

# Cub Scout Pack 43 By-Laws

## I. CHARTER INFORMATION

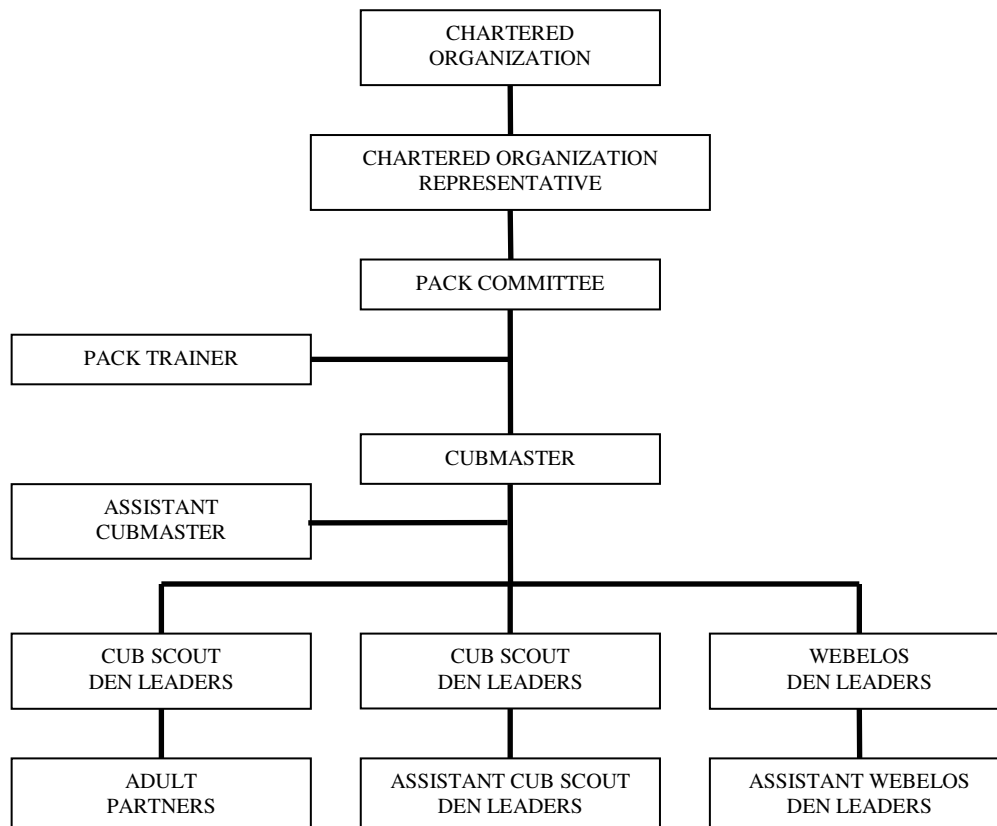
A. Cub Scout Pack 43 (P43), of Okaw Valley Council in the St. Clair District, is a member of The Boy Scouts of America (BSA) and subscribes and adheres to all regulations and guidelines set forth by the BSA. The Leaders Handbook is the source in which to find the BSA purpose and guidelines.

B. P43 is chartered through St. John United Church of Christ in Mascoutah, IL. The program runs consecutive with the school year with at least one summer activity per month. P43 is rechartered with BSA through the local council office annually during the month of December.

C. The Chartered Organization will provide meeting space and storage space to be used by the Pack. Pack leaders will be given access to the storage space when required.

## II. PACK LEADERSHIP

A. The organization of P43 is based on the Pack Organization Chart provided by BSA in the Cub Scout Leader Book.



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B. All Committee and Pack Leader positions will be for a term of no more than two years. After two years, the respective position should be filled by a different individual. The individual stepping down from the position would then be available to fill a different position within the Pack or Committee. This two year term limit can be overridden by approval of the Committee and subsequent approval of the Charter Organization on each anniversary following the initial two years. The Charter Organization reserves the right to remove any individual from a position at any time or to allow the individual to serve beyond the two year term limit as they see fit.

C. The Chartered Organization provides a suitable meeting place, adult leadership, supervision and opportunities for a healthy Scouting life for boys under its care.

D. The Chartered Organization Representative acts as a liaison between the Pack and the Chartered Organization.

E. The Pack Committee is a group of adults who manage such things as record keeping, finances, leadership, training and registration. The positions in the Pack Committee should include at least the following leader positions but may include others as the size of the Pack warrants. Some of the major responsibilities are listed below, but detailed responsibilities for each position can be found in the Cub Scout Leader Book and the Cub Scout Pack 43 Guidelines.

