

## **PACK 1589 BY-LAWS**

### MISSION:

Cub Scout Pack 1589 will effectively serve the Scouts and the Madison Heights Community with dynamic personal service, exciting youth programs and through responsible financial management. Every effort of Cub Scout Pack 1589 will be directed towards developing children into Cub Scouts, and Cub Scouts into Boy Scouts. Cub Scout Pack 1589 recognizes that the Boy Scouts of America is an organization for the children, with supervision and guidance by adults.

### ARTICLE 1 – PACK COMMITTEE MEMBERSHIP:

- Section 1: The Pack committee will be derived from parents of Cub Scouts, members of the sponsoring organization, and persons interested in youth, as long as they are willing to devote the time and effort necessary to work as a Pack committee member and have obtained the permission of the Pack committee as required by Boy Scouts of America policy.
- Section 2: Pack committee meetings are closed and only committee members, the Assistant Cub Master and the Cub Master may attend, unless specifically invited to attend by the committee. Relatives, friends, other adult acquaintances are not able to attend committee meetings (children under the care of the committee member are permitted). Pack committee members will serve the best interest of the Pack and will continue in their role until such time the individual decides to terminate their service, or until such time as the committee votes to remove the individual, or at the discretion of the charter organization representative.
- Section 3: Membership of the Pack committee is contingent upon (1) approval of adult application for membership in the Boy Scouts of America, and (2) approval by the members of the Pack committee, as well as meeting requisite leadership qualifications and responsibilities as stated in the current Cub Scout Leader Book.
- Section 4: Only registered committee members present at the committee meeting shall have a vote on any issue brought to the committee for approval.
- Section 5: It will be the committee's job to support the Cub Master, Den leaders and their ideas, as long as those ideas are in accordance with the aims, methods, and purposes of Cub Scouting.
- Section 6: If a committee member misses 3 meetings in a row without a legitimate excuse, or fails to perform their job responsibilities he/she may be asked to relinquish their duties by the Pack Committee. The committee can not vote a sitting committee member off of the committee without the support of the Cub Master to do so.
- Section 7: No personal business promotions are permitted at any event pertaining to Cub Scouts.
- Section 8: For any vote to take place, a minimum of three committee members must be present. If the pack does not have three committee members, or if there are not three committee members present, the Cub Master will count as a voting member. If there are at least three committee members who are eligible to vote, the Cub Master is not eligible to vote on any topic.
- Section 9: In order for a committee member to vote, he or she must have attended at least one prior committee meeting and have completed their applicable training for their committee position.

## ARTICLE 2 – COMMITTEE MEETINGS:

- Section 1: At all committee meetings the committee chairperson will be responsible for calling the meeting, leading meetings according to established rules of Parliamentary Procedure, possessing voting privileges, address needs of subcommittees, and required committee reports.
- Section 2: At a minimum, Pack Committee meetings will be held once each month. Meetings will take place from 7 p.m. until conclusion of business, not to exceed two (2) hours in duration. The committee reserves the right to adjust the meeting to meet at a different time, place or date if and when it is determined to be in the best interests of the Pack community.
- Section 3: The Committee Chairperson, or the Cub Master may call a special committee meeting when deemed necessary. The purpose of the special meeting shall be stated in the proposed agenda. The proposed agenda must be sent to all committee members as well as the Cub Master and the Assistant Cub Master. A minimum of 50% of the committee (counting the Assistant Cub Master and Cub Master) must attend in order for any vote to be taken (if you have 8 committee members and an assistant cub Master and a Cub Master then you must have at least 4 of them to hold a vote or special meeting. The 4 could potentially be 2 committee members and the Assistant Cub Master and Cub Master, in which case both the Assistant Cub Master and Cub Master could vote). A special committee meeting should only be called to address an urgent matter that should not wait until the next regular committee meeting.
- Section 4: Minutes with a list of attendance shall be taken at each meeting; they shall be distributed by the secretary in advance of the next meeting. The Pack secretary shall take minutes, and in their absence, a person appointed by the committee chairperson will take the minutes.

## ARTICLE 3 – ONGOING LEADERSHIP:

The duties of the officers shall consist of the usual duties pertaining to these offices.

