camping there is an OWL or IOLS trained adult present and work with the Health and Safety officer to insure requirements are being implemented.

N. Pack Fundraising Chair –Suggests and coordinates fundraising events consistent with BSA policies. The fundraising chair gathers votes for fundraising activities, completes all money earning applications for Pack fundraisers and submits them to the District Scout executive, follows the application until accepted, and informs the Pack leaders of the acceptance. The fundraising chair will also coordinate the purchase of supplies or materials and oversee collection of monies from the activity. The fundraising chair will keep a record of all receipts and expenses from a fundraising event.

O. Pack Trainer – The Pack Trainer is responsible for conducting orientation of new families and Pack leaders. The PT is also responsible for assuring that Youth Protection Training is completed before the first den meeting or within 30 days of joining the Pack. Encouraging Pack leaders to attend Cub Scout training offered by the Northern Lights District or taking the courses online at [www.my.scouting.org](http://www.my.scouting.org) The PT should also keep track of Pack adult training records. The Pack trainer is also a part of the team responsible for re-chartering the unit with the Council each year in order to assure all YPT is current.

P. Webmaster –This individual is responsible for maintaining the Pack 4380 website consistent with the directives of the Committee. He works with other committee members and Den leaders to assure that information on the website is current and accurate.

Q. Health and Safety Officer – This individual shall be an adult registered leader who is responsible for disseminating health and safety guidelines as promoted by BSA to the Pack to Pack Leaders and families. This individual also assists the Pack Committee Chair and Cubmaster in enforcing these health and safety guidelines

plan first aid for emergencies by maintaining, resupplying and handing off the first aid kit to the Cubmaster/Committee Chair or other leader prior to a campout. This scouter also retains copies of all health forms for adults, scouts, siblings and any other individuals who attend scouting functions and campouts and has that notebook available at each outing. The H/S officer also should provide each den leader with a copy of the health forms for scouts in their den to have available for den outings.

R. Chartered Organization Representative – A member of VFW who is registered as an adult leader of the BSA and appointed by the VFW to serve as its official Scouting representative. The Chartered Organization Representative (COR) acts as a liaison between Pack 4380 and the VFW. The Chartered Organization Representative is a member of the Executive Committee, and may designate an assistant who meets the eligibility requirements for a COR with the consent or approval of the Chartered Organization.

S. Den Leaders And Assistant Den Leaders – Den Leaders and Assistant Den Leaders must be a registered and trained adult leader in Pack 4380, lead the Dens and attend Pack Meetings and should attend the District Roundtable meetings monthly. They may attend monthly Pack Committee meetings or get someone from their Den to attend on their behalf. The Den Leader/Assistant Den Leader is responsible to the Cubmaster for the efficient and effective operation of his/her assigned Den. This includes planning and they should conduct at least 2 Den meetings and an outing per month, reporting scout attendance and progress toward earning badges, rank progression, and awards. The Den Leader and assistants will also ensure compliance with Pack and BSA requirements such as scout behavior, youth protection guidelines, uniform wear and camping health and safety guidelines.

T. Family – Family involvement is an essential part to Cub Scouting. 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. Rank advancement is a responsibility of each Cub Scout's family and/or legal guardians. 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:

- Work with their son and give him the opportunity to pass his achievements and electives towards his badge of rank.
- Participate in advancement ceremonies involving their Scout.
- Support and take part in all Pack activities including attending monthly Pack meetings and Den meetings.
- Volunteer in a Pack Leadership role or help occasionally at Pack meetings or with special Pack activities.
- Help with Pack finances by making sure their son pays his dues on time and participates in Pack fundraisers.
- Cooperate with the Den Leader to help provide the best Scouting Program for their son.
- Assist Den leaders to provide refreshments, transportation, and communication.

#### 4.02 Terms of Office

A. Den Leaders and Assistants -- Den Leaders and Assistants serve on a volunteer basis with the approval of the Pack Committee and the Chartered Organization . These positions are held as long as the individual desires, but should not be accepted unless the volunteer is reasonably sure that at least one full year can be completed.

