

CUB SCOUT PACK 916 WESTARK DISTRICT

BYLAWS

PACK COMMITTEE

1. A Pack Committee meeting will be held monthly, August through May, plus any deemed necessary.
2. The purpose of Pack Committee Meetings:
 - a. Plan Pack meetings and activities.
 - b. Discuss and solve Pack and Den problems.
 - c. Make Pack Policy.
 - d. Each Den is responsible for discussing activities and achievements or problems at each Committee meeting.
3. Pack Committee consists of Committee Chairman, Advancement Coordinator, Cubmaster, Assistant Cub Master, Secretary, Treasurer, Chartered Organization Representative, Den Leaders, and interested adults.
4. Any issues presented at Committee meetings will be decided by a majority of the votes of those present who are registered. All others present or absent must abide by the majority vote.
5. In the event that emergency decisions must be made between Committee meetings, and Executive Committee consisting of the Committee Chairman, Cubmaster, an active member of the Committee, shall make decisions in the interim. If an emergency decision must be made, you must notify members of the committee by e-mail after the fact.
6. Pack functions, such as banquets, parties, or other special functions will have planning committees. The Committee Chairman will appoint the Chairman of all subcommittees. A planning meeting will be held and an individual will make no change unless the Chairman of such Committee is consulted first.

DEN AND PACK MEETINGS

1. Pack meetings will be held the last Thursday of each month at 7:00 P.M. at St. Paul's Lutheran Church. This meeting time is subject to change due to conflicts with the church and community calendars. Meetings will be held in the Educational Building. We are not permitted to wander throughout the church. Parents are expected to help enforce this and teach respect for our sponsoring organization. Proper forms must be filled out to use the kitchen.
2. Den Leaders will hold weekly meetings:
 - a. Cancel only when you receive a call from the Cubmaster.
 - b. Parents need to walk Cub to his Den Meeting Room and sign him in and out.
 - c. Boys are not permitted to walk home.
 - d. When school is cancelled, there will be no meetings.
 - e. There will be no meeting the week of Pack Meetings.
3. Each Cub is expected to attend Pack and Den Meetings on a regular basis with an adult partner if they are a Tiger. Regular attendance is required for a Cub to receive awards at the monthly Pack Meeting. When a Scout will be absent from any meeting, he should notify his Den Leader.
4. Attendance incentives will be given at monthly pack meetings, provided that the Cub has attended all den meetings for that month and the pack meeting for that month.
5. Each Den must participate in all Pack Meetings per year:
 - a. Pack Program decided by Committee.

- b. Set up and clean up by the Den in charge.
- c. Opening and closing by the Den in charge.
- d. Refreshments by Den in charge.

SAFETY

1. Tour permits must be filed for all activities away from the regular Den or Pack Meeting site. Call Chairman to set up tour permit 3 weeks prior to trip.
2. Permission slips are to be used on all Pack Outings including when a parent accompanies the Scout.
3. Make sure all drivers have at least \$50,000 in insurance coverage, and a seat belt for each boy.
4. NO riders are permitted to ride in the back of a truck, with the exception of committee-approved events.
5. Emergency medical authorization must be on file with the Pack and will be taken on all outings with a yearly update on the medical forms.

UNIFORMS

Boys are to wear uniforms at Den Meetings, Pack Meetings and other Scout related activities. The Pack requires a shirt with proper insignia, scarf and slide. If a boy does not have one and cannot afford one, contact the Cubmaster or Den Leader. Tiger are required to purchase Pack T-Shirts (Class B) but do not have to have a Class A uniform.

AWARDS AND ADVANCEMENT

1. Orders for awards must be turned in at least two weeks before Pack Meeting. Activity Pins will not be purchased by the Pack (these are the sports and academic pins outlined in the advancement book).
2. The boys' awards will be presented to them at the Pack Meetings.
 - a. At least one Parent, guardian or stand-in must be present at the Pack Meetings, if they must leave for a short time, Den Leader must be notified.
 - b. Any boy who loses an award and wants a replacement must pay for it himself.
 - c. If a Scout resigns he will be eligible to receive all awards earned up to the date of his resignation, provided his dues are paid to date.
3. Tiger Cubs, Wolves and Bears will be graduated to the next level at the May Pack Meeting.
4. The Pack will present Webelos with their colors after at least three (3) pins are earned.
5. Tigers, Wolves and Bears are able to earn two (2) belt loops per month. In months where Pack/District/Council events offer additional belt loops, the cub will be eligible to earn these in addition to the two (2).
6. One (1) Gold arrow point and two (2) silver arrow points are the maximum numbers awarded by the Pack for Wolves and Bears.
7. Webelos Achievement Badges will be awarded in pin form only to wear on their colors. If a Webelos Scout has not earned a belt loop earlier in Cub Scouting, they are eligible to earn this loop, up to two (2) per month.
8. Ancillary Awards will be awarded as deemed necessary. For example a Tiger can earn the Cake Bake patch, but another scout may not earn this patch, unless he has not earned it previously as a Tiger Scout.
9. Exceptions to the above rules are for Day Camp and Webelos Residence Camp. The Scout will receive any awards over and above what they have already earned for the month. If

they have already received the award previously, they will receive a card signifying they have again completed the requirements.