- A. COMMITTEE CHAIR RESPONSIBILITIES include: Recruiting adult leadership to run the Pack with the Cub Master and assisting the Cub Master whenever necessary. Accepting applications and registration fees for new Cub Scouts and Adult Leaders to submit them to the Council. Maintaining the Pack's electronic database of registered Scouts and leaders. Helps in developing the Pack program plan with the Cub Master and Den Leaders for presentation to the committee for approval and distributing the plan to all parents upon approval. Chairing the Pack Committee meetings on a monthly basis. Preparing the annual Pack re-charter documents and obtaining the necessary fees, signatures, and information to present the Pack charter to the Charter Organization and Council. Additionally, the Committee Chairperson is responsible for ensuring Pack compliance with applicable Boy Scouts of America Guidelines.
- B. PACK SECRETARY RESPONSIBILITIES include: Attending Committee Meetings and presenting written minutes of the previous meeting; taking minutes to present at the next meeting; sending out mailings requested by the Cub Master or Committee Chairperson; and may be requested by an event chairperson to write up permission slips for the event.
- C. PACK TREASURER RESPONSIBILITIES include: Attending the Pack Committee meeting and reporting monthly on the fiscal health of the Pack. The report will describe income and expenses for the committee's review and approval. Keeping signature cards (authorized signers) on the checking account up to date; and completing all money earning applications for Pack fundraisers and submitting them to the District Scout Executive. The treasurer is also responsible for all deposits to the Pack checking account, reconciling the checking account to the monthly bank statement; coordinating all cash payments, and obtaining receipts for the Pack records prior to

reimbursement or payment when approved. Any reimbursements falling under budget for a previously approved Pack event do not need the Pack Committee vote again. However, if reimbursements exceed the previously approved budgeted amounts, reimbursements require approval by vote of the Pack Committee. The treasurer also helps the Committee Chair collect annual fees and Pack activity fee in a timely and orderly fashion. The Pack Treasurer is also responsible for ensuring all financial activities are conducted within generally accepted accounting procedures and compliance with Boy Scouts of America guidelines.

- D. **PACK ADVANCEMENT CHAIR RESPONSIBILITIES** include: Attending the Pack Committee meeting; submitting to the Council the Den advancements for the month from reports directly from the Den leader or Den representative in the absence of the Den leader. Awards not obtained at the current Pack meeting will be 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. A recognition card for each award is then filled out and a Package is prepared for each boy. The advancement chair ensures that the Cub Master has sufficient time to sign all recognition, award, and achievement cards, and sorts the awards by Den to speed the recognition process for the Den leaders.
- E. **CUB MASTER RESPONSIBILITIES** include: Working closely with the Den leaders on a regular basis to help coordinate Pack activities. Attend the monthly District Roundtable and report back to the Den leaders and Pack committee any information gathered. Attend the Pack Committee meeting; plan and conduct the monthly Pack Meetings. The Cub Master is also responsible for ensuring that all advancement, achievement and recognition items are properly signed. The Cub Master assists the Committee Chairman with accepting applications and registration fees for new Cub Scouts and Adult Leaders to submit them to the Council and maintaining the Pack's electronic database of registered Scouts and leaders. Additionally, the Cub Master is responsible for ensuring Pack compliance with applicable Boy Scouts of America Guidelines.
- F. **ASSISTANT CUB MASTER RESPONSIBILITIES** include: Working closely with the Cub Master and helping with his duties as necessary. Represent the Cub Master at the District Roundtable, Committee Meeting, Pack Meeting and any Pack activity when he is unavailable to attend. Help develop the Pack program plan with the Cub Master and Den leaders. Additionally, the Assistant Cub Master is responsible for ensuring Pack compliance with applicable Boy Scouts of America Guidelines.
- G. **DEN (LION, TIGER, WOLF and BEAR) LEADER AND ASSISTANT DEN LEADER RESPONSIBILITIES** include: Being a registered leader of Pack 1589 and working directly with the Cub Master and other Den and Pack leaders to ensure their Den is an active and successful part of the Pack; planning, preparing for, and conducting Den meetings with the assistant Den leader and Den chief; leading the Den at the monthly Pack activity; attending basic leader and position specific training and remain current with their youth protection training. Coordinates shared leadership among the Cub adult partners. Ensures Den meetings and outings are planned, prepared for, and conducted by all adult partners on a rotating basis and that Den activities provide advancement opportunities for the children in the Den. Leaders meet as scheduled for about one hour with a Den of five to ten children.
- H. **WEBELOS DEN LEADER AND ASSISTANT WEBELOS LEADER RESPONSIBILITIES** include: Same as Cub Scout Den leader except work with older Webelos Scouts. Encourages periodic parent/son overnight campouts. Prepares Children for Boy scouts with emphasis on interaction with Boy scout troops.

