

# **CUB SCOUT PACK 152 BROGUE, PA**

## **BY-LAWS As of September 1, 2007**

### **MEMBERSHIP AND LEADERS**

- 1.) Requirements for membership of Scouts and Adult Leaders will be those of the Boy Scouts of America, the York-Adams Council, and the Indian Steps District.
- 2.) Any parent, who has a child in Cub Scouting is encourages to participate as a Leader, Assistant Leader, Member of the Pack Committee, Event Chairperson or in helping with specific functions of the Pack during the course of the year. See Appendix A for descriptions positions/functions.

### **PACK COMMITTEE MEETINGS**

- 1.) The Pack Committee Meeting will normally be held the **second (2) Wednesday** of each month. These meetings begin at 6:30 PM.
- 2.) A den leader or parent from each den must attend every monthly committee meeting. The pack strongly suggests that a different parent from each den attend committee meetings each month. If they represent the Den Leader or Assistant Den Leader of their den, they shall have a vote in all committee decisions.
- 3.) The Pack also requires that all chairpersons attend two committee meetings. They need to attend the meeting one month prior and one month after their event. At the committee meeting before the event the information will be passed along to the Den Leaders and Pack Secretary so that the information gets out to the Scouts. The committee meeting following the event will be used to discuss how things went and what (if anything) should be changed.
- 4.) The topics of Pack 152 summer committee meetings will be as followed. Anyone interested in attending these meetings are encouraged to do so. Event Chairperson's are highly encouraged to attend so that we may get your events on the calendar and supply you with an ample budget to plan your event. While your ideas and concerns are welcomed, unless you are a registered adult leader of Pack 152 you may not vote.
  - a. June – Review By-Laws
  - b. July - Set up Calendar
  - c. August – Establish budget

### **DEN MEETINGS**

- 1.) Regular Den Meetings will be held on Tuesday's beginning at 6:30 PM, at Chanceford or Clearview Elementary Schools, except during the week of the Pack Meeting unless otherwise noted by the Den leader or Cub Master.
- 2.) Absences of boys should be reported beforehand to their Den Leader to insure proper accounting so that the den leader may inform them of missed activities.
- 3.) IF THE RED LION AREA SCHOOL DISTRICT CANCELS SCHOOL OR HAS AN EARLY DISMISSAL DUE TO INCLEMENT WEATHER, THERE WILL BE NO MEETINGS UNLESS NOTIFIED OTHERWISE.
- 4.) The Cub Scout program year is the twelve (12) month period from September through August of each year; however during the summer months of May, June, July and August Den Meetings will not be held unless otherwise noted by the Den leader.
- 5.) Parent(s) or guardian(s) will walk their Scout(s) to the Den Meeting room, and pick him/them up there. Scout Leaders will not release Scouts except to a parent or guardian.

## **PACK MEETING**

- 1.) Pack Meetings will normally be held on the **Last Tuesday** of each month, beginning at 6:30 PM at Chanceford Elementary School.
- 2.) There will be no Pack Meetings during the summer months of June, July and August.
- 3.) Pack 152 will hold a graduation ceremony at the May Pack Meeting. Scouts **MUST** attend this ceremony to be eligible to receive any gifts purchased by the pack.
- 4.) Any deviation in the day, time, or location of the Pack Meeting will be announced to parents in advance usually in the Monthly Newsletter.
- 5.) It is the parent's responsibility to oversee the behavior of their scout before and after the Pack Meeting. During the Pack Meeting the Scouts will sit as Dens with the Den Leader or Assistant Den Leader. Siblings must be supervised at all times by an adult.
- 6.) Sharing of Pack Meeting Responsibilities

The Cubmaster will provide Den Leaders a monthly schedule for each Den to take the responsibility of one of the following areas:

- Set up the meeting room (Responsible Den should arrive at 6:00 pm)
- Opening with Flag Ceremony
- Song, Skit, Activity, Yell, Etc.
- Clean up and restoring meeting room to its original configuration

## **ADVANCEMENTS AND AWARDS**

- 1.) Each year, each den leader shall decide which achievements will be completed in den activities and which achievements are to be completed at home. Parents, however, remain responsible for their boy's completion of all advancement requirements. The standard for completion of any achievement is that the boy, in the parent's opinion, has followed the Cub Scout Motto of "Do your best".
- 2.) Scouts will receive all awards or advancements that they have earned at the Pack meetings. A Scout must attend the entire Pack Meeting in order to receive his awards or advancements. If a Scout cannot attend a Pack Meeting then the advancement chairperson will hold the awards and advancements until the next pack meeting.
- 3.) A parent or guardian must be present with the Scout at the pack meeting in order for the Scout to receive awards, unless prior arrangement is made by communication with the Cubmaster.
- 4.) Pack 152 is responsible to purchase any advancements, awards or achievements earned in accordance with the Cub Scout Books. This includes Rank Advancement Patches, Arrow points, Webelos Activity Pins, Beltloops and Pins.
- 5.) Pack 152 will also purchase patches for any registered Scout and Adult Leader for events not related to the rank books. Pack 152 will offer any other family member the opportunity to purchase them at the same cost as the pack pays. These would include Gettysburg Patches, Family Camp Patches, Derby Patches etc.
- 6.) Pack 152 requires all scouts attend 50% of Den Meetings and Pack Meetings in order to remain active and earn advancements and awards.

- a. If a scout fails to meet this requirement they will be notified that they will be designated as inactive and either must begin attending meetings or be removed from Pack 152's roster.
- b. Once a scout becomes inactive or notifies his den leader that they no longer wish to attend the scout will have 2 months to make arraignments to pick up any advancements or awards earned. After 2 months the advancements and/or awards will become property of the pack.

## UNIFORMS

- 1.) The service uniform (Class A) for Cub Scouts consists of the following:
  1. Blue shirt with appropriate insignia (mandatory)
  2. Neckerchief appropriate to rank, with slide (mandatory)
  3. Cap appropriate to rank (mandatory)
  4. Blue belt (Optional)
  5. Blue trousers or shorts (dark blue jeans, navy blue trousers, or Cub Scout uniform trousers)
  6. Blue/gold socks (optional)
  
- 2.) The service uniform (Class A) for Webelos may be either the Cub Scout blue uniform (as outlined above), **or** the khaki and olive Boy Scout uniform as follows:
  7. Khaki shirt with appropriate insignia (mandatory)
  8. Neckerchief appropriate to rank, with slide (mandatory)
  9. Cap appropriate to rank (mandatory)
  10. Olive or blue belt (Optional)
  11. Olive shorts (dark blue jeans or Scout uniform trousers)
  12. Green/red socks (optional)
  
- 3.) Tiger Cubs are to wear the same blue uniform as the cub scouts.
  
- 4.) The activity uniform (Class B) will consist of a Pack 152 or scout-oriented t-shirt or sweatshirt, with appropriate shorts, jeans or other trousers, and with appropriate shoes or boots.
  
- 5.) The service uniform (Class A) will normally be worn to all Pack Meetings, unless otherwise specified before the meeting.
  
- 6.) The uniform for other activities will be announced in each case before the activity.
  
- 7.) The activity uniform (Class B) will normally be worn to all Den Meetings, unless otherwise specified before the meeting.

- 8.) Pack 152 has a Uniform Bank for any Scout who can not afford to purchase a new uniform. This bank includes both Service and Activity Uniforms. Anyone interested should see the Cub Master. Pack 152 will also accept any donations of uniforms, hiking boots, etc. to be added to this bank.

## **COURTESY AND SAFETY**

- 1.) Scouts will address Scout Leaders as Mr. or Mrs., with the last or first name, at the discretion of the leader. Scouts will not address leaders by their first names alone.
- 2.) There will be no running in the building, unless as part of an organized and supervised activity.
- 3.) Only one (1) Scout will be allowed to leave the Den Meeting to go to the bathroom at a time, unless supervised by a scout leader.
- 4.) Scouts will only enter those parts of the school building being used for Den or Pack meetings.
- 5.) Noise will be kept to a minimum in the building, especially in the hallways when passing other Den meetings.
- 6.) Siblings who are not involved in Den or Pack activities will be with at least one (1) parent at all times. The only exception will be when the Pack or Den provides organized supervision of younger siblings as part of a particular function.
- 7.) Scouts will be expected to render cooperation and courtesy to Scout Leaders and other Scouts an all times. Should the conduct of an individual Scout interfere with the work of the Den, the Den Leader will have, but not exclusively, the following options to consider:
  - The Den Leader may send the Scout to serve “Time Out” supervised by a member of the Pack leadership.
  - The Den Leader may hold a discussion with the parent(s) of the Scout
  - With the concurrence of the Cubmaster, the Den Leader may request that a parent attend the next entire Den Meeting with the Scout
- 8.) The Den Leader and Cubmaster will make every effort to work with Scouts and parents to ensure a safe, cooperative environment that provides for successful and