AWARDS – CUBS AND WEBELOS

1. Parents may assist Scouts to earn the awards and sign books with the exception of Webelos.
2. Leaders reserve the right to observe Scouts perform tasks, oral and written requirements.
3. Advancement Coordinator or Cubmaster will have final say on giving awards.
4. Webelo Den Leader and Cubmaster are the only adults who may pass the Scout on the Webelo Badge, Arrow of Light and The Religious Award (by clergy or clergy-appointed person).
5. In order for the Arrow of Light to be earned, the Scout must have completed the Two (2) year program and meet all the requirements stated in their book and signed by the Leader or Cubmaster. First year, fifth grade boys or those entering the program at age 11 are the only boys permitted to use the accelerated program.

FINANCES

1. Cub Dues will be \$20.00 per year. These should be paid in cash or by check made out to the Den Leader.
2. Dues must be paid to date in order to receive awards.
3. The Dues will be used for Den expenses at the discretion of the Den Leader. All receipts and account entries must be turned into the Treasurer. Any leftover money can be carried forward into the next year. (Example: Wolf Den \$ becomes Bear Den \$)
4. All money collected for purposes other than dues must be turned into the Treasurer in a labeled envelope within one week after being collected. Checks should be made out to Pack 916.
5. To receive reimbursement for expenses, a committee member or Den Leader must have a sales receipt or written paper stating the purpose and this must be approved at committee meeting.
6. The Cubmaster and Treasurer are responsible for collecting the re-chartering fee each year. The first year of registration for an adult is paid by said adult, thereafter paid by the pack.
7. Any reference books or materials bought with Pack money are to be returned when a Scout Leader resigns.
8. All fund raising money earned goes to General Pack Fund, unless committee decides differently.
9. General craft/work supplies purchased by the Pack will be shared by all Dens.
10. Boys Life is optional it is \$12.00 per year, prorated at \$1.00 a month.
11. Tiger Adult Partners must pay \$1.00 additional per year for insurance.

<u>Month of Joining</u>	<u>Number of Months</u>	<u>Registration Price per Month</u>	<u>Total Prorated Price</u>	<u>Den Due Prorated Price</u>	<u>Total Prorated Price</u>
February	12	\$2.08	\$25.00	\$1.67	\$20.00
March	11	\$2.08	\$22.88	\$1.67	\$18.33
April	10	\$2.08	\$20.80	\$1.67	\$16.67
May	9	\$2.08	\$18.72	\$1.67	\$15.00
June	8	\$2.08	\$16.64	\$1.67	\$13.33
July	7	\$2.08	\$14.56	\$1.67	\$11.67
August	6	\$2.08	\$12.48	\$1.67	\$10.00
September	5	\$2.08	\$10.40	\$1.67	\$8.33
October	4	\$2.08	\$8.32	\$1.67	\$6.67
November	3	\$2.08	\$6.24	\$1.67	\$5.00
December	2	\$2.08	\$4.16	\$1.67	\$3.33
January	1	\$2.08	\$2.08	\$1.67	\$1.67

DEN LEADERS

1. Den Leaders are to complete Fast Start Basic Training and Youth Protection training.
2. Designated person to attend monthly Roundtable Meetings and report to Committee Meeting.
3. Den Leaders should wear uniforms or Pack T-shirts to all Pack and Den functions, Roundtables, Training sessions, etc.
4. Den Leaders should work together as a Pack.
5. Den Leaders may not take new boys into a Den without consulting the Cubmaster or Committee Chairman. Guests may come with an adult.
6. The procedure for handling discipline problems is:
 - a. Contact the Cubmaster.
 - b. Contact the parents.
 - c. If a boy disobeys more than three times at a Scout Function, we will phone a parent or family member to pick him up immediately.
 - d. As a last resort, a boy may be denied the privilege of attending meetings.
7. All Den Leaders and Assistant Den Leaders must be approved and registered with Pack 916 for liability purposes.
8. When a Leader resigns, two weeks notice must be given. All materials and money are to be turned in before the end of that two-week period.

CAMPING EQUIPMENT

All use of equipment must be approved and signed in and out. It must be returned in clean condition with the exception of normal wear and tear. Whoever signs equipment out will be held liable for any and all damages.