## ARTICLE 5 – GRIEVANCES AND/OR CONCERNS:

- Section 1: Grievances by a Cub Scout, his parents or guardian will be addressed to the Cub Master or the Committee Chair. An effort will be made to resolve the difference. If the Cub Master/Committee Chair is unable to resolve the grievance, then the Pack committee shall conduct a full review of the issue. The Pack committee will review the issue and determine a resolution.
- Section 2: Any grievances pertaining to an issue that was voted upon at a prior committee meeting will be reviewed solely at the committee's discretion and will require a 75% voting agreement to overturn prior resolutions.

## ARTICLE 6 – PACK MEETINGS, OUTINGS & ACTIVITIES:

- Section 1: The Cub Master will be in charge of all Pack meetings, outings and activities, unless he/she appoints the assistant Cub Master or a committee member to take these responsibilities. The following items will be in the possession of the Cub Master or the chairperson (if applicable) prior to and during the event: tour permit, Class 1 medical and as needed permission slips and short-term camping applications. The Guide to Safe Scouting will have been read and be readily available. Any problems arising during these events will be the responsibility of, and handled by, the Cub Master or their designee. In the event of a behavior incident the child/scout will generally be given 1 (one) warning and reminded of the principals and requirements of scouts while on a Pack/Den outing. If a second incident occurs involving the same scout, then the scout may be asked/told to leave the outing. If a scout is told to leave outing that required out of pocket expenses to attend, then all expenses are forfeited by that scout (and subsequently their accompanying guardian). It is never our intention to make someone miss out on the fun and learning potential of our outings; however, we must always consider the safety, well-being, and peace of mind of the entire Pack. The Cub Master may present to the committee alternative options to an out-right forfeiture of all collected monies, at their sole discretion. These options could be a partial refund or placing the funds into the scout account for the scout. There are several factors that are considered prior to asking a scout to leave an outing. Those factors are, but are not limited to:
  - Was the unacceptable behavior overt, intended, deliberate?
  - Was harm done to another individual, structure, or wildlife?
  - The severity of harm done.
  - Mitigating factors such as children play fighting, which is not allowed but would then place the responsibility on both or multiple individuals.
  - Did the child who committed the offense show and/or demonstrate remorse (did they apologize and seem sorry that the incident occurred)?
- Section 2: All regular Pack meetings will begin at 6:30 p.m. and will be held in accordance with Pack 1589's published Calendar of Events. Summer Pack meetings will be in the form of a Pack activity. The schedule for these events may vary from the above schedule and will be set at the Annual Planning meeting.
- Section 3: The committee must approve the changing of any date or time of Pack meetings, outings, or activities.
- Section 4: All Pack activities must be conducted in accordance with established Boy Scouts of America Guidelines.