enjoyable scouting activities in the Den and the Pack. Parents are asked to provide the same dedicated efforts for their sons and the Scout Leaders.

## **FINANCES**

### 1.) Dues

- The Cub Scout program year is the twelve (12) month period from September through August of each year; however, during the summer months of May, June, July and August Den meetings will not be held. A Pack Picnic will be held in August to “Kick Off” the New Year.
- Dues will be determined by the Pack Committee at a meeting held in July prior to the new program year and will be announced at the August Pack Picnic.
- Dues are payable no later than the October Pack Meeting; if dues are not paid no advancements will be awarded until they are paid.
- Parents may request an alternate payment plan, with the last payment due no later than December 1. If payment is not paid in full by then Pack 152 will not include the scout in their recharter, this will mean that the scout will not be allowed to attend any scouting events.

### 2.) Fundraising

- Each Scout is required to participate in Pack fundraising activities. Parents are asked to facilitate participation by their Scouts.
- Scouts joining Pack 152 after the fundraiser begins must be given ample to sell or they will be excluded from the donation and minimum sold requirements.
- If a Scout chooses not to participate in a fundraiser, parents are asked to make a cash donation of in lieu of the time and effort of participation. The amount of the donation and a minimum sold requirement will be set according to each fundraiser. The minimum sold requirement must be met or the cash donation requirements will be pro-rated according to the difference. Cash donations will not be applied to scout incentive programs.

- Scouts who participate in fundraising activities will receive incentive awards and/or credit to their Pack account.

### 3.) Incentive Plan Account

- The Pack Treasurer will establish an Incentive Plan Account for each scout.
- Funds will be accrued in the Account by participation in Pack fundraising activities.
- The Account may be used for Pack activities, including but not limited to:
  - a. Blue and Gold Dinner
  - b. Day Camp
  - c. Webelos Weekend
  - d. Campouts
  - e. Field Trips
- The Account may be used for insignia and Scout purchases from the Pack Treasurer, from the Scout Shop or other stores that may sell Scout items. For Scout purchases, present the receipt to the Pack Treasurer for reimbursement.
- A Scout may carry a credit from year to year, but may not transfer the credit to another Cub Scout Pack. The credit will be transferred a Troop on the occasion of the Scout's graduation to a Troop.
- Each Account is cleared upon the boy's graduation from the Pack, if the balance is not transferred to a Troop it will be entered back into the Pack's operating account. A balance may be carried from Scout to Scout within a family upon the parent's request.

### 4.) Special Events

- Each person who signs up for a special event in which the Pack must purchase food or supplies in advance will be required to pay \$5.00 per person at registration, which will be returned to them upon arrival at the special event. This fee will **not** be refunded if you do not attend the event.
- Fees must be paid in full in advance for any special event, which requires a down payment at the time reservations are made. Fees will not be refundable once reservations are made unless you can find a replacement for your seat, ticket, etc.
- Each Rank will have a specific duty at each event. Committee will determine who has what duty. These duties will change as the boys ranks change.

## **MODIFICATION OF BY-LAWS**

- 1.) The power to alter, amend or repeal these by-laws, or to adapt new by-laws, is vested in the Pack Committee.

ADOPTED BY A TWO-THIRD (2/3) MAJORITY VOTE OF THE PACK COMMITTEE OF PACK 152 ON JULY 26, 2006.