B. Pack Committee -- Pack Committee positions are all occupied on a volunteer basis with the recommendations of the Nominating Committee and the approval of the Chartered Organization. These positions are held for one year at a time, may be renewed up to two additional years at the discretion of the Charter Organization, but should not be accepted unless the volunteer is reasonably sure that at least one full year can be completed. Each year the Pack Committee should seek candidates to fill these positions through a nominating committee

process that will occur in the August/September time frame. In the event more than one candidate is available to fill a position, all registered leaders will vote to decide the best possible candidate for that position. The Cubmaster serves a two-year term with the ability to serve a third year. The Committee Chair and Cubmaster candidates must have a minimum of 1 year in the Pack or previously in a Cub Scouting leadership position before being considered for either position.

## **ARTICLE 5. PACK FINANCES**

5.01 Pack Fiscal Year -- The Pack fiscal year will run from September 1 of the current year to August 31 of the following year.

5.02 Pack Expenses -- Pack 4380 shall keep its funds secured in a locally federally insured bank. Only the Treasurer, Committee Chair, Cubmaster or a designated registered committee member is authorized to sign checks. All transactions are to be signed by any two of the above listed Pack committee positions.

5.03 Financial Policy -- Any monies over \$100, paid out by the Pack Treasury, must be approved by a majority of the Pack Committee. Any amount under \$100 may be approved by the Committee Chair for the Treasurer to pay. The people authorized to issue money for payment of Cub Scout Pack materials in emergencies must include the Treasurer and one of the other designated signers on the Pack checking account as stipulated yearly in the August Pack committee meeting minutes for the following year. No vote is required for the payment of normal operating expenses (i.e. Insurance, Approved budget, Applications, etc.).

Each registered Cub Scout of Pack 4380 will pay for Pack dues as set by the Budget meeting, that subsidizes the Pack Treasury and a set amount allocated to pay for recharter for the scout in December each year and the Boy's Life subscription. An additional amount of the dues will be allocated for awards and advancement costs per scout and an additional amount to provide a new Pack T-shirt to the Scout when they join the Pack. Dues collected for the Pack support initial operating funds of the Pack while awaiting the collection of fund-raising monies to support the planned year of scouting. Regular spending of monies for advancement items include but not necessarily limited to badges of rank, pins,

adventure loops, attendance pins, activity pins, certificates, and special awards will be done by the Pack Treasurer and the Awards & Advancement Chair. 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.

5.04 Fund Raisers -- Each year Pack 4380 conducts several fundraisers to help finance the various Pack activities conducted throughout the year. Each Scout is expected to participate in the fundraising activities and to "Do His Best" in helping finance the Pack. Several fund raisers that Pack 4380 supports are Circle Ten Council's annual popcorn sale and Camp Cards. Additional fundraisers within the troop may include but are not limited to Greenery Sales and Pancake Breakfast. There shall be no fund raising activity without the permission of the Circle Ten Council. We may also assist our Charter Organization with Fundraisers. The Scouts may use their Camp Card money account to pay for camp, shirts, dues, campouts or anything camping related purchased at the BSA Scout Shop after approval from the Pack Committee. The money earned by a scout will not follow the scout if he leaves the Pack.

5.05 Den Dues – Each Den may collect dues from its member families and administer funds for the support of Den activities.

5.06 Check Signers – Signers on the checking account may not live in the same household nor sign a check for a spouse or family member or for self-reimbursement.

5.07 Reimbursement – no reimbursements for costs incurred by leaders will be provided unless it is approved in advance by the Committee Chair, is in the approved budget line item expenses, a receipt is provided, the check request is signed by the Committee member whose budget is being debited or the Committee Chair or the Cubmaster.

5.08 PayPal Account – The PayPal password/account access will be given only to the Treasurer, Committee Chair and COR.

5.09 Audit – A yearly audit will take place after the May Committee meeting in

which the Audit committee of not less than 3 members may volunteer and be appointed by the Pack committee. The current check signers may not be on the audit committee. Findings will be reported at the June Pack committee meeting and the September Pack meeting.