## ARTICLE 7 – DEN MEETINGS, OUTINGS & ACTIVITIES:

- Section 1: Cub Scout Dens will meet approximately 4 times a month. Once a month they will attend the Pack Meeting. Once a month they may have a Den or Pack function that they can attend. Twice a month for Den Meetings. Additional meetings are authorized. Lions will meet approximately 2 times a month. Once a month for a Den Meeting and once a month for an Outing. Lions are encouraged to attend Pack Meetings but are not required. Additional meetings are authorized.
- Section 2: Each Den will have a maximum of 10 cub scouts and will have at least one (1) registered Den Leader, and one (1) Assistant Den Leader for two-deep leadership. All special circumstances to the above will be reviewed and voted upon by the Pack committee.
- Section 3: A record of place, day and time of each Den meeting must be on file with the Pack committee.
- Section 4: Plans for Den outings or trips must be approved in advance by the Pack Committee. Plans will include 1 adult for every 5 children, with a minimum of two adults, in attendance. The following items (if applicable) will be in the possession of the Den Leader or Assistant Den Leader prior and during the event: tour permit, Class 1 medical and as needed permission slips and short-term camping applications. The Guide to Safe Scouting will have been read and be readily available. Any problems arising during these events will be the responsibility of, and handled by, the Cub Scout Pack representative in charge of the event.
- Section 5: Should a Cub Scout miss three (3) regularly scheduled Den meetings in a row without a legitimate excuse, the Den leader should follow up with the scout's parents to determine if a problem exists. A Cub Scout missing three (3) regularly scheduled Den meetings shall not be considered as cause for the administration of discipline or removal from the Pack.
- Section 6: Den meetings, outings and activities should not conflict with any Pack meetings, outings or activities.
- Section 7: All Den activities must be conducted in accordance with established Boy Scouts of America Guidelines.

## ARTICLE 8 – PACK FUNDS:

- Section 1: The signatures of at least two (2) of the following: committee chairperson, treasurer, or Cub Master, are required on all checks for monies duly authorized for disbursement by the Pack committee. In the event of unfilled Pack positions, the Advancement Chair or Secretary may also be added to the account in order to maintain three individuals with signing rights. Proper approval from the Committee Chairperson and treasurer are still required for expenditure approval. Receipts of all transactions are mandatory in compliance with normal accounting procedures.
- Section 2: All Pack fundraising projects will be subject to authorization by the Pack committee and application made to the Scout Service Center as required.
- Section 3: All fundraising activities are required to meet guidelines as defined in the Guide to Safe Scouting and/or rules set forth by District or Council. Additionally, fundraising activities are required to be in compliance with all established Boy Scouts of America Guidelines.
- Section 4: Each Cub Scout shall be required to pay annual Pack dues in addition to Boy Scout of America registration fees.

#### ARTICLE 9 – PROSPECTIVE MEMBERS:

- Section 1: A child and their family interested in joining the Pack may attend as a visitor, two meetings prior to filling out registration paperwork and paying registration fees. After attending as a visitor, no further participation will be allowed until registration has been completed.
- Section 2: A Scout Night will be provided for fall recruitment. The Cub Master, Committee Members, and Den Leaders representing each rank may attend.

#### ARTICLE 10 – NEW MEMBERS:

- Section 1: Any child qualified by the registration requirements of the Boy Scouts of America for membership in the Cub Scout program is eligible for membership in this Pack and will be placed in a Den within two weeks of registration.
- Section 2: One family member of each child is strongly encouraged to register as an adult member and actively participate in some function in the Pack.
- Section 3: Lions and Tigers must have an adult member with them at all times.

#### ARTICLE 11 – REGISTRATION:

- Section 1: The initial registration fee charged to all new members should be sufficient to cover the cost of the following: national registration, Boys Life Magazine, badges and awards for 1 year, and Pack insurance. This cost shall be reviewed and approved annually by the committee to ensure its fairness.
- Section 2: No child shall be Denied membership due to the lack of ability to pay the initial registration fees. Upon notification that such a situation exists, the Pack committee will decide one or a combination of the following actions:
  - A. Set up payment arrangements that are manageable for the family.
  - B. Waive all charges in excess of BSA annual registration fees.
  - C. Waive all or part of the fees contingent on the scouts fundraising efforts.
  - D. Request that the GLFC cover all or part of the child's registration.

#### ARTICLE 12 – ADULT MEMBERSHIP:

- Section 1: All new adult members must complete Youth Protection Training as required by Boy Scouts of America.
- Section 2: All new adult members must complete Fast Start Training before meeting with scouts.
- Section 3: All new adult members will participate in New Leader Essentials Training by November 30<sup>th</sup>.
- Section 4: All adult members should be position trained preferably by November 30<sup>th</sup>.
- Section 5: All registered adult members of the Pack should make every effort to attend all training that they have not previously attended that is offered for Cub Scouters by the Unit, District or Council.
- Section 6: All registered adult members are encouraged to have CPR, First Aid and BALOO training.