## 1. Committee Chair

- a. Confer with the Cubmaster on policy matters relating to Cub Scouting and the Chartered Organization.
- b. Supervise Pack Committee operations
- c. Conduct the annual Pack program planning conference and committee meetings.
- d. Cooperate with the Cubmaster on council-approved money-earning projects so the Pack can earn money for materials and equipment.
- e. If the Cubmaster is unable to serve, assume active direction of the Pack until a successor can be recruited and registered.
- f. Support the policies of the BSA.

## 2. Assistant Committee Chair

- a. Assist the Committee Chair in the fulfillment of their responsibilities.

## 3. Treasurer

- a. Help the Pack Committee and Cubmaster establish a sound financial program for the Pack with a pack budget plan.
- b. Maintain a bank account in the Pack's name and arrange for all transactions to be signed by any two of the Cubmaster, Committee Chair, Secretary or Treasurer.
- c. Collect dues from Den Leaders at the committee meeting preferably in sealed den dues envelopes. Open envelopes in the presence of Den Leaders. Give receipts for these funds and deposit the money in the bank

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- account. Promptly write disbursement checks to the Den Leader for their portion of the dues, if required.
- d. Record all money received/spent and report on the Pack's financial condition at the monthly committee meeting.
4. Secretary
    - a. Maintain an inventory of Pack property.
    - b. Handle correspondence for the Pack. This may include letters of appreciation or requests for use of facilities. Although the Secretary may not necessarily write all correspondence, he/she should be provided with a copy if written by someone else.
    - c. Keep records of Committee Meetings and items that require follow up.
  5. Advancement Chair
    - a. Maintain up-to-date information on membership, leadership, attendance, training and advancement for the Pack. Pack Master is used to maintain an electronic version of this information, but a hard-copy version should be maintained as well for backup purposes.
    - b. Coordinate advancement reports for use when ordering badges and insignia from the local council service center.
    - c. Help plan and conduct Advancement Ceremony for Tiger Cub, Cub Scout and Jr. Webelos scouts with the Cubmaster, respective Den Leaders and Scoutmaster.
  6. Public Relations Chair
    - a. Stimulate pack service projects in the charter organization, school and community.
    - b. Promote family participation in all pack events such as the Blue & Gold Banquet, pack picnics, and other special events.
    - c. Urge pack participation in appropriate programs of the charter organization such as the Worship Service on Scout Sunday. Suggest ways of showing interest in the chartered organization's overall program.
    - d. Publicize and promote pack participation in Scouting Anniversary Week activities.
  7. Outings Chair
    - a. Help the Cubmaster plan and arrange outdoor activities.
    - b. Arrange for property, fire and tour permits when required.
    - c. Locate new picnic areas.
  8. Friends of Scouting Chair
    - a. Build an organization to enroll family members and Cub Scout leaders in FOS.
    - b. Enroll as a Friend of Scouting.

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F. The Pack Trainer is responsible for the training of new families and leaders within the Pack. Some of the major responsibilities are listed below, but detailed responsibilities can be found in the Cub Scout Leader Book and the Cub Scout Pack 43 Guidelines.

1. Conduct orientation of new families and pack leaders.
2. Coordinate training of each new leader and pack committee member for his/her specific position using FASTSTART Video or online training.
3. Encourage pack leaders to attend ongoing training, i.e. Roundtable, University of Scouting, Wood Badge, Indoor/Outdoor Training, Webelos Training.

G. The Cubmaster is responsible for conducting a Pack Program in accordance with the policies of the BSA. Some of the major responsibilities are listed below, but detailed responsibilities can be found in the Cub Scout Leader Book and the Cub Scout Pack 43 Guidelines.

1. Attend monthly roundtables.
2. 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.
3. See that the Pack Program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
4. Work with the Pack Committee on program ideas, selecting and recruiting adult leaders, and establishing a budget plan.

H. The Assistant Cubmaster is responsible for aiding the Cubmaster in fulfilling his/her responsibilities. Some of the major responsibilities are listed below, but detailed responsibilities can be found in the Cub Scout Leader Book and the Cub Scout Pack 43 Guidelines.

1. Help the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary.
2. Participate in Pack Meetings.

I. The Tiger Cub Den Leader is responsible for guiding the Tiger Den in achieving the rank of Tiger Cub. Some of the major responsibilities are listed below, but detailed responsibilities can be found in the Cub Scout Leader Book and the Cub Scout Pack 43 Guidelines.

1. Give leadership in carrying out the Pack program in the den.
2. Attend monthly roundtable meetings.
3. Lead the den in its participation at Pack Meetings.

J. The Adult Partners are responsible for hosting one or more months den meetings in conjunction with the Tiger Cub Den Leader.