5.10 Scholarship Fund – Fund amount will be determined at the time budget is set every year and be an ongoing line item. Additional scholarship assistance may be requested from both Northern Lights District and Circle Ten Council at any time.

5.11 Bank Account Monies – A minimum of \$2000 and a maximum of \$6000 will be left at the end of the fiscal year for the following year after Summer expenses are budgeted.

5.12 Authorized Signer Changes – Upon change of any authorized signer on the account, the change must be made with the bank within 15 calendar days of the change of personnel in the positions and a new audit done within 15 days of the new signer being added to the accounts.

5.13 Budget Amendments – Amendments must be approved by an affirmative majority vote of the stipulated quorum of the Pack committee before money may be disbursed.

5.14 Scholarships decisions for the Pack will be considered in a confidential manner by the Committee Chair and Treasurer. Judgements for assistance will be made based upon need and funds available in the budget. Campout fees, Twilight/Resident camp payments, uniforms and other assistance may be considered.

## **ARTICLE 6. Nominating Committee**

6.01 There shall be a nominating committee elected by the parents at a regular Pack meeting in September. Elections shall be by plurality. The Committee shall be composed of not less than three (3) members. The committee shall elect its own Chairperson immediately following the meeting.

6.02 No person shall serve two (2) consecutive years on the Nominating

committee

6.03 The NC shall nominate an eligible person for each position, as outlined in these bylaws, to be filled and report its nominees to the Pack Committee in November, at which time additional nominations may be made by a Committee member. The report shall be publicized to the Pack membership through the website and Facebook page

6.04 Only those persons who have signified their consent to serve shall be nominated for the position

6.05 No member shall automatically serve on the NC because of his/her position currently on the Committee

6.06 The Committee Chair shall neither serve as a member nor appoint any member of the Nominating Committee

## **ARTICLE 7. RECORDS**

7.01 The Pack • The Membership Chair is responsible for maintaining an up-to-date roster of all Scouts, Leaders and Assistant Leaders.

7.02 The Pack Treasurer is responsible for the financial records, bank account(s), and any checks issued by the Pack.

7.03 Records will be kept on all fundraisers and activities for future evaluation and reference. • Individual Cub Scout Record forms and Den Advancement forms will be provided by the Pack to all Den Leaders.

7.04 The Awards/Advancement Chair will maintain up-to-date records of all Scout Advancement, and regularly forward Pack Advancement reports to Circle Ten Council

7.05 All Den Leaders are expected to keep accurate up-to-date attendance, advancement and dues records on each Scout.

7.06 An individual Cub Scout record form should be turned in to the Den Leader or Cubmaster whenever a Scout permanently leaves his Den or Pack.

### 7.07 Den Advancement Reports

- Den Leaders must turn in Den Advancement reports to the Awards/Advancement Chair two weeks prior to Pack Meeting night
- Once submitted to the Awards/Advancement Chair, no other extra names or awards should be added for that month. Exceptions may be made at the sole discretion of the Awards/Advancement Chair.

7.08 The Pack Secretary is responsible for the minutes for the Pack Committee Meeting, Cubmaster planning meetings and Budget meetings.

- Records will be kept of leader attendance at Committee meetings
- Records will be kept of contracts/correspondence as required by the Committee

Minutes should be distributed within 2 weeks following the meeting to all Committee members as listed in the bylaws in leadership positions

## **ARTICLE 8. AMENDMENTS**

8.01 If any of these Bylaws are in violation of BSA guidelines, state or federal laws or regulations, then the appropriate rule or regulation shall supersede these Bylaws.

8.02 These Bylaws or the Policies and Guidelines may be amended by a 2/3 affirmative majority vote of the Committee with 24 notice given and with a majority vote with notice given at the prior Pack Committee Meeting. These changes will be effective immediately upon their approval of the Charter Organization.

8.03 Any bylaw or Policy and Guideline revisions must be approved by the COR and Charter Organization before they become in effect .

## **ARTICLE 9. PARLIAMENTARY PROCEDURES**

In the absence of specific guidelines in Parliamentary Procedures, Robert's Rules

of Order will be the procedures followed.