## APPENDIX A

### CUB SCOUT PACK 152 LEADERSHIP REQUIREMENTS

*While Pack 152 exists for the benefit of our sons, it is powered by the commitment and energy that all of its parents supply. Our present Pack and Den Leadership contribute to this effort, but you, as a parent must supply other components that make Cub Scouts a highly rewarding experience for each and every boy.*

*Listed below are some part-time or temporary positions that need to be filled by adults other than Den or Pack Leaders. Please see the Cubmaster or Assistant Cubmaster to learn more about how you can contribute to your son's Scouting experience.*

**Committee Chairperson** – responsible for holding and overseeing the Committee meetings and recruiting individuals to be on different committees. Maintain a close relationship with the chartered organization representative through communications, supervise the troop committee and confer with the Cubmaster on policy matters relating to the Cub Scout program and the chartered organization.

**Committee Members**- parent representatives from each Den to attend Pack Committee meetings and assist in planning and management.

**Cubmaster** – works directly with Den Leaders and the Pack committee to make sure that all dens are functioning well. Plan the Den and Pack programs with the help of the other leaders. Lead the monthly Pack meetings with the help of others involving all Dens in some way. Coordinate the total Cub Scout program in the pack.

**Assistant Cubmaster**- assists the Cub Master as needed and be ready to fill in for the Cubmaster if necessary. Participate in Pack Meetings and serve as an integral part of the Pack and the Pack Committee.

**Secretary** – Keep informed of all the Cub Scouting literature, materials, records, and forms so as to help the leaders function effectively. Maintain an inventory of pack property. Handle correspondence for the pack. Keep notes on Pack leaders and Pack Committee meetings. Produce monthly Newsletters. (Must have access to a computer)

**Treasurer** – help the Pack Committee and Cubmaster establish a sound financial program for the pack with a Pack budget plan. Maintain the Pack's bank account. Collect Dues. Keep up to date financial records.

**Advancement Coordinator** – maintain advancement records, purchase awards, organize awards for presentation at Pack Meetings, etc. (Must have access to a computer)

**Den Leader** – give leadership in carrying out Pack program in the Den. Plan and organize the Den’s activities to ensure that the Cub Scouts meet all requirements for advancement and awards. BE AKELA TO THE CUBS IN YOUR DEN.

**Assistant Den Leaders** – fill in for Den Leaders in case of illness or other emergency.

**Tiger Cub Coach** – has some experience at the tiger Cub level and assists the new tigers and their adult partners to have a fun, successful program year. This is usually the Webelos II leader from the prior year.

**Pack Trainer** - Keep up on all Council, District, and Pack level training events. Record adult training and make sure that all leaders have the appropriate training.

**Auto-Insurance Coordinator** – maintain automobile insurance information from all Pack member families, secure regular updates to this information, and store this information in a format that allows it to be easily attached to the tour permits.

**Medical Forms Coordinator**- maintains and update medical forms as needed.

**Fundraiser Coordinator(s)**- one or two individuals are needed for each fundraiser. Coordinate all aspects of one fundraising activity (create and distribute necessary forms, promote the fundraiser, collect orders, assign staff, serve as primary communication link between the Pack and Vendor, etc.) Fundraisers may include but are not limited to the following.

**Popcorn Coordinator** – This will be the Packs main fundraiser. The results of this event will determine the need for future fundraising. *This is a short-tem job that is ideal for a parent who cannot make a longer-term commitment to the Pack.*

**May Fest Coordinator** – This event only happens every other year. Pack 152 will have a food stand with hot dogs, chips and soda’s. *This is a short-tem job that is ideal for a parent who cannot make a longer-term commitment to the Pack.*

**Halloween Parade Food Stand Coordinator** –You will be able to elect you own committee as you see needed. *This is a short-tem job that is ideal for a parent who cannot make a longer-term commitment to the Pack.*

**T-Shirt/Sweatshirts Coordinator** – coordinates the purchase of the Class B Pack 152 Purple T-shirts/sweatshirts. All the details are already in place. Your responsibilities will be to pass out the pre-printed forms to the Dens, collect and place the orders, collect money to pass on to the treasurer, pick up t-shirts to distribute at a Pack meeting. *This is a short-tem job that is ideal for a parent who cannot make a longer-term commitment to the Pack.*

**Derby Coordinator** – assist with the annual Derby competition (Rain Gutter Regatta, Space Derby, or Pine Wood Derby). Maintain records, develop race schedule, purchase awards, etc. *This is a short-tem job that is ideal for a parent who cannot make a longer-term commitment to the Pack.*

**Babysitters** – parents or teenage siblings needed to baby-sit younger children during meetings.

**Miscellaneous Leadership** – if you are not sure how you can fit into a significant role in the Pack but want to do something, talk to Terri Boyd. We can help you with suggest positions.