K. The Cub Scout Den Leader is responsible for leading their Wolf or Bear Scouts in achieving their badge of rank through a fun-filled and educational den program. Some of the major responsibilities are listed below, but detailed responsibilities can be found in the Cub Scout Leader Book and the Cub Scout Pack 43 Guidelines.

1. Give leadership in carrying out the Pack program in the den.
2. Attend monthly roundtable meetings.
3. Lead the den in its participation at Pack Meetings.

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L. The Assistant Cub Scout Den Leader is responsible for aiding the Den Leader in fulfilling his/her responsibilities. Some of the major responsibilities are listed below, but detailed responsibilities can be found in the Cub Scout Leader Book and the Cub Scout Pack 43 Guidelines.

1. Help the Den Leader as needed. Be ready to fill in for the Den Leader, if necessary.
2. Carry out the duties assigned by the den leader.

M. The Webelos Den Leader is responsible for leading their Webelos Scouts in earning their badge of rank and achieving their Arrow of Light through a fun-filled and educational Webelos program. Some of the major responsibilities are listed below, but detailed responsibilities can be found in the Cub Scout Leader Book and the Cub Scout Pack 43 Guidelines.

1. Give leadership in carrying out a year-round program of activities for the Webelos den to achieve the purposes of Cub Scouting.
2. Attend monthly roundtable meetings.
3. Lead the den in its participation at Pack Meetings.

N. The Webelos Assistant Den Leader is responsible for aiding the Webelos Den Leader in fulfilling his/her responsibilities. Some of the major responsibilities are listed below, but detailed responsibilities can be found in the Cub Scout Leader Book and the Cub Scout Pack 43 Guidelines.

1. Help the Webelos Den Leader as needed. Be ready to fill in for the Webelos Den Leader, if necessary.
2. Carry out the duties assigned by the den leader..

## III. FINANCIAL INFORMATION

A. Recharter fees are the responsibility of P43 and not the charter organization. Insurance is carried through Health Special Risks and, as of 2004, is due in June. The insurance provider and renewal date are based on the insurance provider for the national BSA organization and is subject to change.

B. P43 has a goal to pay all recharter fees and Boy's Life cost for each boy and adult at the time of recharter. However, should treasury funds not be sufficient, P43 retains the right to require financial assistance from each family.

C. P43 is on "The Pack Budget Plan". This requires that all boys entering the pack will pay full registration price while P43 will pay BSA through the local council office the "pro-rated" amount. Any boy transferring from another Pack will pay the \$1.00 transfer cost.

.D. The Cubmaster (CM) and the Committee Chairman (CC) will make personal contact to any family that is in need of financial help. These arrangements are to remain confidential and should not be a topic at any Pack/Den or Committee Meetings. These situations are handled so that only the Cubmaster and the Committee Chairman are aware of who is given special considerations. The type of a assistance given is up to the leaders mentioned. It may differ from case to case. e.g. The family may pay "pro-rated" amount or in installments or 50

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cents. The leaders have the final decision. Should the Cubmaster or Committee Chairman be a family in financial need the matter should be discussed with the Unit Commissioner.

E. P43 collects dues twice a year. Dues will be paid based on 40 weeks in the amount of \$1.00 per week for Cub Scouts and Webelos Scouts and 50 cents per week for Tiger Cubs. The first payment is due by September 30th. The second is due by February 15th. Each payment will equal \$20.00 for Cub Scouts and Webelos Scouts and \$10.00 for Tiger Cubs. Since Second Year Webelos Scouts cross over to Boy Scouts in February, these scouts will be not be required to pay the second semester dues payment in February. The only additional exceptions to the amount of dues and payment due dates are those families/scouts defined in III.D above.

F. A portion of the dues will be given to the Cub Scout and Webelos Scout Den Leaders to provide supplies and activities during the course of managing the den. 50% of the dues will be distributed to Cub Scout Den Leaders and 75% of the dues will be distributed to the Webelos Scout Den Leaders. This is not a personal payment, but is meant to provide the Den Leaders with a simpler access to finances while providing their Den Program. The Den Leader is responsible for keeping accurate records of money received and receipts for money spent. At the request of the CM or CC Den Leaders should be able to account for their funds and know their balance. Should they need more they should speak with the CC and the CC will contact the treasurer. Upon the resignation of the Den Leader or at the time a Den crosses into Boy Scouts, all records and the remaining balance should be returned to the Treasurer.

G. It is the goal of P43 to limit outside fundraisers to no more than two per year. In the event unforeseen expenses occur, additional fundraisers may be held with approval of the Committee. All outside fundraisers must be coordinated through the council by submitting and receiving approval on a Unit Money-Earning Application.