#### ARTICLE 13 – ANNUAL PLANNING:

- Section 1: Prior to the Annual Planning meeting, the Cub Master with the assistance of the Den leaders, and the chairperson should plan monthly themes and schedule each Den's part at each Pack meeting. These plans should incorporate the monthly themes established by BSA and are subject to approval by the Pack committee at the annual planning meeting.
- Section 2: The annual planning meeting will occur during the June committee meeting with final approval of the plan to occur no later than August 31<sup>st</sup> each year to plan the yearly activities for the Pack. Those in attendance shall be committee members, the Cub Master, Den Leaders or an informed representative and interested parents.

#### ARTICLE 14 – AWARDS:

- Section 1: All awards and advancements must be turned into the Advancement Chair at the committee meeting prior to the Pack meeting or other deadline to be established by the Advancement Chair. All awards not turned in by that time will wait until the following month, with an explanation to the child and his parents by the Den leader.
- Section 2: All awards and advancements must be turned in on the appropriate awards/advancement report forms for the awards to be processed by the Advancement Chair.
- Section 3: Awards will only be received at the Pack meeting. Scouts must be members in good standing to receive any awards or advancements. Exceptions will be made under special circumstances.
- Section 4: Cub Scouts should advance in rank each year. Parents are advised that it is their responsibility to work with their child to attain rank. The child cannot do it without their parent's support and help. If a Cub Scout does not meet the requirements for each rank, the Cub Scout will not advance.

#### ARTICLE 15 – CONDUCT/DISCIPLINE:

- Section 1: If a Cub Scout demonstrates unacceptable conduct at a Den/Pack meeting, outing or activity, the Scout's parents will be notified and he will be sent home (Refer to Article 6 section 1). If he is sent home 3 times, it could result in being dropped from the Pack and in order to be reinstated, he and his parents will have to have a conference with the Cub Master and Den Leader.
- Section 2: Parents are responsible for their children's behavior at the Den/Pack meeting, outings and activities. Disruptive and/or disrespectful behavior is not allowed and will not be tolerated.
- Section 3: Any Cub Scout using foul or filthy language in uniform will be reported to his parents and the Cub Master.
- Section 4: Any parent or guardian demonstrating unacceptable conduct at a Den/Pack meeting, outing or activity will be asked to leave.

#### ARTICLE 16 – UNIFORMING:

- Section 1: Because the uniform is an important part of the Scouting program, all Cub Scouts and registered leaders will be encouraged to wear the uniform to all Scout meetings unless advised otherwise by the person in charge of the meeting.
- Section 2: The uniform parts required by Pack 1589 are:
  - A. BSA specified uniform shirt with all appropriate and properly placed insignia.
  - B. BSA specified neckerchief and slide.
  - C. BSA specified trousers/slacks.
  - D. BSA specified socks
  - E. BSA specified hat.
  - F. BSA specified belt.
- Section 3: In cases where a Cub Scout's family is financially unable to secure a uniform, the Pack committee will consider procurement of the uniform for the Cub Scout, using Article 11, Section 2 of these bylaws as guidelines.
- Section 4: All Cub Scouts and Adult leaders will properly wear their uniforms. A Cub Scout and his uniform should be neat and clean at all times.
- Section 5: To participate in a flag ceremony, the Scout must be in the Pack specified uniform.



ARTICLE 17 – CHANGES OR AMENDMENTS IN THE BYLAWS:

- Section 1: These Bylaws may be changed or amended at a committee meeting with the approval of 2/3 of all registered committee members in attendance who have met the requirements to vote. The by-laws shall be available to anyone who wishes to view them. The Committee Chairperson and Cub Master shall each maintain one copy of the by-laws.
- Section 2: Special circumstances deviating from these bylaws may be considered by the Pack committee on a case-by-case basis. Any deviation must have the approval of a majority of all registered committee members in attendance.
- Section 3: Any changes or amendments must be submitted in writing at a Pack committee meeting.

ARTICLE 18 – INSURANCE:

- Section 1: Liability insurance is acquired through the local Boy Scout Council during the annual re-chartering process each February. Each registered individual is covered by a Mutual of Omaha Insurance Policy.
- Section 2: Additional insurance coverage for high-risk activities will be obtained as needed.

ARTICLE 19 – DISSOLUTION:

In case of dissolution of the organization, funds in the treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of the assets will become assets of the charter organization.



Committee Chair



Cub Master