In an effort to get more parents involved in the planning of our program, the pack 152 committee has provided manuals for the following events. These manuals will guide any chairperson in the planning of the event.

Blue & Gold	Camping	Christmas Party	Derby Races
Good Turn For America	Halloween Day	Halloween Parade	Harvest Fest
Indoor Olympics	Mall Show	Popcorn Fundraiser	Fun Day
Public Relations	Recruitment Chair	Scout Sunday	Spring Fling
Summertime Activity	Training Chair	T-Shirts	Web Site
Yard Sale	Cake Bake	God & Country	

## Appendix B

### Responsibilities

#### **Cub Scouts**

- Attend weekly den meetings – September-April
  - **Must Attend 50% in order to remain active**
- Attend monthly pack meeting – September-May
  - **Must Attend 50% in order to remain active**
- Attend specially scheduled den and pack activities
- Wear Class A or B uniform according to the pack policy
- Participate in den and pack service projects
- Participate in all fundraisers
- Follow the rules and show respect at all times

#### **Parents**

- Help their son achieve the rank for their age
- Encourage regular attendance at den and pack meetings
- Help their scout work on their electives and sign their handbooks as electives are completed
- Buy the handbooks for their scouts
- Remind scouts to bring all items requested (including Handbooks) to all den meetings
- One parent must remain at all Pack meetings with their scout unless prior arrangements are made with the Cubmaster
- Participate in all fundraisers and pack service projects
- Help the pack by doing the following:
  - Attend Special Parent Meetings
  - Participate in all den and Pack activities
  - Assist the den leader when needed
  - Share in transportation of scouts and equipment
  - Serve on committees or as special event coordinator
  - Pay scout dues on time
- If their son is unable to attend a den/pack meeting or special event notify the den leader or cubmaster
- If the scout choose to transfer to another pack or to leave scouting the parent must notify the leadership in advance in order to get a transfer of registration and verification of rank and advancement for presentation to the new unit leader
- Abide by all the polices of the pack

### **Den Leader-**

- Attend training
  - \* Must have Fast Start, New Leader Essentials, Youth Protection, and Den Leader Specifics
- Attend monthly roundtables
- Must attend monthly committee meeting
- Keep accurate records for den advancements
- Report advancements at or before monthly committee meetings
- Submit a requisition for supplies form to the treasurer at the committee meeting
- Attend all Pack meeting with your den
- Collect permission slips for all den activities in which a parent will not be present
- Submit a tour permit for all den activities at a Committee Meeting that is at least 1 month prior to the trip. Upon approval the permit will be returned to the Den leader to be taken along on the trip. Any questions should be brought the attention of the cub master.
- Plan all den activities with the top priorities being safety and fun
- Seek help from others as needed to provide a quality program for the scout
- Two deep leadership (minimum of one registered adult (21 yrs. old) and a second adult (18 yrs. old) is required at all scout activities!!!

### **Pack Committee-**

- The pack shall consist of parents of the pack and interested community members
- Pack committee is responsible for general operations of the pack
- The pack committee must include:
  - Committee Chairperson
  - Cub Master
  - Secretary
  - Committee members
  - Advancement Chair
  - Asst. Cub Master
  - Treasurer
  - One representative from each Den
- The pack committee may also include:
  - Den Leaders
  - Tiger Coach
  - Auto Insurance Coordinator
  - Fundraiser Coordinators
  - Derby Coordinator
  - Asst. Den Leaders
  - Pack Trainer
  - Medical Form Coordinator
  - T-Shirt Sale Coordinator
  - Parents
- The committee has final approval of all policies, procedures, and budgets of the pack
- The Cub Master and Asst. Cub Master along with the input from den leaders and the committee members make all program decisions.
- The pack committee will keep an up to date inventory.
- The pack committee will insure that all dens have the appropriate materials and books needed to run the den properly.