H. All monies coming in are shown in the treasury book and then fees paid out are paid by the Pack to the proper place.

I. It is the policy of P43 to recoup bank charges for returned checks from the original issuer of the check. P43 will not charge a flat fee of a fixed amount for returned checks but will require that the issuer of any returned checks reimburse P43 for charges incurred from the bank. P43's bank may try to put a check through a second time. If the check is not returned the second time, only the initial return check fee will be do from the issuer. In the event the check is returned a second time, the bank will return the check to P43 and the issuer of the check will be liable for BOTH charges incurred from the bank.

## **IV. MEETINGS AND ACTIVITIES**

A. Den meetings will be scheduled within the church facilities when possible. Rooms will be arranged by the Den Leaders through the Chartered Organization representative. Alternative locations are allowed provided they are approved by the Cubmaster and the Committee Chair and meet BSA guidelines.

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- B. The church has final say on the times the rooms are available.
- C. The CM/CC must be aware of any changes that are needed from time to time.
- D. The CM will conduct a Pack Meeting each month that will be held in the church basement in the Fellowship Hall. It is held the 3rd Monday of each month with the exception of the Blue and Gold Banquet and the Pinewood Derby. It is the CM responsibility to reserve this time each year with the church.
- E. The CC will plan a committee meeting on the first Monday of each month, barring holidays, and arrange the time through the church.
- F. The St. Clair District offers an adult meeting (The Roundtable). It is the 1<sup>st</sup> Thursday of each month, at First United Presbyterian on Royal Heights Road in Belleville, IL. It starts at 7:00 and is over approx. 9:00. Each leader is encouraged to attend, especially when first starting.
- G. All activities that remain in our community may take place without a tour permit. All activities outside of our community require a tour permit to be filed through the local council office. Permission slips must be obtained for all trips. If a tour permit is not filed, the leader will not be covered by the Pack's insurance.

## V. LEADER REQUIREMENTS

- A. Leaders must follow the guidelines set forth by the BSA as defined in the Cub Scout Leader Book.
- B. All meetings are non-smoking events.
- C. No alcohol is permitted while at Scout sponsored events or while wearing a leader uniform or Pack shirts. This means that following a summer parade the leader must change out of their uniform if they will be seen at a picnic drinking alcohol. They are not to be in a drinking establishment in their uniform. They will be removed from their position without warning or a chance to "explain" the situation.
- D. Language is to remain appropriate for boys and non-offensive to others around them. Foul language is subject for removal.
- E. Leaders should be trained. The CM, CC, CA, must be trained to have a "Quality Unit".
- F. The pack leaders do not have a specified term as they will have an assistant that will begin taking over more toward the primary leaders last year.
- G. It is not required that a leader have a child active in scouting.
- H. Two leaders are REQUIRED at meetings.

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I. Leaders may not hit a child; if a child is disruptive and the leader cannot get control of the situation then the child is to go home and may miss the next meeting if the leader sees fit. A "time out" chair is permitted. The leader must communicate the problem to the parent and the CM/CC. If difficulty continues, the leader, CM and CC should discuss the possibility of instituting an "Lone Scouting program".

## VI. UNIFORMS

A. Leaders should set the example. As soon as able, leaders should acquire a minimum of a blouse/shirt. If financial assistance is required, please discuss the need with the CC and/or CM.

B. Scouts/parents should be encouraged to acquire a shirt as soon as possible. If financial assistance is required, the leader should discuss the need with the CC and/or CM. The uniform gives the boys a sense of belonging, pride and encourages proper behavior and improves longevity.

C. P43 recognizes a Class A uniform and a Class B uniform.

1. The Class A uniform consists of the official BSA shirt with proper insignia in the proper locations, an official neckerchief for the appropriate scout rank with proper slide and an official BSA belt. Optional accessories for Class A uniform include an official BSA cap for the appropriate scout rank, official BSA pants or shorts and official BSA socks.

2. The Class B uniform consists of an official P43 sweatshirt or T-shirt or a shirt made specifically for scout functions during a Pack or Den event.

3. Class A uniforms should be worn at all Pack meetings, formal Pack events which represent the Pack in the Community, Den meetings, District and Council events. In the event a Pack or Den meeting will entail a project that could damage the Class A uniform, Class B uniforms or non-uniform dress may be allowed at the discretion of the Pack or Den leader.

4. Class B uniforms should be worn at all informal Pack functions such as camping, barbecues, etc. They may be worn to outdoor District functions and Council functions such as Day Camp, Resident Camp, etc.