

# Pack 1634 Bylaws

## ARTICLE 1. CHARTER

- 1.1 Cub Scout Pack 1634 is a chartered member of the Boy Scouts of America (BSA), Capital Region, Southern District. The sponsoring organization is St. Mary's Episcopal Parish. As the Executive Officer, the rector of St. Mary's Parish is the approval authority for the Pack leadership. He or his designated representative will be required to sign the charter agreement each year at re-chartering.
- 1.2 Pack 1634 will be financially self-sufficient. The executive officer will make suitable facilities available for use by the Pack as scheduled annually by the committee.

## ARTICLE 2. PACK COMMITTEE

- 2.1 The Pack Committee will make all decisions pertaining to the operation of the pack. Pack Committee members will serve for one year. The Pack Committee members will be nominated by the Pack Committee Chairman and approved by the Executive Officer. The Committee Chairman will be appointed by the Executive Officer.
- 2.2 The Pack Committee will consist of the following offices:
  - Committee Chairman (CC)
  - Cubmaster (CM)
  - Assistant Cubmaster (ACM)
  - Advancement Chairman (ADM)
  - Treasurer
  - Den Leaders
  - Assistant Den Leaders
- 2.3 The Pack Committee will meet once a month as scheduled by the Committee Chairman. A quorum of 5 Pack Committee members is required to conduct Pack business, which financially obligates the Pack or authorizes the expenditure of Pack funds. Two of the following officers must be present to constitute a quorum: Committee Chairman, Cubmaster, Assistant Cubmaster or Treasurer.
- 2.4 The Pack Committee will be encouraged to attend *Cub Scout Basic Leader Training*, District Roundtable Meetings, Pow-Wows, University of Scouting, and other training events sponsored by the BSA.

### **ARTICLE 3. ORGANIZATION**

- 3.1 The Pack will be organized into dens according to scout rank. At the discretion of the Pack Committee, additional dens may be added by rank or combined as necessary for smooth operation.
- 3.2 Each den will have a Den Leader, and Assistant Den Leader.
- 3.3 Den Leaders and assistants will be required to watch the *Fast Start* video.
- 3.4 Webelos Den leaders will be required to attend both Basic Leader Training and Outdoor Leader Training as soon as possible.

### **ARTICLE 4. PACK ACTIVITIES**

- 4.1 The Pack will conduct monthly Pack meetings at the St. Mary's Parish Hall. Meetings will normally be held on the 4<sup>th</sup> Thursday of the month. If the county schools are closed, then the meeting will also be cancelled.
- 4.2 The Pack will hold one summertime activity, each month during June, July, and August.
- 4.3 The Pack will participate in Council sponsored activities as determined by the Pack Committee.
- 4.4 The Pack will participate in District sponsored activities as determined by the Pack Committee.
- 4.5 Pack 1634 will participate to fullest extent possible in all sponsor functions as requested by St. Mary's Parish.

### **ARTICLE 5. DEN ACTIVITIES**

- 5.1 Tiger Dens will meet at least once a month for group meetings in accordance with the Tiger Scout Program.
- 5.2 All other Dens will meet as directed by the Den Leader, but no less than twice per month as a den.
  - 5.2.1 At least two responsible adults will be present at all times for any den meeting.
- 5.3 All scouts will participate in monthly Pack Meetings.

### **ARTICLE 6. UNIFORMS AND AWARDS**

- 6.1 Each Scout is responsible for his own uniform. The Class A Cub Scout uniform will be worn at all Pack Meetings and other events as prescribed. The Class B uniform may be worn to Den meetings and other events as prescribed.
  - 6.1.1 Class A uniform consists of an official Cub Scout shirt, Pack 1634 neckerchief, appropriate Cub Scout hat, and blue jeans or Cub Scout uniform pants.
  - 6.1.2 Class B uniform consists of a Cub Scout tee-shirt, and Cub Scout hat.
  - 6.1.3 Cub Den Leaders should encourage proper wearing of the uniform.
- 6.2 All awards required for advancement will be funded and procured by the Pack. Duplicate belt loops and sports pins not required for advancement will be paid for by the scout.

### **ARTICLE 7. REGISTRATION FEES AND DUES**

- 7.1 Annual registration fees will be charged annually. The current registration fee is \$25.00 per year.
  - 7.1.1 Scouts joining the pack or transferring into the pack will have their dues prorated to the end of the Pack's current charter.
  - 7.1.2 Scouts in their last year of Cub Scouting will have their registration fees prorated.

- 7.1.3 All boys registering with Pack 1634 will receive a subscription to *Boy's Life* magazine as part of the registration fees.
- 7.2 No boy may participate in Pack or Den activities if they are delinquent in their registration fees.
- 7.3 Hardship cases may apply to the Committee Chairman for relief from fees. Such cases will be handled in a confidential matter and will be determined by a joint decision of the Committee Chairman, Cubmaster, and Treasurer.
- 7.4 Adult leaders registration fees will be borne by the Pack.
- 7.5 Den dues will not be collected on a routine basis. Den Leaders may collect one-time fees to cover the costs of specific Den projects.

## **ARTICLE 8. FINANCIAL MATTERS**

- 8.1 The Pack treasury will consist of one checking account and one savings account.
- 8.2 All withdrawals and checks must be signed by two of the following officers of the Pack: Committee Chairman, Cubmaster, and/or Treasurer.
- 8.3 Only the Treasurer will receive monies for the Pack. The treasurer will write receipts for all monies received.
- 8.4 The Pack treasury will be audited every six months by two parents whose son(s) is a member of the Pack.
- 8.5 A Pack budget will be submitted to the Pack Committee for approval on an annual basis during the month of re-chartering. Once approved, only budgeted functions may have Pack funds spent against them.
  - 8.5.1 The Committee Chairman or the Cubmaster may approve one-time expenditures not previously included in an approved budget only up to \$25.00. This authority is not to be incremented so as to approve several expenditures for the same function, which would exceed \$25.00 in total cost.
  - 8.5.2 Unbudgeted expenses in excess of \$25.00 can be approved at a Pack Committee Meeting in which a quorum is present.

**ARTICLE 9. AMENDMENT OF BY-LAWS**

9.1 Once adopted and approved these by-laws may be changed by Committee members by stating and seconding of a specific motion of amendment at a Pack Committee meeting. After a seconding of motion to amend the by-laws, the motion will be tabled until the next Pack Committee meeting. During this waiting period, the motion will be discussed with the Pack's parents for comment. At the next Pack Committee meeting, a majority of votes with a quorum present will validate the proposed amendment.

These by-laws are duly approved and adopted for Pack 1634 by the following undersigned leaders: